

Honors Undergraduate Fellowships

The Honors College, Ball State University

Call for Proposals

The Honors Undergraduate Fellows Program 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 learning and participating in the scholarly enterprise. The partnership of outstanding students and productive 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 and learning.

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 \$1,080 per semester).

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

- has completed two terms past matriculation
- has completed an average of at least one HONR core or colloquium course* per term (*HONR 189, 199, 201, 202, 203, 296, 297, 298, or 390)
- has an overall gpa of 3.33 or higher
- is eligible to work as a fellow 10 hours/week (fall or spring) or 15 hours/week (summer)
(In particular, a Resident Assistant cannot accept a fellowship while working as an RA.)

A complete application consists of:

- a completed Student Information Form
- a completed Faculty Information Form
- a two-page description of the proposed project, specifying the nature of the project to be undertaken and of the work the student fellow would do; *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 supplies or other research expenses
- a dissemination plan: *How/where do you intend to present the results of this project?*

Joint proposals from faculty-student partners are especially encouraged. Non-partnered students and faculty may also apply. An interested student should submit a completed Student Information Form. An interested faculty should submit a complete packet (as listed above) *except for the Student Information Form*. The Honors College will attempt to identify viable partnerships as is feasible.

Additional notes:

- The work supported by an Undergraduate Honors Fellowship can be used to develop a subsequent Honors Thesis, but the Honors Thesis cannot be an immediate, direct product of an Undergraduate Honors Fellowship. *E.g., the fellowship cannot fund writing a thesis, but could fund collecting data cited in a thesis.*

- Approved, budgeted expenses will be funded only if approved in advance and are subject to University guidelines. This process may require University purchase orders, direct purchase by the Honors College, or reimbursement to the fellow or mentor.
- 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. *The Honors Thesis Guide provides further information on IRB protocol.*
- If/when you find that dissemination of the project results could include travel and/or registration for a conference, contact the Honors College for possible financial support. *Do not include this request for funding in your fellowship proposal; wait until the project is near completion and presentation.*
- Each student participant is requested to submit, during each funded semester, an “in action” photo and paragraph description for Honors College publicity and recruitment purposes.
- Each student participant is expected to participate in a concluding public presentation/discussion event for Undergraduate Honors Fellows organized by the Honors College.
- Each student and faculty participant are expected to complete an evaluation instrument for the fellowship.
- It is appropriate to acknowledge that this project “was supported in part by an Undergraduate Honors Fellowship, funded by The Honors College, Ball State University” as results are presented or published.

Submission and Review:

- Submissions may be delivered in person or emailed to the Dean of the Honors College.
- There are four application deadlines and review periods per year. Proposals submitted no later than September 30 or October 31 may propose a start date of the following spring or summer term. Proposals submitted no later than February 28 or March 31 may propose a start date of the following summer or fall term.
- 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 Undergraduate Honors 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 vita? Is this a distinctive research opportunity? Will a co-authored article evolve from the experience?
 - What is the nature of the fellowship project? Is it one in which the 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; the committee forwards its recommendations to the Dean of the Honors College. Funding resources may impact final decisions.
- If a proposal receives a positive recommendation but does not have an acceptable student partner, the Dean of the Honors College may attempt to identify a viable student partner for the proposal. If no student can be identified, the fellowship will not be funded.
- The Honors College will contact both funded and unfunded applicants approximately four weeks following each proposal deadline.

Honors Undergraduate Fellowships
The Honors College, Ball State University
Student Information Form

Name: _____

BSU ID number: _____

Please provide methods of communication that you actively monitor:

Phone: _____ Email: _____

Major(s): _____ Minor(s): _____ Overall gpa: _____

HONR courses completed:

Work and/or research experience:

Type of work you would prefer to do as a fellow:

Faculty mentor with whom you wish to work, if known: _____

Semester(s) requested (maximum of two):

Spring 2019 Summer 2019 Fall 2019 Spring 2020 Summer 2020

Submitted for this round of review:

September 30 deadline October 31 deadline February 28 deadline March 31 deadline

I have read the Honors Undergraduate Fellowships Call for Proposals (dated 1 May 2017) and agree to the guidelines and expectations articulated.

Signature: _____ Date: _____

Deliver your application materials in person or by email to the Dean of the Honors College.

Honors Undergraduate Fellowships
The Honors College, Ball State University
Faculty Information Form

Name: _____

Department: _____ Campus Phone: _____

Proposal Title: _____

Honors College student with whom you wish to work, if known: _____

Semester(s) requested (maximum of two):

Spring 2019

Summer 2019

Fall 2019

Spring 2020

Summer 2020

Submitted for this round of review:

September 30 deadline

October 31 deadline

February 28 deadline

March 31 deadline

A complete application consists of:

- this completed Faculty Information Form
- a completed Student Information Form (if you have an identified student partner)
- a two-page description of the proposed project, specifying the nature of the project to be undertaken and of the work the student fellow would do; *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)
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