

Southern Connecticut State University
School of Graduate Studies
Research Fellowship Application (RF) 2012-2013

The School of Graduate Studies announces the Research Fellowship (RF) competition for full-time matriculated graduate students for the 2011-2012 academic year. The application deadline is **Wednesday, February 1, 2012 at Noon EST.**

Eligibility

The RF is a non-need based award administered through the School of Graduate Studies and is contingent upon: **(1)** acceptance to a graduate degree or Sixth Year diploma program; **(2)** the achievement of a minimum 3.2 grade point average for all undergraduate coursework and 3.75 grade point average for all graduate coursework.

Students must be enrolled full-time during the year of the award. Students cannot hold other University supported positions (such as graduate student worker; graduate research fellow; graduate teaching assistant; resident advisor; graduate intern, or adjunct faculty) while holding the RF.

Amount of Fellowship

Each RF involves a scholarship stipend totaling \$12,000 for the 2012-2013 academic year. Up to ten awards will be made for the academic year by the Dean of the School of Graduate Studies. Please note that awards are contingent upon availability of funds.

Required Activities

The RF supports an awardee's independent research (under the guidance of a member of the Graduate faculty). As such, each awardee will be required to perform the activities outlined in his/her research proposal.

Application Process and Filing Deadline

The following documents must be submitted to the School of Graduate Studies, 501 Crescent Street, EN B 110, New Haven, Connecticut 06515, **on or before noon EST on Wednesday, February 1, 2012.**

1. Research Fellowship (RF) Application Checklist and Certification Statement (Form 1)
2. Completed Research Fellowship Application form (Form 2)
3. Applicant's Personal Research Statement (Form 3)
4. Faculty Mentor Recommendation (Form 4) (Submitted directly to the School of Graduate Studies by the faculty mentor)
5. Transcript documenting baccalaureate degree conferment or showing current courses if degree has not been conferred

6. Transcript(s) from all undergraduate institutions where 12 or more credits have been completed
7. Transcript(s) documenting all graduate courses taken (if applicable)

Note: Official or unofficial transcripts (e.g., BANNER prints, photocopies) are acceptable. Students receiving the award may be asked to provide official verification of any submitted documents. *Applications lacking any of the required documents will not be considered by the RF Awards Committee.*

**Southern Connecticut State University
School of Graduate Studies
Research Fellowship Application Checklist and
Certification Statement (FORM 1)**

Prior to submitting your RF application, please review and checkmark each of the items below to verify that all required items (except the Faculty Research Advisor Recommendation) are included in your application and that they have been placed in the proper order.

- RF Application Checklist and Certification Statement (Form 1)
- Completed RF Application (Form 2)
- Applicant's Statement of Research (Form 3)
- Faculty Research Advisor Recommendation (Form 4, Submitted directly to the School of Graduate Studies by the faculty mentor)
- Transcript documenting baccalaureate degree conferment or showing current courses if degree has not been conferred
- Transcript(s) from all undergraduate institutions where 12 or more credits have been completed
- Transcript(s) documenting all graduate courses taken (if applicable)

Note: The inclusion of materials other than those described in the checklist above will result in the immediate disqualification of the application from the RF competition.

Certification

I certify that the information provided in this application is accurate and complete. I understand that all documents submitted for consideration become the property of Southern Connecticut State University and will not be returned to me, nor duplicated for me for any reason. I also understand that award of a RF is subject to availability of funds and to verification of final records from all academic institutions I have attended. I further understand that holding or accepting any other University supported positions renders me immediately ineligible for the RF award. I pledge to conduct myself with the highest personal and professional demeanor, and maintain the highest ethical standards and academic integrity. I understand that the RF award may be withdrawn if I do not fulfill all of the associated responsibilities.

Printed name applicant: _____

Signature of applicant: _____ **Date:** _____

**Southern Connecticut State University
School of Graduate Studies
Research Fellowship Application 2012-2013 (FORM 2)**

Please type or print all the information.

