

STOCKTON UNIVERSITY
BOARD OF TRUSTEES

*Fellowships for
Distinguished
Students*



**INFORMATION AND
APPLICATION
PACKET 2018-2019**

For additional information about this program visit the Dean of Students' webpage at
www.stockton.edu/deanofstudents

STOCKTON BOARD OF TRUSTEES FELLOWSHIPS FOR DISTINGUISHED STUDENTS

GUIDELINES AND APPLICATION PROCEDURES

The “Stockton Board of Trustees Fellowships for Distinguished Students” program was established by the Board of Trustees in April 1986. It supports student-initiated projects of undergraduate research and/ or creative work in keeping with the educational philosophy and mission of Stockton University.

Projects dedicated to civic engagement activities will also be considered for funding, particularly those involving research and/or creative work. Eight fellowship awards in amounts up to \$1,000 each are provide semi-annually contingent upon available funds.

Eligibility Criteria

Students who meet the following criteria are eligible to apply for funds under this program:

1. Enrolled full or part-time as an undergraduate student at Stockton during the semesters immediately preceding and immediately following the time period in which funds will be utilized.
2. Successfully completed 32 credits prior to funds being utilized.
3. In good academic standing as defined by a minimum cumulative grade point average of 3.00 or higher on a 4.00 scale.
4. Developed a project of a research and/or creative nature that meets all of the following:
 - a. is non-credit bearing
 - b. is outside the institutionally mandated senior theses/projects required by some undergraduate degree programs.
 - c. can be completed within a break period and the semester following the break period, i.e., Winter Break and Spring Semester or Summer Break and Fall Semester. While fellowships are intended to be utilized during time periods when the university is not in normal academic session (i.e., winter and summer semester breaks), projects which extend into the academic semester will be considered.

Procedures for Application

1. Applications will be available no later than September 11, 2018, for winter break funding period and January 23, 2019, for the summer break funding period. Notices advertising the availability of applications will be sent to all faculty and staff.
2. Applications are available at www.stockton.edu/deanofstudents and will be provided via paper copy upon request.

3. Applicants must submit:

- a) *Application Cover Sheet* (fillable form available on Dean of Students website)
- b) One copy of a proposal consisting of:
 - A one page summary of the proposal project
 - Two- to three-page (double spaced) narrative clearly detailing the following:
 - goals and objectives
 - justification/value to the university or local community
 - how you will accomplish your goals and objectives
 - an evaluation plan
 - bibliographic references (if any)

Applications should make a special effort to “language” their proposals so that an “average reader” who may be unfamiliar with the topic or specific terminology will have a clear understanding of the project and its impact.

- An itemized budget detailing expected expenditures and information (especially funding sources for projects that will have expenses in excess of \$1000).
- A description of how the project will be shared with the campus community.

- c) Autobiography – one page (double spaced)

Note: Submission of the above requirements (a, b, and c) would be preferred in digital format. You may submit by email to: tomas.itaas@stockton.edu.

- d) Academic transcripts from all colleges/universities attended (unofficial and copies are acceptable)
- e) An *Advisor Form* (fillable form available on Dean of Students website) outlining the support and involvement of at least one faculty or staff member who will serve as an advisor to the project. The *Form* should be sent to the Office of the CARE Program (D-116) prior to the application deadline. Requests for non-Stockton faculty/ staff advisors will be considered on an individual basis.
- f) Three letters of recommendation from faculty or staff (one must be from the Advisor mentioned in “e” above.) Letters should be sent to the Office of the CARE Program (D-116)
- g) If the student submits the proposal in hard copy, the student submitting the application must sign for completion of the proposal on file.

4. Applicants should be prepared, upon request, to give the Selection Committee a ten minute presentation covering the topics mentioned above in item 3b.

5. All students receiving fellowship monies will be expected to provide the campus community with a presentation detailing the findings from their project or a performance, as appropriate. Copies of promotional materials and other materials used before and/or during the presentation must be forwarded to the Dean of Students for inclusion in the program file.

6. Completed applications must be submitted to the Office of the CARE Program (D-116) prior to 5:00 p.m. on the application deadline date show below.

