The Summer Research seminar 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 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 & 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 which is dependent on continuous and 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 early-August).

Outcomes: In addition to fulfilling whatever goals you set for yourself in your collaborative research, if elected 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 participate in the resent at Honors Day program 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 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 27, as docx or PDF attachments submitted via email to Paula Mullineaux (scur@hamline.edu). The committee will convene and make decisions by early April. You should anticipate notification regarding you reward status by April 10th.
The application consists of three parts to the standard Summer Collaborative Undergraduate Research program, 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.

*If you also wish to be considered as a Ridgway Forum Fund Partnership, you and your faculty collaborator will need to include a current resume or curriculum vitae for both the student collaborator and faculty collaborator with your application as well as a research expense request if applicable.

For clarification, all project applications are considered for the summer collaborative research program, but only those project proposals which indicate a desire to be considered for the Ridgway Forum Fund Partnerships will be reviewed for these awards. For consideration for the Ridgway Forum Fund Partnership awards, all requirements (completed summer collaborative research program application—Part I-III, Part IV-current resume/curriculum vitae from the student as well as the faculty collaborator, and PART V-research expense request if applicable) must be satisfied for consideration. Please note, simultaneous awards will not be granted, so if you also apply for the Ridgway Forum Fund Partnership award as well, you will only receive funding from one source (i.e., either the Summer Collaborative Undergraduate Research program or the Ridgway Forum Fund Partnership award, but not both).

**PART 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 (include any other research awards that you are applying for as well)?** If yes, please specify the sources and the amount(s):

**Will you be applying for a Ridgway Forum Fund Partnership (College of Liberal Arts applications only)?** If yes, please include a current resume or curriculum vitae for the student collaborator and for the faculty collaborator as well as a research expense request up to $1000 with your completed application.

**Will you be unavailable for any portion of the 10 week seminar period (6/5-8/5)?** If yes, please describe why you’ll be unavailable and include dates:

**Will you have other obligations such as summer employment or summer courses during the 10 week seminar period?** If yes, please describe the length and time commitment of the obligation:
PART 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: Please include your project title.

PART 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?

PART 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.

PART 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.

PART 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.

PART II.E.: Human Participants
If your project involves human participants and/or animal subjects (in experimentation or in the use of interviews, questionnaires, or observations) describe the procedures you will follow to comply with the ethical principles and responsibilities dictated by your discipline.

PART III: LETTER OF SUPPORT FROM FACULTY COLLABORATOR
The letter of support is not meant to be a general recommendation of 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 collaborator’s familiarity with your work and your work habits, and 3) faculty collaborator’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. In addition, if the project proposal is to be considered for a Ridgway Forum Fund Partnership, please note this in the faculty support letter as well. Your faculty collaborator should submit their support letter as a MSWord Doc or PDF directly to Paula Mullineaux (SCUR@hamline.edu)

Additional Requirements for Ridgeway Forum Fund Partnerships Applications: Please see the summer collaborative research page for full description (http://www.hamline.edu/cla/collaborative-research/summer.html).

PART IV: CURRICULUM VITAE OR RESUME (Ridgeway Forum Fund Partnership Applications Only)
All applications should include current curriculum vitae or resumes whichever is appropriate for both the student collaborator and the faculty collaborator. The curriculum vitae or resumes should highlight those experiences which are highly relevant to the proposed research project (i.e., research, class experiences, etc.).

PART V: RESEARCH EXPENSE REQUEST (Ridgeway Forum Fund Partnership Applications Only)
As part of the Ridgeway Forum Fund Partnerships, you may submit a research expense request for up to $1000 for
research related expenses. The research expenses must be directly related to your ability to complete the project. For example, eligible expenses could include, but are not limited to access to data sets, measures, or travel expenses directly related to the project (i.e., onsite data collection).