

Undergraduate Student Diversity Research Grant
STUDENT APPLICATION INFORMATION SHEET – SUMMER 2014
Application Deadline – Friday, March 7, 2014

The Undergraduate student diversity research grant was first initiated in 2012-2013 at Hamline University. For 2014 summer collaborative research, the Office of Diversity Initiatives will fund **two** diversity research grants for undergraduate students who will participate in the University Collaborative Research program after the applicants are selected by a faculty committee from the Diversity Initiatives Standing Committee.

The intent of this research opportunity is to encourage careful study, analysis, and practice dissemination of results in response to a clearly-identified diversity opportunity or need for student life and engagement at Hamline University.

This program provides a stipend (and, if desired, campus housing and academic credit) to allow an undergraduate student to pursue substantive critical research focused on diversity and inclusion issues at Hamline University. For a period of 10 weeks between early June and early August, in close collaboration with a faculty collaborator, funded students are expected to devote their full-time attention to the project at hand, meeting weekly with the other researchers for a seminar workshop on the status of the research projects. Each researcher will be expected to give oral presentations on their work during the workshop, as well as written midterm and final reports to the Student-Faculty Collaborative Research director, Paula Mullineaux (in addition to whatever requirements are defined by the faculty collaborator).

Scope of Research Projects

Since Hamline students are given the tools to foster “skills for successful lives of leadership, scholarship, and service” (Hamline Mission), this collaborative research grant provides student applicants an opportunity to further their leadership, scholarship, and service skills by addressing diversity related issues for the Hamline University community. Student leader-scholars will construct a multidisciplinary research project that demonstrates “community ethic of social justice, civic responsibility, and inclusive leadership and service” (Hamline Values).

Specifically, proposals should answer the following questions:

- (1) What specific issue have you identified?
- (2) What is the specific area of university life you wish to research (e.g., recruitment and retention of students, staff and/or faculty, curricular/ classroom, co-curricular, campus climate, alumni, university relationship with community)?
- (3) Which university stakeholders will your research involve? (e.g. students, staff, faculty, administrators, alumni, external community)?
- (4) What resources do you anticipate needing for your research? Consider financial, human, archival, travel resources.
- (5) What outcomes do you anticipate?

What Gets Funded?

Any collaborative project focused on diversity and inclusion—defined as critical research in any discipline, critical study across disciplines or focused engagement in field/service work and research—is eligible for this grant program. A committee of faculty will review all applications and choose **two** projects to be funded.

The selection committee will consider the following when identifying which proposals will be funded.

- (1) Is the proposal clearly written?
- (2) Is the proposal grounded in Hamline University's definition of diversity?
- (3) Is the goal/outcome of the project clearly articulated?
- (4) Is the methodology, theoretical framing, tentative bibliography appropriate for the question asked?
- (5) Is the proposed project feasible?
- (6) Is the importance of the project clearly communicated?

Funding: Each student receives a summer grant of \$2500, disbursed in biweekly checks throughout the 10-week program, pending a continuous, successful fulfillment of the program expectations. Each student is expected to fill out a biweekly timecard, to indicate engagement with the project. It is assumed that 35-40 hours per week will be committed to your work on the project, if not more. On-campus housing is available at no cost to participants, and can be requested in your application.

Workshops: For three hours once a week, students (and, as often as possible, faculty colleagues) meet to check in on general progress and to hear presentations from two to four of the researchers. These workshops are mandatory. In those rare cases where research activities or other excusable absences create unavoidable scheduling conflicts, the student researcher must notify and receive approval from the faculty collaborator and the summer collaborative research seminar director (Paula Mullineaux).

Reports: The ultimate assessment of your project's progress is up to you and your faculty colleague. However, the program requires two substantive but brief reports. One report defines your midterm progress (due in early July); the second is a final analysis of the Summer's accomplishments (due after the workshop ends, by mid-August).

Outcomes: In addition to fulfilling whatever goals you set for yourself in your collaborative research, if selected for participation in the summer program, you will be encouraged to submit your project for presentation at the National Conference of Undergraduate Research (NCUR), and required to present to university leaders during the following academic year.

What Do I Need To Do Right Now?

- Consult, frequently, with your faculty colleague to define collaboratively the scope and significance of your project, objectives as well as individual and collective outcomes.
- Begin drafting, and repeatedly revising, your application, frequently checking in with your faculty collaborator. You are also welcome to consult on your draft with other university resource people.

