

## 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 of 1986. It supports student-initiated projects of undergraduate research and/or creative work in keeping with the educational philosophy and mission of The Richard Stockton College of New Jersey.

**Research or creative projects dedicated to social justice, civic engagement activities, and/or experiential learning opportunities or high impact practices will be given priority for funding.**

Eight fellowship awards in amounts up to \$1,000 each will be provided 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 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 college 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 12, 2024**, for the winter break funding period and **January 21, 2025**, for the summer break funding period. Applications must be received by the deadline of **October 28, 2024** for the winter break funding period and **March 31, 2025** for the summer break funding period.
2. Applications are available at <https://stockton.edu/dean-of-students/distinguished-students.htmls>.
3. Applicants must submit:
  - a. Completed Application Cover Sheet (fillable form available on the Board of Trustees Fellowship website)
  - b. Project Proposal consisting of:
    - i. A 150-250 word abstract or description of the proposed project
    - ii. Two- to three- page (double spaced) project narrative clearly detailing the following:

1. Purpose of the project
2. Project justification: value to the university, local community, and/or global world
3. Plan for accomplishing the stated goals and objectives, and the feasibility of completing the project in the proposed timeframe.
4. Evaluation plan
5. Bibliographic references (if any)

*Applications should make a special effort to avoid the use of jargon and instead utilize language that will facilitate a clear understanding of the project for an “average reader” who may be unfamiliar with the topic.*

- c. Dissemination Statement: 150-word description of how the project will be shared with the campus community.
- d. Personal Statement – one- to two- pages (double spaced)
  - i. Share your story, and explain how it has shaped your dreams and aspirations
  - ii. Academic and professional goals
  - iii. Explain how the proposed project is related to your short- and long- term goals
- e. Completed *Budget Form* (fillable form available on the Dean of Students website)
- f. Academic transcripts from all colleges/universities attended (unofficial and copies are acceptable)
- g. 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. Requests for non-Stockton faculty/staff advisors will be considered on an individual basis.
- h. One letter of recommendation from the Advisor mentioned in “g” above.

***APA formatting must be used throughout (you may refer to Purdue Online Writing Lab for further guidance). All documents should be submitted electronically as one PDF file, placing your application cover sheet, transcript, and advisor form at the beginning of the file. You may find submission instructions using the information provided on the Board of Trustees Fellowship website: <https://www.stockton.edu/dean-of-students/distinguished-students.html>***

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, 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 electronically by the application deadline reiterated below.

Funding Period	Applications Available	Application Deadline	Notification Date
Winter Break and Spring Semester	09/12/24	10/28/24	Week of 11/18/24

Summer Break and Fall Semester	01/21/25	03/31/25	Week of 04/21/25
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