

**Southern Connecticut State University
School of Graduate Studies**

“Advancing Our Agenda for Excellence”

**GRADUATE RESEARCH FELLOWSHIP (GRF)
APPLICATION INSTRUCTIONS
2008-2009**

The School of Graduate Studies announces the Graduate Research Fellowship (GRF) competition for full-time matriculated graduate students for the 2007-2008 academic year. The application deadline is **Tuesday, June 3, 2008 at 3:00 p.m. EST.**

Eligibility

The GRF 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)** a minimum 3.3 grade point average for their undergraduate work. In addition, applicants must have a minimum cumulative grade point average of 3.4 for all completed graduate work, if any.

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

Amount of Award

Each GRF award involves a scholarship stipend totaling \$8,000 for the 2008-2009 academic year. Up to ten awards will be made for the academic year by the Dean of the School of Graduate Studies.

Required Activities

GRF awardees will be required to perform the activities outlined in their research proposal. GRF awardees and their mentors are required to attend a monthly seminar with the Graduate Dean and is usually held on the second Thursday of each month of the academic year.

Application Process and Filing Deadline

Applicants must submit an original and twelve copies of the following documents ***unbound on three-hole punched paper*** to the Dean of the School of Graduate Studies, Engleman B-110 on or before 3:00 p.m. EST on **Tuesday, June 3, 2008**. The documents must be in the following order:

1. Graduate Research Fellowship Application Checklist and Certification Statement
2. Completed GRF Application form
3. Transcript documenting baccalaureate degree conferment or showing current courses if degree has not been conferred
4. Transcript(s) from all undergraduate institutions where 12 or more credits have been completed
5. Transcript(s) documenting all graduate courses taken (if applicable)
6. Applicant's Personal Statement (form appended)
7. Faculty Mentor's Statement (form appended)
8. GRF Proposal with all the appropriate signatures (form appended)

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.

N.B.:

Applications lacking any of the required documents, or violating formatting or length stipulations, or not meeting the stipulations of the GRF criteria will not be considered by the GRF Awards Committee. The inclusion of materials other than those described in items 1-8 will result in the immediate disqualification of the application from the GRF competition.

**SOUTHERN CONNECTICUT STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
GRADUATE RESEARCH FELLOWSHIP APPLICATION CHECKLIST
AND CERTIFICATION STATEMENT**

Prior to submitting your GRF application, please review and check each of the items below to verify that all required items are included in your application and that they have been placed in the proper order.

- Checklist/Certification Statement
- Completed GRF Application form
- 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
- Applicant's Personal Statement
- Faculty Mentor's Statement and Signature
- GRF Proposal with all the appropriate signatures

Note: The inclusion of materials other than those described in the checklist above will result in the immediate disqualification of the application from the GRF 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 GRF is subject 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 GRF award. I agree to attend each GRF seminar usually held from 2:00-4:00 p.m. on the second Thursday of each month with the other GRF's, Faculty Mentors, and the Dean of the School of Graduate Studies. I pledge to conduct myself with the highest personal and professional demeanor, and maintain the highest ethical standards and academic integrity. I acknowledge that the Fellowship may be withdrawn if I do not fulfill all of the associated responsibilities. I also agree to notify the Dean of the School of Graduate Studies at once in the event of any changes to the plan outlined in the GRF Proposal. I understand that substantive changes will be subject to a full review by the GRF Awards Committee for appropriate actions, which could include the withdrawal of the award.

Printed name of GRF applicant:

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

**Southern Connecticut State University
School of Graduate Studies**

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**GRF APPLICATION
2008-2009**

Please type or print all the information.

Name:

Last

First

Middle

Current Address:

Number

Street

City

State Zip

Phone Number(s):

()

–

(Home)

()

–

(Cellular or other)

Email Address(es):

1.

@southernct.edu

***2.**

@

**The second e-mail is to be provided
only by students whose e-mail
accounts in MySCSU have not yet
been established.*

Academic Department:

Degree or Program:

Name of GRF Faculty Mentor:

Title of GRF Research Proposal:

Education

Use the section below to 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) received</i>	<i>Number of credits</i>	<i>Cum. GPA</i>
1. <i>State University of New York, Purchase College</i>	2000-2004	B.A.	90	3.60
2. <i>Central Connecticut State University</i>	2003-2004	-	12	3.45
3. <i>University of South Florida</i>	1995-1998	-	20	4.00

Institutions attended	Dates	Degree(s) received	Number of credits	Cum. GPA
1.				
2.				
3.				
4.				
5.				

Please use a separate sheet if additional space is required.

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.

1.	
2.	
3.	
4.	
5.	

GRF APPLICANT'S PERSONAL STATEMENT

Applicant's Printed Name _____ **Academic Department** _____

In the space provided on this interactive form, provide a statement indicating your interest in and commitment to the research project and fellowship. You must limit your statement to *this* one page, single-side, using a minimum of 11-point Times Roman font style, single spaced.

