

**Southern Connecticut State University
School of Graduate and Professional Studies
Graduate Research Fellowship Application (GRF)
Academic Year (2019-2020)**

The School of Graduate and Professional Studies (SGPS) announces the Graduate Research Fellowship (GRF) competition for full-time matriculated Master's, 6th year professional diploma, and all doctoral students for the 2019-2020 academic year. The application deadline is **Friday, March 22, 2019 at 4:00 PM.**

Eligibility

The Graduate Research Fellowship is a non-need based award administered through the School of Graduate and Professional Studies and is open to students in the process of conducting or completing their capstone project (thesis, dissertation, special project, or equivalent). Students must meet the following criteria:

- 1. Acceptance to a graduate degree, sixth year professional diploma program, or doctoral degree.**
- 2. A minimum 3.2 grade point average (GPA) for all undergraduate coursework and a minimum cumulative GPA of 3.75 for all completed graduate coursework.**
- 3. A complete GRF application.**
- 4. Must be enrolled full-time during the year of the award unless the program is only offered part-time or the faculty sponsor provides written justification for part-time enrollment.**
- 5. The student cannot hold other University supported positions (graduate student worker; graduate assistantship, graduate studies graduate assistantship (GSGA); graduate teaching assistant; resident advisor; graduate intern, or adjunct faculty) while holding the GRF.**

Amount of Fellowship

Each GRF offers a scholarship stipend totaling **\$12,000** for full-time positions and **\$6,000** for part-time positions for the 2019-2020 academic year. Full-time student recipients will receive an additional benefit of having University fees waived. Up to **ten (10)** awards will be made for the 2019-2020 academic year by the Dean of the School of Graduate and Professional Studies. Please note that awards are contingent upon the availability of funds.

Required Activities and Submissions

The GRF provides support to a graduate student while completing the research associated with a capstone project (i.e., thesis, dissertation, special project, or equivalent). At the conclusion of the fellowship, the student will be required to submit their approved project/report to the School of Graduate and Professional Studies.

Length of Fellowship

This award is for the academic year: Fall 2019 and Spring 2020*

*spring renewal contingent upon successful performance review and maintainance of the criteria listed above

Application Process and Filing Deadline

The following documents must be submitted electronically or via hard copy to the address below on or before 4:00 PM on **Friday, March 22, 2019.** Please see instructions on the next page.

Southern Connecticut State University
Attn: The School of Graduate & Professional Studies
501 Crescent Street, Buley Library, Suite 444
New Haven, Connecticut 06515

Documents may be submitted in hard copy, but scanned electronic submissions are preferred. Send to sgps-application@southernct.edu. Please note that electronic signatures are acceptable.

1. Graduate Research Fellowship (GRF) Application Checklist and Certification Statement (Form 1)
2. Completed Graduate Research Fellowship Application form (Form 2)
3. Applicant's Personal Statement (Form 3)
4. Faculty Mentor Recommendation (Form 4) (Submitted directly to SGPS by the faculty mentor)

Upon receipt of the application, the School of Graduate and Professional Studies will download a copy of the student's unofficial graduate transcript. *Applications lacking any of the required documents will not be considered by SGPS.*

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

Please do not include materials other than those listed below. Failure to provide all materials as listed will result in immediate disqualification of the application. Prior to submission, please review and checkmark each of the items below, and submit forms in this order:

- GRF Application Checklist and Certification Statement (Form 1)
- Completed GRF Application (Form 2)
- Applicant's Statement of Research (Form 3)
- Faculty Research Advisor Recommendation (Form 4 - *submitted directly to SGPS by the faculty mentor*)

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 the award of a GRF 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 GRF 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 GRF award may be withdrawn if I do not fulfill all of the associated responsibilities.

Printed name of applicant: _____

Signature of applicant: _____ **Date:** _____
(mm/dd/yyyy)

Southern Connecticut State University
School of Graduate and Professional Studies (SGPS)
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 following:

1. Research problem, thesis/dissertation, or special project focus;
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 beyond the special project, thesis or dissertation.

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: _____
(mm/dd/yyyy)

Mentor's Signature: _____ Date: _____
(mm/dd/yyyy)

Southern Connecticut State University
School of Graduate and Professional Studies (SGPS)

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 and Professional 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 heading (*e.g., Qualifications of the applicant*), 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 and Professional Studies, Southern Connecticut State University, 501 Crescent Street, Buley Library, Suite 444, New Haven, Connecticut 06515 or to sgps-application@southernct.edu.

Mentor's Printed Name: _____

Mentor's Signature: _____ **Date:** _____
(mm/dd/yyyy)

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) received</i>	<i>Number of credits</i>	<i>Cumulative GPA</i>
<i>1. State University of New York</i>	<i>2000-2004</i>	<i>B.A.</i>	<i>90</i>	<i>3.60</i>
<i>2. Central Connecticut State University</i>	<i>2003-2004</i>	<i>-</i>	<i>12</i>	<i>3.45</i>
<i>3. University of South Florida</i>	<i>1995-1998</i>	<i>-</i>	<i>20</i>	<i>4.00</i>

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 and Professional Studies
Research Fellowship Assessment Criteria
Academic Year 2019-2020

The following criteria will be used to assess the application:

1. Overall clarity of the proposal. Does the student present a clear and concise explanation of the project, including intention and research methods? Are the proposed research methods appropriate?
2. Will the student be able to complete the project in the time frame stated in the proposal?
3. Review of the applicant's personal statement with attention to the the importance of pursuing the research, as stated by the applicant.
4. Review of the faculty mentor's letter of support in terms of the strength of the recommendation and the plan for mentoring the student.
5. Overall assessment of the fellowship application. Taking all elements into consideration, the general strength of the proposal will be assessed.