



# Steinbrecher Fellowship Program

*In 2005, the family and friends of Clark alumnus David C. Steinbrecher '81 created the Steinbrecher Fellowship Program with a generous gift that established a permanent endowment in memory of David that provides fellowships for Clark undergraduates to pursue original ideas, creative research, and public service or enrichment projects. The Steinbrecher Fellowship awards, given to **5-7 students** each year, is up to \$5,000.*

## About the Fellowship

The Steinbrecher Fellowship seeks to create and maintain a vibrant community of learners by bringing Fellows together with each other and with a small group of faculty mentors to share ideas, experiences, and intellectual excitement at dinners and other special gatherings several times during each academic year. During the summer, Steinbrecher Fellows will participate in a professional development and reflection seminar led by the Career Connections Center. Fellows will receive guidance on speaking about their summer experience, about building networking connections, and will have the opportunity to reflect on the summer with their peers.

## Application deadline

**Midnight on February 15, 2023.** Apply through the application portal on the [Opportunity Funding Office web page](#). For application instructions, see below.

## Who is Eligible?

- Current juniors will be given priority for this program.
- First-years and sophomores may be considered if the project is developmentally appropriate and you can make a compelling case as to how this project relates to your future goals.
- Students in good academic and social standing with the University.
- All students receiving the award must be a full-time student in the fall semester following the award.
- All students applying must have a designated faculty sponsor.

## Criteria for Selection

The selection criteria include, but is not limited to:

- The originality or distinctiveness of the proposed project.
- The applicant's potential for carrying out an excellent project.
- The likely contribution of the project to enhancing the knowledge, understanding, and perspectives of the applicant and other Steinbrecher Fellows
- The quality of the written proposal: Is it well written? Does it include all required pieces?
- The value and clear connection of the experience to future career goals.



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## Ineligible Projects

- Internships.
- Programs with fees to participate (funding cannot cover fees to study abroad or away, to participate in volunteer/service-oriented projects, or for cultural exchange or other similar programs).
- Tuition-based summer programs including those with an internship component.
- Organizations and programs with fund-raising expectations for their interns.
- Non-credit course or training program that does not contain any professional, experiential learning component; this includes programs where the main components include observing, shadowing, and attending lectures.

## Role of the Faculty Sponsor

Students must secure a faculty sponsor prior to applying. The faculty sponsor will, at minimum, check in with you every 2-3 weeks, will evaluate the quality of your final product(s), and will award your .25 units of credit for the fellowship.

Applicants will also need to list the name, department, email and phone number of the faculty member who has agreed to serve as the sponsor for the project and who will provide a letter of recommendation. In addition, provide the name of an **additional faculty or mentor** (this individual can be external to the Clark community, if relevant) who has agreed to provide a **second** letter of recommendation. Emails will be sent to those listed, requesting that information. All recommendations must be submitted to [ppportunityfunding@clarku.edu](mailto:ppportunityfunding@clarku.edu) by the application deadline.

## If You Are Awarded: Award Requirements

Students awarded ClarkCONNECT funding will be required to:

- Attend *Know Before You Go* (virtual; date TBD)
- Participate in the Summer Funding Seminar (virtually), resulting in a 2–3-page reflection paper at the end of the summer
- Participate in several Steinbrecher Fellows events the following academic year.

## Contact Information

Students interested in applying for the Steinbrecher Award should feel free to contact Rachel White, Associate Director of Opportunity Funding, via email to [rawhite@clarku.edu](mailto:rawhite@clarku.edu).



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## Application Guidelines

### Where to Apply

Applications will only be collected through the application portal on the Clark University website: <https://www.clarku.edu/opportunity-funding/>. Additional directions for this application, and other funding possibilities, are listed on the funding website.

### Required Documents

- Application essay (see below for details)
- Resume
- Unofficial transcript, or screen shot of your transcript (Log into the ClarkYOU portal, then click Main Menu, Registrar's Office, Student Account and Financial Aid, Student Records, Unofficial Academic Transcript, and submit. You can save the page as a PDF, or take a screenshot.)
- Assumption of Risk and Waiver
- IRB preliminary approval letter (if applicable; see below for details)
- For in-person/on-site projects other than at Clark: documentation that the organization is following safe pandemic practices that follow CDC and applicable state guidelines. This can be saved from an organization's website, offer letter, personnel manual, etc.
- Note you will also need to provide the names and contact information of your recommenders (see above). One must be Clark Faculty, and the other can be either internal or external as a faculty or mentor who is helping to oversee your project. *All recommendations must be sent to [Cservices@clarku.edu](mailto:Cservices@clarku.edu) by the application deadline.*

### About IRB Approval

Your project may require IRB approval. All human subjects' research at Clark must be reviewed by the Institutional Review Board to ensure the protection of the rights and welfare of human subjects.