Funding Period	Applications Available	Application Deadline	Notification Date
Winter Break and Spring Semester	09/11/18	10/18/18	Week 11/26/18
Summer Break and Fall Semester	01/23/19	03/11/19	Week of 4/10/19

Review Panel and Selection Criteria

1. Staff from the Dean of Students office will coordinate the application and selection process.
2. A panel will review all applications and make recommendations for funding to the President. The review panel will include:
 - Three students appointed by the Student Senate
 - A faculty member appointed by the Faculty Assembly
 - A member of the Board of Trustees or the Stockton University Foundation
 - A representative of the Academic Affairs office
 - The Dean of Students and a designee
3. Criteria to be used by the review panel will include (but are not limited to) the following:
 - a) Quality of the written proposal (concise, well-written, understandable, etc.)
 - b) Level of creative and/or innovative thought exemplified.
 - c) Interest of the student and relevance to student's professional/personal development.
 - d) Benefit to the overall campus community, and/or relationship to campus initiatives such as Residential Learning Living Center or Civic Engagement Project, etc.
 - e) Potential for project completion within the funding period.
 - f) Degree to which the project budget and alternate funding sources are detailed and reasonable for the nature of the project.

Method of Payment

Payment will be made in two equal installments.

Initial Installment

Fellowship recipients must sign a *Student Affirmation Form* pledging to use the funds for the express purpose stated in their proposals. This *Form* will be available when selectees are issued their first checks in the office of the Vice President for Student Affairs (D-116). Award checks for the first installment will be available in the Vice President's office not less than seven working days after the notification dates mentioned in item 6. Awardees will be notified by e-mail or telephone when checks are ready for distribution.

Final Installment

Final payment will be made to individual awardees when their project advisor forwards a *Final Payment Request Form* (fillable form available on the website) and a copy of the awardee's final report to the Office of the CARE Program (D-116). The *Form* should indicate that the project has been completed satisfactorily and that all program requirements have been met.

The final report submitted by each awardee to their project advisor for attachment to the *Final Payment Request Form* should include:

- 1) A description of the major proposal objectives attained
- 2) Copies of all materials used to publicize the project (local press releases, brochures, fliers, *ARGO* notices, etc.)
- 3) A summary of the dissemination venues (conference brochures, professional publications, etc.)
- 4) An expenditure report and any receipts
- 5) Summary of any plans for continuation of the project beyond the funding period
- 6) Upon completion of the project, submit a digital (electronic) version to the Office of the CARE Program for publication on the “Distinguished Student Fellowship” Web site, including links to Web site, blog and/or PowerPoint presentation materials.

Final reports must be submitted on or before the following date:

WINTER BREAK and
SPRING SEMESTER

Date Research/Performance Completed
or
April 12, 2019 (whichever occurs first)

SUMMER BREAK and
FALL SEMESTER

Date Research/Performance Completed
or
November 16, 2019 (whichever occurs first)

**STOCKTON BOARD OF TRUSTEES
FELLOWSHIPS FOR DISTINGUISHED STUDENTS**

- Advisor Form -

Thank you for agreeing to advise a student applicant on his or her fellowship project. Please complete this form to assist the Selection Committee in their evaluation of this project.

Student's Name: _____

Title of Proposal: _____

Project Development Process (check all that apply):

- D I met with the student to advise him/her on developing the project.
- D I reviewed the final draft of the project and concur with its submission.
- D The student's project is of interest to the student and/or has relevance to the student's program of study but is **not required** by the program of study (e.g. class or senior project).
- D I believe the student has the skill/ability to complete this project.
- D It is reasonable for the student to complete the project in the funding period established.
- D The project budget is sufficiently detailed and reasonable for the nature of the project.
- D The overall presentation of the written proposal is concise, well-written, and understandable.
- D My additional comments in support of the student's project can be found in the required letter of recommendation.

Advisor's Signature: _____ Date: _____

**Please submit this form to the Office of the CARE Program (D-116) by:
October 18, 2018 (Winter Break and Spring Semester)
March 11, 2019 (Summer Break and Fall Semester)**

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Application Cover Sheet

__ Fall 2018

__ Spring 2019

Name: _____ Date: _____

Student ID: Z _____ E-Mail Address: _____

Campus/Local Address: _____

Phone #: (_____) _____ Credits Completed: _____

Check One: ___ Sophomore ___ Junior ___ Senior

Grade Point Average: _____ Major: _____

Title of Proposed Project/Study: _____

Is this project credit bearing, part of your senior thesis or otherwise required by your academic program of study?

___ Yes ___ No

Faculty/Staff Advisor: _____

Two additional faculty/staff providing recommendations:

1 _____

2 _____

Check One: Requesting Funds for: ___ Winter Break/Spring Semester

___ Summer Break/Fall Semester

Please submit this form to the Office of CARE Program (D-116) by:

October 18, 2018 (Winter Break and Spring Semester)

March 11, 2019 (Summer Break and Fall Semester)