



Academic Enhancement Research Fellowship Application for Summer and Fall 2020 Projects

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Expected Graduation Date: _____ C Number: _____ Amount Requested \$ _____

Project Description: _____

Start Date: _____ End Date: _____

Major(s) _____ Minors(s): _____

Application deadline is **March 1, 2020 at 11:59 p.m.** for projects taking place during the Summer or Fall 2020 semesters. (Applications for Spring 2021 projects will open in August). **Late and/or incomplete applications will not be considered. Completed applications include two letters of recommendation.**

Eligibility

In order to be eligible for this award, a student must:

- Be enrolled as a full-time undergraduate student at UM
- Have at least one semester left after the completion of the award term
- Possess a 3.0 GPA on a 4.0 scale
- At minimum, be a second semester first-year during the time of application

Seniors may apply, but cannot apply for funding for their last semester at UM. If, at any time, the student fails to meet these eligibility requirements during the grant period, the Office of Academic Enhancement reserves the right to revoke the award.

Please read the complete guidelines, which are attached.

I certify that I have read and understand the complete award guidelines, and my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

Academic Enhancement Research Fellowship Guidelines

Description

The Academic Enhancement Research Fellowship provides funding to allow students to pursue activities which will enhance their undergraduate experience outside of a traditional classroom setting. Through this award, the Office of Academic Enhancement encourages students to take intellectual risks, pursue creative and innovative projects and ideas, and engage in opportunities that take them outside of their normal course of on-campus study. These opportunities may include, but are not limited to, research, community engagement or social impact projects or initiatives, creative projects, or pursuit of prestigious awards and other opportunities.

Regardless of the opportunity, awardees must complete a research element as part of their fellowship. This research can align with their internship or fellowship work, or it can be a separate self-designed component. Successful applications will detail research plans and propose projects that are feasibly completed during the fellowship period. Fellows are required to submit a final project report and a copy of their completed project (website, paper, film, book, etc.). With projects that are a part of a larger work, awardees can provide a draft of a substantial excerpt from a larger, ongoing work.

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- At minimum, be a second semester first-year during the time of application

Seniors may apply, but cannot apply for funding for their last semester at UM. If, at any time, the student fails to meet these eligibility requirements during the grant period, the Office of Academic Enhancement reserves the right to revoke the award.

Application

Students may apply for fall, spring, or summer funding. A student may only apply for one funding period at a time. (For example, a student may apply for fall funding with one application, but may not apply for fall and spring funding with one application. A separate application must be filed for each grant term.) Previous awardees who reapply for funding must submit a proposal for a new project. Priority will be given to students who have not previously received funding.

Students are to submit the following items to the Office of Prestigious Awards via email at prestigiousawards@miami.edu:

1. Completed application cover sheet
2. 1-3 page project proposal
3. Basic project budget
4. Resume
5. Copy of unofficial student transcript
6. 2 letters of recommendation (Instruct recommenders to email letters directly to prestigiousawards@miami.edu). Letters should speak to your ability to carry out proposed research.

7. Items 1-5 should be submitted via email as **ONE PDF DOCUMENT**. Applicants are fully responsible for coordinating with their recommenders to ensure letters are submitted by the deadline. Applications missing letters will be considered incomplete.

Award Timeline

For Summer 2020 and Fall 2020 Projects:

- Application Opens: January 15, 2020
- Deadline: March 1, 2020 at 11:59 p.m.

For Spring 2021 Projects:

- Application Opens: August 15, 2020
- Deadline: October 1, 2020 at 11:59 p.m.

Incomplete applications and applications submitted after the deadline will not be considered. A committee will review applications and decide which students will receive funding. The committee will consist of select UM professional staff and/or faculty. **All committee decisions are final.** Due to the number of applications received and time constraints, the committee cannot provide feedback on applications that are not selected for funding.

Awards and Accountability

- Awards are up to \$5,000 per student. Projects must be completed in the academic year that they are granted. (Summer projects must be completed at the start of the Fall semester.) All projects must be completed before a student graduates.
- Awards are not to be used to cover purchase of equipment such as cameras, laptops, machinery, etc. Student budgets should include expenses that are vital to their research and may include reasonable expenses for travel, lodging, and food. We will not cover non-essential expenses that are not related to the fellowship project or the purchase of equipment available to students through UM.
- Funds will be released in two disbursements. The first disbursement will be 2/3 of the award amount, and it will be released at the start of the grant term, after the awardee signs the fellowship contract. The second disbursement will be 1/3 of the award amount and will be released after the student has completed the project and submitted a final report by the reporting deadline.
- Students must provide proof of completion of their project by submitting a final report and submitting receipts. If a student does not complete their project, or is unable to utilize grant funds for any reason, they will be responsible for returning the funds to the OAE. If the awardee does not use the full award amount to complete their project, the awardee must notify the Office of Prestigious awards and is responsible for returning unused funds to the OAE.
- Students are not allowed to change their projects after funding has been provided and must carry out their proposed projects within the time frame allotted.
- As a condition of the award, recipients agree to represent the Office of Prestigious Awards and Fellowships as a student ambassador—attending at least one information session or event to share their experience and/or project with other students. Students will be asked to contribute one polished blog entry on their project for consideration for publication on the OAE website.
- It is the student's responsibility to consult with financial aid and their tax consultants regarding how the award may affect their financial aid or tax liability.

For more information on the Office of Academic Enhancement or to view a complete listing of prestigious awards, please visit www.oae.miami.edu.