

Mellon Mays Undergraduate Fellowship Program 2019 Application Form

Applications Instructions:

Please complete all fields on this form and submit along with items 1-5 on the checklist below.

1. Completed application form
2. Unofficial Transcript
3. Resume
4. Research Proposal
5. Personal Statement
6. Faculty Mentor Support Form and Letter – identify your faculty mentor and provide them with the **MMUF Faculty Mentor Support Letter** form.
7. Faculty Reference Form and Letter – identify your faculty reference (other than your mentor) and provide them with the **MMUF Faculty Reference Letter** form.
8. If you are applying without a mentor, you will need 2 Faculty Reference Letters and you will need to submit additional documentation of your efforts to obtain a faculty mentor.

Name: _____ Duke Unique ID _____

Expected Date of Graduation: _____

Local address:

Permanent Address:

Address: _____

Address: _____

Email: _____

City, State, Zip: _____

Cell Phone: _____

Home Phone: _____

DOB: _____

Preferred Pronouns: _____

Citizenship: _____ Race/Ethnicity: _____

Declared Major/Department _____

Name and Department of Faculty Mentor (or Reference) _____

Name and Department of Faculty Reference _____

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Research Proposal Guidelines (3 pages maximum, including references)

Your proposal should be one that lends itself well to an 8-week time frame and one that will ideally transition into a senior honors thesis in your major. Remember, your proposal should be planned in **close collaboration** with your faculty mentor, if identified, and should carefully outline the goals for your initial research. Observe the following format:

- 1. Project Title**
- 2. Motivation for the research.** Describe the purpose of your project, providing appropriate background information. Be as succinct as possible. Include hypotheses/arguments, references to relevant literature, and the significance of your research. (Be sure to include a bibliography at the end for any literature cited.)
- 3. Methods/Approach.** Describe as specifically as possible the methods you will employ to accomplish your research goals. What data will you collect? How will you collect the data? Will your research require IRB approval? Will your research require travel? Will you need access to any special resources such as databases, libraries, or archives? How will you interpret and analyze the data?
- 4. Schedule.** Provide a specific timeline for implementing the various steps of your MMUF summer research. How will your project fit into the required Mellon 8-week research time frame?
- 5. Significance of the proposed research.** Why are you excited about this proposed research and why should others in the academic community be as well? How does the proposed research relate to what has already been done in this area? How will your research generate new knowledge or insights?

Short Personal Statement Guidelines (1-page maximum)

The fundamental objective of MMUF is to increase the number of students from underrepresented minority groups who pursue PhDs in core Mellon fields as well as supporting the pursuit of PhDs by students who may not come from traditional minority groups but have otherwise demonstrated a commitment to the goals of MMUF. Tell us about your career goals, your graduate school interests, and how you see yourself contributing to the goal of increasing diversity in the academy. Share your own experience with mentoring others, formal or informal.

Submit your completed application to: Melissa Rains (melissa.rains@duke.edu)

Faculty Mentor/Reference Forms and Support Letters should be sent **directly by the writers**, either by hard copy, email attachment, or fax, to: Melissa Rains, Smith Warehouse, Bay 8N, 2nd Fl., Box 90756, email: melissa.rains@duke.edu, fax: (919) 681-7059.

DEADLINE for all materials: Sunday, February 24, 2019, 11:59 p.m.

Mellon Mays Undergraduate Fellowship Program

FACULTY MENTOR Support Form

To the Applicant: This form should be completed by the faculty member who has agreed to be your Mellon Mays mentor if you are selected to be a Fellow. Please check one of the boxes below and fill in the applicant name before you give the form the faculty member.

- I, the student named below, waive my right of access to review this reference.
- I, the student named below, do not waive my right of access to review this reference.

APPLICANT'S NAME: _____

Mentor's Name: _____

Mentor's Department: _____

Mentor's Email Address: _____

TO THE FACULTY MENTOR:

The student named above is applying for the Mellon Mays Undergraduate Fellowship program and has identified you as his/her proposed mentor. Please review the Faculty Mentor Expectations provided below. **If you are willing to serve as a mentor for this student, please initial and submit this document along with a letter of support by February 24, 2019.**

In your letter of support, we ask that you address the following:

- Your willingness to serve as a faculty mentor for the applicant in the Mellon Mays Undergraduate Fellowship Program during their entire Fellowship. This commitment will vary based on the student's class year upon entry to the program. For students that enter in the spring of the sophomore year, the commitment is two years; for students that enter in the spring of the junior year, the commitment is one year. Fellowship years run on a calendar of June to May.
- The feasibility of the proposed summer research project, your involvement with its development, and the ability of the student to complete the project during the 8-week summer research period. Please indicate if the proposed research requires IRB approval.
- An assessment of the applicant's interest in the chosen field of study and the probability of his/her attending graduate school and pursuing an academic career in this field.