Signature _____ **Date** _____

GRF FACULTY MENTOR'S STATEMENT

Mentor's Printed Name _____ **Student's Printed Name** _____

In the space provided on this interactive form, please give a brief evaluation of the applicant's GRF proposal; the qualifications of the student to complete the research; and the significance of the proposed research. Please state the nature of your mentoring of the student and relate how the research is consonant with your research interests. **Please limit your statement to this page using a minimum of 11-point Times Roman font style, single spaced.**

Signature _____ **Date** _____

**SOUTHERN CONNECTICUT STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
GRF PROPOSAL**

Applicant's Printed Name

Proposal Title:

Academic Department

The following is to be completed by the applicant in consultation with the faculty mentor.

In a separate attachment using a maximum of four pages and the following headings, please describe:

- (1) The research design;
- (2) The research resources;
- (3) The evaluation plan;
- (4) The dissemination plan

Each of these four items must be addressed in order under the appropriate heading (*e.g.*, the research design), within four typed pages, single-sided using 11-point Times Roman font, single spaced.

We have discussed this application and certify that it meets the requirement for submission for consideration of a GRF award. We also certify that we will promptly notify the Dean of the School of Graduate Studies of *any* changes in the plan and conditions we have outlined in this document.

I agree to serve as sponsor and research advisor for the student named above. I agree to mentor the student in scholarly research of a quality that can be submitted for refereed publication or in a refereed creative activity appropriate to the professional discipline. As mentor and elected member of the Graduate Faculty, I certify I will attend each GRF seminar usually held from 2:00-4:00 p.m. on the second Thursday of each month with the other GRF's, Faculty Mentors, and the Dean of the School of Graduate Studies.

Applicant's Signature _____

Mentor's Signature _____

Chairperson's Signature _____

**Southern Connecticut State University
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RESEARCH FELLOWSHIP EVALUATION CRITERIA

Applicant’s Qualifications and Commitment (20 points)

The student’s academic record and other activities display: (1) superior leadership in the area in which the student proposes to do research; (2) excellent over-all academic performance; (3) interest and commitment to the research and to the Fellowship experience. The applicant’s qualifications and commitment should be addressed by the student in the Personal Statement and by the faculty member in the Faculty Mentor’s Statement.

The faculty sponsor supports the application and serves as a mentor to the student. The statement provides evidence of planned involvement; evidence of evaluation of potential impact of project; and evidence of background knowledge in area of student’s research. The sponsor should indicate commitment to attend each monthly Research Seminar with the fellow. Seminars are held once a month on Thursday afternoons.

Research Design (20 Points)

The proposed research/project answers three questions: (1) **What:** What do you want to accomplish? Provide the goal/purpose of your research; (2) **Why:** Why do you want to do this project? (3) **How:** What is your methodology? Include timeline of specific activities leading to the achievement of your goals.

Research Resources (20 points)

The proposal must include a management plan which describes: (1) the description of the technical and financial resources that will be required to accomplish goals; (2) the applicant’s research skills (*e.g.*, coursework completed, training and experience); (3) the faculty mentor’s skills (*e.g.*, teaching and research experience in area of proposed research); (4) access to data sources and/or participants (*e.g.*, letters of agreement); (5) access to appropriate technologies (*e.g.*, computer software and hardware, testing equipment).

Evaluation Plan (20 points)

The research/project proposal document demonstrates the extent to which evaluation is integrated into the design in order to document research progress and outcomes. Various types of research can be proposed for the Graduate Research Fellowships including: investigative or experimental; historical or descriptive; interpretive, analytical or critical; creative; and qualitative. Whatever type of research is proposed, you need to develop as part of your research design an evaluation plan that will assess the progress of the research against the proposed research plan, the actual management of the research project against the proposed management plan (including mentoring), and the outcome of the research project against the proposed goals and objectives.

Part of the assessment plan should include periodic review of problems or challenges that either have arisen or potentially may arise to determine how they might best be addressed. Your solutions to at least some of those challenges could, for example, involve changes in your research design. In assessing the mentoring plan, you may want to review periodically (*e.g.*, at least once a month) both the established expectations of the mentoring as well as the key points or goals which the mentor and research applicant have agreed upon to evaluate how well these expectations have been met and which goals or objectives might need to be adjusted.

Each research proposal has an expected outcome such as an answer to a research question, a treatment of a literary work, or an interpretation of an event into a sculpture or dance or musical work. You will want to evaluate what you were able to achieve as an outcome compared to what you proposed as an outcome (this is separate from assessment of collected data that is included in some research designs).

In the proposal, all applicants need to design and schedule carefully [into the research timeline] evaluation appropriate for their planned research. The construction of the timeline is an important part of the planning process: it is a tool that allows you both to budget your time and to balance tasks needed to complete the proposed work; it is also a tool that helps you to evaluate the progress that you have made toward the goal. As you work toward your goal, you will want to assess the original timeline, determine if changes are needed, and note the changes as well as the justification for the changes. The timeline can be a management and assessment tool as well as a learning tool.

Dissemination of Research (5 points)

Each research proposal needs to identify appropriate venues both within and without the University for sharing the results of the graduate research fellowship. In addition to listing the chosen venue(s), your research proposal needs to state the rationale for the selection of a given venue, document submission/exhibition criteria for that venue, and justify the extent to which the project meets those criteria.

Technical Merit (15 points)

The proposal adheres to requirements stated in application and reflects professionalism in format and presentation. It also includes likelihood that project will achieve proposed research goals.