- Be sure that your application is understandable to persons who are not experts in your field.
- Submit all four components of the application by **Friday, March 7, 2014**, as MSWord or PDF attachments submitted via email to diversity@hamline.edu.
- The committee will convene and make decisions by mid-March.
- Upon notification of selection, students must accept the offer and attend an introductory meeting of all Hamline University summer research students in mid April (exact date to be determined).

Further Questions

As you are considering and/or working on your proposal, please feel free to consult with Veena Deo (vdeo@hamline, 651-523-2307) if you have any questions about this opportunity.

**Undergraduate Student Diversity Research Grant
STUDENT APPLICATION**

APPLICATION

The application consists of four parts, which should be *submitted as separate documents*:

- (I) Personal data;
- (II) Curriculum vitae or resume as appropriate for both team members;
- (III) Written description of your project; and
- (IV) Letter of support from your faculty collaborator.

I. PERSONAL DATA

This information is collected for administrative purposes and will not be shared with the evaluation committee.

Name:

Student ID:

Local Address:

Telephone #:

Preferred Email Address:

Major(s):

Minor(s):

Current accumulated credit hours:

Current GPA:

Academic Credit:

- Will you seek academic credit, in addition to the stipend?
- At the discretion of the faculty collaborator, credit will ensure that your research project appears on your academic transcript. It is available at no cost to you, but does not count toward the residency requirements for your degree.
- If yes, give the number of credit hours and whether these hours will count toward your major or minor requirements:

Will you be receiving any financial support for your work from other sources? If yes, please specify the sources and the amount(s):

You may apply for incidental travel and research expenses of up to \$1,000. Make sure that any research expense requests are carefully justified, and include them in your application, as well.

II. CURRICULUM VITAE OR RESUME, as appropriate for both team members.

This information is collected for administrative purposes and will not be shared with the evaluation committee.

II. PROJECT STATEMENT

This statement will be provided to the selection committee and, if your application is accepted, to the other research students in your seminar group. Please ensure that your statement is understandable to readers from outside your academic discipline.

Project Title:

II.A.: Project Description, Purpose, and Significance

In as much text as necessary (generally 2–3 pages), describe your proposed project and its significance. The best descriptions include the following: a clear explanation of your specific research topic and goals, a concise description of related work already performed in your area (with appropriate references), an explanation of how your work meshes with (advances, supplements, strengthens) the existing body of knowledge, a grounding in theoretical context for your work, and a justification for the importance of your project within the context of your field. Keep in mind that this application process is competitive.

II.B.: Project Outcomes

Please define the goals and outcomes you and your collaborator are planning for your summer research. Even as you identify common research outcomes, make sure that you address each researcher's particular set of goals as it is related—but not necessarily identical—to the other's. In addition to the midterm and final progress reports, projects must include an action plan that addresses the particular questions being investigated. In terms of student work, possibilities include a specific paper with critical bibliographies and strong drafts for conference presentations or Departmental Honors Projects. Generally, summer research projects are meant to produce a focused and 'finished' piece of work. It is expected that this project will set the stage for further work, possibly undertaken by the researchers and/or others committed to enhancing diversity and inclusion at the university.

II.C.: Methodology

As specifically as possible, explain how you plan to organize your project. Develop a rough timeline, and articulate to the committee this general overview of the step-by-step process you will follow to meet the project's objectives. If your methodology/timeline differs from your faculty colleague's, make sure to spell out the particularities of both.

II.D.: Individuality and Collaboration

The relationships between a student researcher and a faculty collaborator can be worked out in a number of ways. Describe, as best you can, how this project will illustrate your individual accomplishments as well as how you and your advisor hope to negotiate your particular collaboration.

II.E.: Human Subjects

If your project involves human and/or animal subjects (in experimentation or in the use of interviews, questionnaires, or observations) describe in the space below the procedures you have followed to comply with the ethical principles and responsibilities dictated by your discipline.

For more details consult the Institutional Review Board forms

<http://www.hamline.edu/committees/institutional-review-board/>

III: LETTER OF SUPPORT FROM FACULTY COLLABORATOR

The letter of support is not meant to be a general recommendation and synopsis your many fine qualities. Instead, it should in 1–2 pages speak to three points: 1) the faculty collaborator's view of the scope and nature of your joint project, 2) the faculty member's familiarity with your work and your work habits, and 3) her/his assessment of the nature of collaboration, including the time

committed to working with you throughout the summer and an outline of his/her research goals and projected outcomes. Your faculty collaborator should submit a hard/electronic copy directly to diversity@hamline.edu.