Name:

Last	First	Middle
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Current Address: _____

Number	Street	City	State	Zip
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Phone Number(s): (____) _____ **(Home)**

(____) _____ **(Cellular or other)**

Email Address (es): 1. _____ (SCSU email)

2. _____ (Other email)

Academic Department: _____

Degree or Program: _____

Name of RF Faculty Mentor: _____

**Southern Connecticut State University
School of Graduate Studies
Applicant's Statement of Research (FORM 3)**

Applicant's Printed Name: _____

Academic Department: _____

Instructions: The following is to be completed by the applicant in consultation with the faculty mentor. Using a maximum of five pages (single-spaced, single-sided, 11-point Times New Roman font), please describe the 1) research problem; 2) research design (methodology and IRB and/or IACUC clearances, if applicable); 3) research resources (e.g. laboratory access, equipment, libraries); 4) Expected outcomes; and 5) Plan to disseminate research results.

Attach your statement to this form.

The applicant and his/her research advisor must review the following statement and sign it below:

I, (Advisor's Name) _____, agree to serve as research advisor to the applicant named above. I agree to mentor the student in scholarly research of a quality that can be submitted to a refereed scholarly journal, to a refereed scholarly conference, or to a refereed creative activity appropriate to the professional discipline.

Applicant's Signature: _____ Date: _____

Mentor's Signature: _____ Date: _____

**Southern Connecticut State University
School of Graduate Studies
Faculty Mentor Recommendation (FORM 4)**

Instructions: The applicant will give this form to his/her faculty mentor to complete. The faculty mentor will submit this form and his/her letter of recommendation directly to the School of Graduate Studies.

Applicant's Printed Name: _____

The faculty mentor must provide a letter of recommendation. Each of the following four items must be addressed in order under the appropriate side heading (*e.g.*, evaluation plan), within two typed (single-sided) pages using a minimum 11-point Times Roman font, single spaced.

- (1) Qualifications of the applicant, including academic performance
- (2) Evidence of applicant's ability to conduct research in a timely fashion
- (3) Applicant's proposed research activities
- (4) Evaluation plan to assess student's achievements

Please attach your letter of recommendation to this Form and submit it to School of Graduate Studies, Southern Connecticut State University, 501 Crescent Street, EN B 110, and New Haven, Connecticut 06515.

Mentor's Printed Name: _____

Mentor's Signature: _____ **Date:** _____

Curriculum Vitae Instructions

Please include your current curriculum vitae (CV) in this application packet. Your CV must include the information listed below. Other information such as Volunteer Experience, Foreign Language, and Information Technology skills may also be included in the CV.

Education

List all post-secondary institutions attended in chronological order starting with the most recent. For each program, enter the beginning and end dates in the appropriate column. Cite the degrees obtained. If a degree was not conferred, enter a hyphen. Cite the cumulative GPA using two decimal points. GPAs must be cited in a manner that is consistent with the figures that appear on the attached transcripts.

For example:

<i>Institutions attended</i>	<i>Dates</i>	<i>Degree(s) earned</i>	<i>Number of credits</i>	<i>Cum. GPA</i>
1. State University of New York	2000-2004	B.A.	90	3.60
2. Central Connecticut State University	2003-2004	-	12	3.45
3. University of South Florida	1995-1998	-	20	4.00

Work Experience

List all employers and job titles in chronological order starting with the most recent. For each job, enter the beginning and end dates.

Academic Honors, Awards, Publications, Exhibitions, Performances, etc.

List titles of any awards received during the course of your academic career. Include the dates and the awarding institution or agency. Please use a separate sheet if additional space is required. Do not include any other supporting materials, e.g., copies of articles, photographs of awards, etc.

Southern Connecticut State University
School of Graduate Studies
Research Fellowship Evaluation Criteria
2012-2013

Applicant's Qualifications (35 points)

The student's academic record and curriculum vitae display: 1) excellent over-all academic performance; and 2) superior leadership that supports proposed duties and undertakings for which the student will be responsible.

Applicant's Statement of Research (35 points)

The student's statement of research demonstrates a clear understanding of the scope and responsibilities of the proposed research activities, their relevancy to the student's academic and professional growth, and the associated ethical considerations. The statement also describes the research problem, the research design (methodology and IRB/IACUC clearances, if applicable), the research resources, the expected outcomes, and the plan to disseminate the results of the research.

Faculty Mentor's Recommendation (30 points)

The graduate faculty mentor supports the application and serves as an adviser to the student. The mentor's recommendation provides 1) further information about the applicant's academic qualifications; 2) discusses the applicant's ability to conduct research in an ethical and timely fashion; 3) outlines the specific research activities to be undertaken by the applicant; and 4) describes the evaluation plan that will be used to assess the student's achievements.