The Summer Collaborative Research Program provides a stipend (and, if desired, campus housing & 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 his/her work during the workshop, as well as written midterm and final reports to the Collaborative Research director (in addition to whatever tasks you and your student collaborator determine in tandem).

**What gets funded?** Any collaboratively devised project—defined as critical research in any discipline, critical study across disciplines, focused engagement in field/service work & research, or a creative endeavor of some form—is eligible for the 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 student participants, and can be requested in their application. Faculty members are expected to participate in the collaboration as defined by the proposal, which should involve meeting with the student on a regular basis, reviewing or trading drafts, assessing respective sources, and so on; it is assumed that the articulated research objectives of the faculty member will play a role in collaborative determination of the precise list of summer activities. In compensation, faculty members receive a $500 stipend.

**Ridgway Forum Fund Partnerships:** Ridgway Forum Fund Partnerships are awards that provide additional financial support for exceptional student-faculty projects. More information is included below on page 3. If you would like to apply for this award, your student should make it clear in her/his application and submit curriculum vitae or resumes, as appropriate, for both of you. 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 the application, as well.

**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 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). The program benefits greatly from faculty attendance, so we assume that faculty members would attend at least on the days their student collaborators present, and more often as possible/desirable.
Reports: The ultimate assessment of your project’s progress is up to you and your student. However, the program requires two substantive but brief reports. One report defines your midterm progress (due in early July) and the second is a final analysis of the Summer’s accomplishments (due after the workshop ends, by mid-August). These reports are to be written by the student, in consultation with the faculty member.

Outcomes: If selected for participation in the summer program, your student will be encouraged to submit the project for presentation at the National Conference of Undergraduate Research (NCUR) and required to present at Honors Day in the following academic year. Faculty members are encouraged to think about and define parallel outcomes, ranging from scholarly papers or conference presentations, to artistic work, to tangible preparation for future courses or revision of current courses—see point (3) in the letter guidelines below.

What do I need to do right now?
Consult, frequently, with the student researcher to define collaboratively the scope and significance of your respective approaches, project objectives as well as individual and collective outcomes. Note that the applications will be read by an interdisciplinary committee. Be sure that the application is understandable to educated persons who are not experts in the project’s field of study.

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.

Letter of support from the faculty collaborator
A significant criterion in the evaluation of each proposal is the committee’s assessment of the nature and utility of the collaboration between the faculty member and the student.

A faculty letter of support is not meant to be a general recommendation or synopsis of a student’s 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 the project, 2) the sponsor’s familiarity with the student’s work and work habits, and 3) the sponsor’s assessment of the nature of collaboration, including the time committed to working with the student throughout the Summer and an outline of the sponsor’s research goals and projected outcomes. If you are applying for the Ridgway Forum Fund Partnership, you may also address why your student would be a good candidate for this award and/or additional financial support.

Reactions to number (3), for instance, could address how the work being done will relate to an on-going scholarly project, potential future scholarly writing or creative endeavors, preparation for course work, or extension and application of your work into new fields or areas. There is not one desired answer about the faculty’s outcomes—instead, the goal is to make explicit the many actual ways (from among the multitude of possible ways) this project is situated within the faculty member’s own professional development.

The faculty colleague should submit an electronic copy of this form directly to Paula Mullineaux (scur@hamline.edu) by March 22, 2013.

FACULTY COLLABORATOR:
I have evaluated this application and approve it as proposed by the student. If this student is granted an award, I agree to serve as his/her mentor and to supervise the work according to the provisions defined herein and by the collaborative research program.

e-SIGNATURE: Date:

Faculty home department:
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.