More information about the program may be found on the program website:

<https://www.ousf.duke.edu/page/MMUF>

Please send a copy of this form and your letter to: Melissa Rains, Smith Warehouse, Bay 8N, 2nd Fl, Box 90756; or email to: melissa.rains@duke.edu; or fax to: 919-681-7059 (attention: Melissa Rains) by: **Sunday, February 24, 2019.**

If you have any questions about the Mellon Mays Undergraduate Fellowship Program or the responsibilities of a faculty mentor, please contact either Faculty Coordinator: Dr. Calvin Howell (howell@tunl.duke.edu) or Melissa Rains (melissa.rains@duke.edu).

Mellon Mays Undergraduate Fellowship Program

FACULTY MENTOR Expectations

The Mellon Mays Undergraduate Fellowship Program is funded by the Andrew W. Mellon Foundation with the goal of broadening the pool of those pursuing academic careers in higher education. The program supports individuals in selected disciplines who demonstrate a strong commitment to increasing opportunities for underrepresented minorities and advancing cross-racial and ethnic understanding. The program at Duke uses mentoring and funded research opportunities to provide students interested in a scholarly career with a greater awareness of the challenges and opportunities of academic life. Each year, up to five students are selected as Mellon Mays Undergraduate Fellows and work under the direction of a faculty mentor for up to two years. During each summer in the program, Fellows engage in a research project that is intended to give them a sense of scholarly research activities. During the academic year, they continue their research under the supervision of their Mellon mentor. Mellon Fellows are expected to use their Mellon-supported research to complete a senior thesis for Graduation with Distinction honors.

During the tenure of the Fellowship, Mellon Fellows receive a stipend of \$1800/semester, an annual travel research budget of up to \$600, summer research support that includes a stipend of \$4,650 per summer, up to a \$400 research budget for seniors, and an allocation for a GRE prep course. In addition, Fellows are eligible for undergraduate loan repayment if they enroll as a full-time PhD student in a Mellon-identified discipline.

Mellon faculty mentors provide guidance and oversight for the thesis project. Mellon Fellows are held to a specific research guideline and faculty mentors agree to support this guideline, review summer research plans, submit periodic reports of research progress, and support Fellows as needed. **As a Mellon Mays faculty mentor, you are eligible for a book award paid to your research account at the end of your mentee's senior year.**

The standard timeline for Mellon Fellows is as follows:

February – Apply to MMUF
March – Award notifications
April – Summer research plans due
May – Attend graduation brunch for seniors
September through May – Fellow programming

Summer 1 (prior to Junior year) – 8-week dedicated Mellon summer research project culminating in outline of full thesis due by August 15.

Summer 2 (prior to Senior year) - 8-week dedicated Mellon summer research project culminating in completed first chapter of thesis due by August 15.

Please initial below to indicate your agreement

_____ I agree to support the Mellon Mays Fellowship research timeline, including reviewing and approving the summer research plan timeline submitted by my mentee.

_____ I agree to provide guidance and mentorship to my mentee during their entire time as a Mellon Mays Fellow. I understand this includes regular meetings, thesis review, and potential presentation and publication support.

Mellon Mays Undergraduate Fellowship Program

Faculty Reference Form

To the Applicant: This form should be completed by a faculty member with whom you have taken at least one course. Please check one of the boxes below and fill in the applicant name before you give the form to the faculty member.

- I, the student named below, waive my right of access to review this reference.
- I, the student named below, do not waive my right of access to review this reference.

APPLICANT'S NAME: _____

TO THE FACULTY REFERENCE:

The student named above is applying for the Mellon Mays Undergraduate Fellowship program and has identified you as his/her faculty reference. **If you are willing to serve as a reference for this student, please complete this form and return it along with your reference letter no later than Sunday, February 24, 2019.**

The Mellon Mays Undergraduate Fellowship Program is funded by the Andrew W. Mellon Foundation with the goal of broadening the pool of those pursuing academic careers in higher education. The program supports individuals in selected disciplines who demonstrate a strong commitment to increasing opportunities for underrepresented minorities and advancing cross-racial and ethnic understanding. The program at Duke uses mentoring and funded research opportunities to provide students interested in a scholarly career with a greater awareness of the challenges and opportunities of academic life. Each year, up to five students are selected as Mellon Mays Undergraduate Fellows and work under the direction of a faculty mentor for two years. During each summer in the program, Fellows engage in a research project that is intended to give them a sense of scholarly research activities. During the academic year, they continue their research under the supervision of their Mellon mentor. Mellon Fellows are expected to use their Mellon-supported research to complete a senior thesis for Graduation with Distinction honors.

More information about the program may be found on the program website:

<https://www.ousf.duke.edu/page/MMUF>

Name: _____ Department: _____

Title: _____ Email: _____

In which course(s) have you taught the applicant:

In your reference letter please comment on the following:

1. The applicant's performance in the course(s) and his/her ability to work independently.
2. Your impression of the applicant's interest in pursuing a PhD and an academic career.

Please submit a copy of this form and your letter to: Melissa Rains, Smith Warehouse, Bay 8N, 2nd Fl, Box 90756; or email to: melissa.rains@duke.edu; or fax to: 919-681-7059 (attention: Melissa Rains) by: **Sunday, February 24, 2019.**