The Summer Research seminar provides a stipend (and, if desired, campus housing and academic credit) to allow an undergraduate student to pursue substantive critical work within her or his field, in close collaboration with a faculty advisor. For a period of 10 weeks between early June and early August, 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 projects. Each researcher will be expected to give oral presentations of their work during the workshop, as well as written midterm and final reports to the Collaborative Research director (in addition to whatever requirements are defined by the faculty collaborator).

**What gets funded?** Any collaboratively devised project—defined as critical research in any discipline, critical study across disciplines, focused engagement in field/service work and research, or a creative endeavor of some form—is eligible for the summer program. A committee of faculty from across divisions will meet to review all applications and choose 20–24 projects to be funded. In the last few years, the number of applications has risen considerably, making the process competitive.

The interdisciplinary committee considers the following when selecting which proposals will be funded.

1. Is the proposal clearly written?
2. Is the goal/outcome of the project clearly articulated?
3. Is the methodology appropriate for the question asked?
4. Is the proposed project feasible?
5. 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 dorm 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 for all involved in the Summer Program, except in the rare instance where travel is connected to the research being funded or other absences have been advised by the faculty collaborator and approved by the program 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 at Honors Day during the following academic year. If you receive a Ridgway Forum Fund Partnership award, you will be required to present your work at an event in the Anderson Center’s Ridgway Central Forum.
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 collaborator. You are also welcome to consult on your draft with the program director up to a week before the due date.
• Note that the applications will be read by an interdisciplinary committee. Be sure that your application is understandable to educated persons who are not experts in your field.

Applications are due by Friday, March 22, as MS Word, PDF, or plain-text attachments submitted via email to Paula Mullineaux (scur@hamline.edu). The committee will convene and make decisions by early April.

The application consists of three parts, which should be submitted as separate documents: a listing of personal data, a written description of your project, and a statement 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:

Will you seek academic credit, in addition to the stipend? This 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):

Would you like to be considered for a Ridgway Forum Fund Partnership, an award that provides additional financial support for exceptional student-faculty projects? If so, please read the award description on page 4 of this document. Within your application, make it clear that you are applying for this award and include curriculum vitae or resumes, as appropriate, for both you and your faculty advisor. 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. PROJECT STATEMENT
This statement will be provided to the evaluation committee and, if your application is accepted, to the other research students in your seminar group. Please take care to 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), define 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, and a justification for the importance of your project within the context of your field. Realize that this application process (like all granting processes) is competitive, and the best proposals implicitly answer the unspoken question, Why should the program give money to you instead of that other person who applied?

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 terms of student work, some conclude the Summer with a specific paper, an exhibition, or a particular body of work, while others have critical bibliographies and strong drafts for conference presentations or Departmental Honor’s Projects. Generally, Summer projects are meant to produce a focused and ‘finished’ piece of work—but they often set the stage for further work.

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.

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 sponsor’s view of the scope and nature of your joint project, 2) the sponsor’s familiarity with your work and your work habits, and 3) the sponsor’s 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. If you are applying for the Ridgway Forum Fund Partnership, your faculty collaborator may also address why you would be a good candidate for this award and/or additional financial support. Your faculty colleague should submit a hard/electronic copy directly to Paula Mullineaux.
Call for Applications
The Ridgway Forum Fund Partnerships

Hamline University has named the Central Forum of the Anderson Center in honor of Ambassador Rozanne L. Ridgway. The Ridgway Central Forum is an open, light-filled space, a public marketplace square in the tradition of respectful dialogue, courageous inquiry, and inspired scholarship that is centuries old.

Generously funded by Ambassador Ridgway, a 1957 graduate of Hamline University, the Ridgway Forum Fund is designed to be student-centered, enriching the Hamline educational experience across all fields of intellectual endeavor—the arts, the sciences, the practical and the impractical. The dual purpose of the Ridgway Forum Fund, briefly stated, is to engage the mind and honor achievement.

Ridgway Forum Fund Partnerships are awards in support of undergraduate collaborative student-faculty research partnerships, and are restricted to College of Liberal Arts faculty members and their undergraduate collaborators. There is no preferred department or field of endeavor, nor any preferred format for the exposition of the result of the collaborative effort.

Applications should come jointly from the faculty advisor and undergraduate student partners and should follow the same guidelines for Summer Collaborative Research proposals. Submissions should state clearly the purpose and goals of the project, its relationship to existing literature, the means by which the project will be undertaken, and the expected outcomes (including papers, posters, or presentations) of the project. Ideally, partnerships will result in programs in the Ridgway Central Forum. Applications should include curriculum vitae or resumes, as appropriate, for both team members.

Successful teams will receive stipends of $2,000 for the faculty advisor and $3,000 for the collaborating undergraduate and will be part of Hamline’s 2013 Summer Collaborative Research Seminar. Students may apply for no-cost summer housing in the residence halls, as needed, and may apply for incidental travel and research expenses of up to $1,000. Requests for either should accompany the initial application, and research expense requests should be carefully justified.

All submission materials should be sent electronically to Paula Mullineaux (scur@hamline.edu) no later than 5pm on Friday, March 22, 2013. An interdisciplinary committee of faculty will select up to three successful teams in collaboration with the Provost’s office, and awards will be announced at Honors Day.