

2025 Drinko Summer Undergraduate Research Fellowship Application Guidelines

Overview

The Summer Undergraduate Research Fellowship program is intended to support the undertaking of research projects and creative activities performed by undergraduates at Westminster College under the supervision of Westminster College faculty during a four-week or six-week period anytime between May and August. The program is competitive with a limited number of students/faculty pairs selected to receive fellowships for Summer 2025.



Funding

Individuals selected for the competitive Drinko Center Summer Research Fellowship Program will be provided the following compensation:

Stipend for the undergraduate student	\$2,000 (four weeks) or \$3,000 (six weeks)
Stipend for the faculty mentor	\$1,000 (four weeks) or \$1,500 (six weeks)
On campus housing for four or six weeks	<i>Students who elect to live off campus are not eligible for housing funds.</i>

Eligibility

The student must be currently enrolled as a degree-seeking student and be in good academic standing at Westminster College at the time of the fellowship application. Students who will graduate in May 2025 are NOT eligible for this program.

Students must identify and contact a mentor who is a current Westminster College Faculty member in advance of submitting an application. A mentor must agree to support your application, help you to develop and define a research project, and assist you in the writing of the research proposal.

Conditions

Students and Faculty selected to receive a summer research fellowship are subjected to the following conditions:

During Summer Fellowship Period:

Faculty and students must attend bi-monthly summer research fellowship luncheons.

Students must meet with their faculty mentors a minimum of twice a week and keep a record of each of their meetings.

Students must write a summary of their project progress to be submitted to the Drinko Center no later than the first day of classes of the fall semester following the summer they completed their fellowship.

Students must complete the program evaluation form no later than the first day of classes of the fall semester following the summer they completed their fellowship.

In order to receive their stipend, faculty must complete the program evaluation form no later than the first day of classes of the fall semester following the summer they completed their fellowship.

Post Fellowship Requirements

Student fellowship recipients are required to present at the Professional Networking Symposium in the fall semester immediately following their summer research experience.

Student fellowship recipients are required to participate in the Undergraduate Research & Arts Celebration in the academic year following their summer research experience.

Students or Faculty who fail to meet the above conditions are required to pay back their fellowship to the college in full.

***I certify that I have read and agree to the above conditions**

Name: _____

Signature: _____ Date: _____

(Student applicant)

Name: _____

Signature: _____ Date: _____

(Faculty applicant)

Summer Research Fellowship Application

Deadlines and Award Notification

Applications are due no later than **Friday, March 28th, 2025**. Notifications will occur by mid-April.

Completed applications must be submitted electronically:

Electronic submission information:

ugresearch@westminster.edu

Subject line should read:

Student Last Name: Summer Fellowship Application

Application Checklist

Applications will not be considered until the complete set of application documents are received. The following components compose a complete application (forms comprise the rest of this document).

_____ Student and Faculty Conditions Page (previous page)

_____ Applicant Information (this page)

_____ Student Personal Statement

_____ Project Form (Project Overview and Timeline)

_____ Faculty Letter of Support

Applicant Information:

Student

Name _____ Student ID Number _____

Campus Box # _____ E-mail Address _____

Address _____

Major/Degree Program _____ Anticipated Graduation Date _____

Do you intend to live on campus during the program? _____ Yes _____ No

What length of fellowship experience are you seeking? _____ 4 Weeks _____ 6 Weeks

Faculty Mentor

Name _____

Campus Box # _____ E-mail Address _____

Department _____

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Student Personal Statement:

Provide an overview that describes your reasons for performing a summer research project, including your research interests and experience, educational goals and career objectives.

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Project Form

Project Information:

Describe your intended research project. Your description should contain background information about your project, how your project was designed, an explanation of your proposed methodology (what you will do and how), and a statement of the goals/predicted outcomes of your project.

Project Timeline:

Outline your project objectives and goals specifically for your four or six week time window, including the intended dates of work.

IRB Approval:

Will your project require IRB approval? This is a preliminary question so that we can direct you to IRB at the end of the semester to expedite any help you need from the board. Check "yes" if the answer is "maybe."

_____ Yes

_____ No

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Faculty Letter of Support

Student Name_____

Faculty Advisor Name_____

Please write a letter supporting the student's application and indicating your willingness to serve as mentor for the project described in the attached proposal. Specifically, please describe the student's role in designing the project, experience, qualifications, and ability to conduct this project. Additionally, provide information about the value of the project as a contribution to the discipline, and your level of involvement in the proposed project. Consider this letter to be comparable to a Letter of Recommendation written for an external internship or program. Please contact Patrick Lackey, the Director of Undergraduate Research if you have any questions about your responsibilities related to mentoring this project.