

Honors College Undergraduate Fellowships

Call for Proposals – Deadline: October 31, 2023

The Honors Undergraduate Fellowship at Ball State University is designed to identify, recruit, and retain outstanding undergraduate students and to provide them and their faculty mentors with enhanced opportunities for engagement and participation in the scholarly or creative enterprise. The partnership of outstanding students and faculty scholars has mutual benefits: the student moves into previously unexplored academic areas, and the faculty member has the unique opportunity to share the enjoyment of research, learning, and mentoring.

Fellowship appointments may span one or two semesters; the length is dependent on the nature of the proposed project. Student fellows receive pay for 150 hours of work for each semester (currently \$1,088 per semester) working an average of 10 hours per week during the academic year (15-week semesters) and 15 hours/week during the summer (10 weeks).

Selected fellows must be Honors College students who meet these eligibility criteria throughout the span of the fellowship:

- has completed two semesters as an honors student (either at Ball State or another institution);
- has an overall GPA of 3.0 or higher;
- is eligible to work as a fellow 10 hours/week (fall or spring) or 15 hours/week (summer).

A complete application from the proposed faculty-student pair consists of:

- a completed Faculty Information Form;
- a two-page description of the proposed project specifying: 1) the nature of the project to be undertaken, 2) the work the student fellow would do, and 3) the benefit to the student; to the extent possible, please write for the *non-specialist* reviewer;
- a timeline that justifies the span of the fellowship (one semester or two semesters);
- if appropriate, a budget request (up to \$300) for consumable supplies purchased or incurred during the execution of the project (see additional information below about expenses and reimbursement);
- a dissemination plan: *How/where do you intend to present the results of this project?*

Additional information:

- The work supported by an Honors Undergraduate Fellowship can be used to develop a subsequent Honors Senior Project, but the Honors Senior Project cannot be an immediate, direct product of an Honors Undergraduate Fellowship (*e.g., the fellowship cannot fund writing a thesis but could fund collecting data cited in a thesis*).
- Approved, budgeted consumable expenses including supplies, printing, research incentives, and travel related to the execution of the project (please be specific) will be funded only if approved in advance. Funding is subject to [University guidelines](#). You may request equipment purchases with the understanding that the equipment will become the property of the Honors College and Ball State University after the fellowship is completed. This process may require University purchase orders, direct purchase by the Honors College, or reimbursement to the fellow or mentor. Reimbursement requests must be pre-arranged; receipts must be submitted within 45 days of purchase.
 - Payment for services provided by individuals or organizations can be included in your request but must have additional approval by the Honors College Dean before the person or organization is employed to do the service.
 - Expenses related to travel to disseminate the project results should NOT be included in the \$300 request. (*See dissemination below for more information.*)
 - Additional information about assistance with expenses related to the fellowship are available in the [Expense Reimbursement Guide for Undergraduate Honors Fellowships](#).
- If engagement with human beings or animals is involved in any way with the project (including surveys, interviews, observation of any kind), your proposed procedure must include preliminary communication with (and, if deemed necessary, approval from) the [Institutional Research Board \(IRB\)](#) before any work

begins. Contact the Ball State Human Research Protection Manager [Sandra Russel \(slcurrie@bsu.edu\)](mailto:slcurrie@bsu.edu) about whether or not you need IRB approval for your project.

- **Dissemination:** If you find that dissemination of the project results could include travel and/or registration for a conference, contact the Honors College Dean for possible financial support. Do not include this request for funding in your fellowship proposal; you should wait until the project is near completion and presentation.
- Each student participant is expected to participate in a concluding public presentation/discussion event for Honors Undergraduate Fellows organized by the Honors College.
- Each student and faculty participant are expected to provide a monthly progress report to the Associate Dean and to complete a final evaluation for the fellowship.
- It is appropriate to acknowledge that this project was supported in part by an Undergraduate Honors Fellowship funded by the Ball State University Honors College as results are presented or published.
- *Each student is responsible for logging their time in UKG each pay period. If time is not logged in UKG, it will result in non-payment of the stipend.*

Submission and Review:

- Application submissions must be combined into a single PDF file and emailed to Associate Dean Emily Ruth Rutter (errutter@bsu.edu). Please note: Applications in any other format will not be accepted.
- There are two application deadlines and review periods per year. **Applications submitted no later than October 31 may propose a start date of the following spring or summer term. Applications submitted no later than March 31 may propose a start date of the following summer or fall term.**
NOTE: Summer fellowships are paid for the summer semester dates only from the first day of the Summer 1 session to the last day of the Summer 2 session.
- Proposals are reviewed by the Honors Undergraduate Fellowship Program Advisory Committee, composed of the Dean and Associate Dean of the Honors College, the Director of National and International Scholarships, and a student selected by the Dean of the Honors College (a student who has previously completed an Honors Undergraduate Fellowship or who is a member of the Student Honors Council). This committee determines the eligibility of proposals submitted, based on the following general questions:
 - How will the proposed work experience enhance the student's academic preparation and/or resume? Is this a distinctive research opportunity? Will a co-authored article or a joint presentation evolve from the experience?
 - What is the nature of the fellowship project? Is it one in which the Honors Undergraduate Fellow plays an active and worthwhile part? What is the expected result of the project? Is it complete in itself, or is it part of ongoing research?
 - Does the proposal warrant the fellow's requested time (i.e., 150 or 300 hours across one or two semesters)? Can it be completed in the time allotted?
 - Are the duties and expectations of the fellow clearly stated?
- Each proposal is assessed on its own merits. Funding resources may impact final decisions.
- The Honors College will contact both funded and unfunded applicants approximately four weeks following each proposal deadline.

**Honors Undergraduate Fellowships
Faculty Information Form**

Date _____

Name: _____

Email: _____

Department: _____

Phone: _____

Proposal

Title: _____

Honors College student with whom you wish to work: _____

Honors College student's ID number: _____

Honors College student's year and major(s): _____

Honors College student's email address: _____

Submitted for October 31 deadline with fellowship starting Spring 2024, Summer 2024, or Fall 2024.
Please check or circle semesters requested (maximum of two):

Spring 2024 _____

Summer 2024 _____

Fall 2024 _____

*Summer fellowships are paid for the 10 weeks from the first day of Summer 1 to the last day of Summer 2, with the fellow working 15 hours per week during this 10-week term.

A complete application consists of:

- this completed Faculty Information Form;
- a two-page description of the proposed project specifying: 1) the nature of the project to be undertaken, 2) the work the student fellow would do, and 3) the benefit to the student; to the extent possible, please write for the *non-specialist* reviewer;
- if appropriate, information regarding conversation with Institutional Research Board;
- a timeline that justifies the span of the fellowship (one semester or two semesters);
- if appropriate, a budget request (up to \$300) for consumable supplies purchased or incurred during the execution of the project;
- a dissemination plan: *How/where do you intend to present the results of this project?*

I have read the Honors Undergraduate Fellowships Call for Proposals and agree to the guidelines and expectations articulated.

Name: _____ Date: _____

Deliver your application materials (all the materials listed above) in **a single PDF file via email** to Associate Dean Emily Ruth Rutter (errutter@bsu.edu). *Please note: Applications in any other format will not be accepted.*