***Funding applications with human research subjects must show proof of preliminary IRB approval in their applications.*** If you are unsure if you need IRB approval, please consult your faculty sponsor for this project. Application forms and instructions may be found on the [Mentor IRB Website](#).

### Proposal Essay Guidelines: Title Page

Please include the following on your title page:

- Your name
- Your class year
- Steinbrecher Fellowship project title



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- Abstract (150 words or less) – Include (1) what you will be doing, (2) a short explanation of how you will do it, (3) why you are doing it – what is the intellectual or practical merit? (4) End by describing what you hope to achieve (i.e., identify the project deliverable) by the end of the summer.
- Project start date and end date
- Estimated hours per week
- Name of sponsoring organization or Clark department
- Location (address and website) – if this is not the primary location you will be working or completing your project/research, then you will be asked to include that location as well.
- Supervisor contact information (if applicable)
- Name and email of faculty sponsor

## Proposal Essay Guidelines: Main Sections (3-5 pages, single-spaced, 12-point font, Times New Roman)

### (1) Project/Research description

The project/research description provides details of the project, and describes how it will be implemented. Below is a suggested format.

- **Introduction** - Open with a description of what you'll be doing for your project. State the problem, puzzle, or project goal.
- **Approach to your project** - Follow this section with a description of how you'll complete your project. Discuss your benchmarks and processes in detail as best you can.
- **Support for the project, and academic connections** - Next, discuss why the project is important. What is it about your project that has scholarly and practical significance? What academic or scholarly resources do you expect to consult over the course of the project? Cite references in this section.
- **Virtual feasibility** – Can you show this this project will be feasible if we are still working remotely and/or taking appropriate COVID precautions in summer?
- **Outcomes, final products, and/or expected findings** – End by describing anticipated outcome(s) of your project. What will you produce - what are some tangibles or deliverables with which you will be able to demonstrate your work at the end of the project?

**(2) Link to professional goals, short and long term** - Please describe your plans for the future of the project, if any. For example: presentation at regional/national conference, presentation at Fall Fest or Academic Spree, journal publication, prestigious fellowship proposal, senior thesis/capstone, etc.

Also describe how this project will benefit or impact your longer-term professional goals. Will this project help you explore a career path? Get into grad school? Build your qualifications for your intended career? Etc.



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## (3) Preliminary bibliography

What academic resources will you rely on to help you complete the project or research?

- Provide a list of articles, books, and other scholarly resources that were consulted as you crafted the project description and/or you plan to use to complete your project or research.
- Indicate why you chose each of these resources, and what you hope to use from them.

## (4) Budget and budget justification

Financial description of project and any explanatory notes. Please include all anticipated expenses, even if it goes above the award amount. Discuss how you will cover any difference in cost as part of your proposal.

- Provide details of how you will use the money.
- Consider things like: expendable supplies, transportation, housing, utilities, professional clothing, gear and equipment, mileage and parking, internet access, laundry, and food.
- Use the IRS' guide for mileage reimbursement (if applicable).
- If you plan to live with a family member, and pay room and board to that family member, please estimate based on local reasonable rental prices rather than how much your family member might need or want (in other words, how much would you have paid if you were not living with a family member?)
- This section should be in table format.
- It is acceptable to build your anticipated taxes (see page 2) into your budget.

## (5) Timeline and benchmarks

This section should be presented in table format. Please sketch out what you plan to accomplish week by week, who you will be working with, resources needed at this stage, etc. This section shows that you understand the order in which smaller tasks need be done to accomplish your overall goals, and that your project is feasible in the time you have.

## (6) Conclusion

Why this project? Why now? Any other final remarks?

### After You Apply

#### **Selection Process & Timeline**

Review committees - comprising a wide array of Clark staff and faculty members - convene as a group in late April to finalize selections. A scoring rubric is used to evaluate applications, and all applications have at least two committee members read and score them. All students who apply will be notified in **writing of the committee decision by mid-March.**



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## Award Disbursement

If funded, you will likely receive funds in late May. However, delays can occur; please be prepared for the possibility of receiving your funds as late as mid-June. Please note that you **MUST set-up direct deposit authorization** specifically for Awards and Refunds with Student Accounts, so the funds will be deposited to your bank account. Please note that this authorization is separate from Payroll Direct Deposit. If you are awarded funds, you will receive detailed instructions for setting up direct deposit.

## Tax Information

**Domestic Students:** No taxes are withdrawn pre-disbursement; however, you will be expected to claim this award on your annual taxes and this may impact your taxes due at that time. Please consult an accountant for more detail.

**International students:** International students staying in the US for their internship will have some taxes deducted from their funding amount prior to receiving the funding; this means that the amount you receive will be less than the total award. The amount deducted depends on which country you are from, and the tax treaty that the US has with that country. Generally, expect about 12-15% of your total award withdrawn. Please see the Clark payroll office with specific questions about your tax amount.

International students doing their internship outside the US will not have taxes withdrawn or reported.