

The ROYCE FELLOWSHIP PROGRAM

In Detail

General Information

ELIGIBILITY

All rising sophomores, juniors, and seniors who will be on campus for at least one full academic year are eligible for the Royce Fellowship Program. Rising second semester seniors ('.5s') are eligible for the fellowship only if they extend their remaining semester of credits over an entire academic year. This decision, however, must be made independently; the program will not support a student's decision to extend her or his time at Brown for the sole sake of eligibility.

Students who have applied in previous years are welcome to submit applications for the same or a different proposal to the program. *Previous applications have no bearing on the candidacy of a current applicant.* United States' citizenship is not a determinant of eligibility.

ACADEMIC STANDING

The Royce Fellowship Program does not employ a baseline standard of academic achievement to determine eligibility: all students who will return to Brown for at least one full academic year, regardless of academic performance or standing, are welcome to submit applications. Applicants who advance to the second round are required to submit an academic transcript, not for the grades received, but as evidence of the breadth and depth of scholarship pursued.

INTERNATIONAL TRAVEL

If the proposal requires international travel the applicant must agree to abide by the university's protocol and sign a contract and waiver stating such. In the letter of support the faculty or community sponsor must address supervision and monitoring (frequency and duration). And discuss 'check-in' plans (at least one check in over the summer via email or phone). When notified of the award fellows must submit emergency contact info, a travel plan and description of in-country accommodations.

MELLON FELLOWS

Applying concurrently to both the Royce Fellowship Program and the Mellon Program is encouraged. If the applicant is selected to both, however, she or he must choose which award to accept.

ROYCE-UTRA-STARR RELATIONSHIP

Applicants to the Undergraduate Teaching and Research Assistantship (UTRA) can also apply to the Royce Fellowship Program. Applicants to the Royce Fellowship can propose the same project as that submitted to the UTRA Committee or can propose a completely independent project. If an applicant is selected to both an UTRA and to the Royce Fellowship Program, she or he must choose which award to accept.

PLME STUDENTS

Program in Liberal Medical Education (PLME) students are eligible for a Royce Fellowship, but only during the undergraduate component of their eight year program. An applicant who will return to Brown as a first year medical student is *not* eligible.

BA/MS STUDENTS

Students enrolled in the five year BA/MS program at Brown are eligible for a Royce Fellowship, but only during the time that constitutes the undergraduate portion of their academic tenure. Applicants returning for their fifth or 'Masters' year are *not* eligible.

JOINT PROPOSALS

Two or more students can submit separate proposals to work collaboratively on the same project. Each applicant is responsible for submitting a separate and complete proposal (including separate letters of support), making a compelling argument why more than one person is needed, what is distinct about each

applicant's role and how the proposed project will contribute to each applicant's learning. Because this is a fellowship and not a grant program, the Royce Fellowship Program's goal to recognize and reward exceptional individual students makes judging group projects challenging. Applicants applying as a group must also indicate on their applications how they want their proposals to be considered:

1 *Binding*: All applicants involved have a mutual understanding that only if all of the applicants are selected to the program will any of them be selected as a Royce Fellow; their applications cannot be considered independently.

2 *Non-Binding*: All applicants involved have a mutual understanding that even if all of the applicants are not selected to the program, any one of the applicants in the group can still be selected as a Royce Fellow; their applications can be considered independently.

Parts of the Application

PART ONE

BIOGRAPHICAL INFORMATION: Please include the requested information in the spaces provided.

PART TWO

PROJECT DESCRIPTION: Please provide a title for your proposed project as well as a list of what individuals or populations will be served by your project.

PROJECT SUMMARY: The project summary should serve as a brief description of the project proposed in the proposal narrative and should not exceed fifty (50) words in length.

PROPOSAL NARRATIVE: The proposal narrative should be no longer than five (5) typewritten pages in a twelve point font with 'one-and-a-half' spacing and one-inch margins. Unlike the format, there are no restrictions on the form the narrative can take. The applicant should just be certain to address all of the questions outlined in Part Two of the application.

TIMELINE/ACTION PLAN: The timeline/action plan should provide the Selection Committee with a breakdown of how the applicant conceives of undertaking her or his project. It does not have to be finalized or absolute in order for the application to be successful. Indeed, the Selection Committee expects that any proposed project will change in both its logic and outcomes many times before it is completed. This segment of the application should, however, both reflect the feasibility of the project and demonstrate that the applicant has thought through the practical steps necessary to achieve her or his goals.

BUDGET: Applicants may budget up to \$4,000 in funding over the course of the proposed length of their project, but they are not required to do so. The dollar amount requested within this four thousand dollar range does not impact on the candidacy of the applicant. If the cost of the proposed project exceeds four thousand dollars, however, the applicant is expected to address how she or he plans to tend to the difference. While the Selection Committee looks for budgets that are considered and detailed, they, like the timeline/action plan, are in no way expected to be exhaustive or final. It is assumed that projections of living accommodations, project and travel expenses will fluctuate. This section of the application should offer insight, for the Committee as well as for the applicant, into the feasibility and logic of the project proposed. A sample budget might look like the following:

living accommodations

Rent (\$300/month x 3 months): \$900

Food (\$150/month x 3 months): \$450

stipend

(Summer earnings requirement for financial aid): \$1,500

travel expenses

1 Round Trip ticket Providence-Chicago (as quoted by "X" Agency): \$250

project expenses

1 MiniDisc recorder (as quoted from "X" MegaStore): \$400

2 MiniDisc cassettes (as quoted from "X" MegaStore) (2 x \$7.50): \$15

\$3,515

RESUME: A résumé is requested that briefly outlines for the Selection Committee the activities the applicant has undertaken and the time commitments he or she has made over the previous years. The résumé may be organized the way the applicant best sees fit.

PART THREE

LETTER OF SUPPORT: Each application must be accompanied by a letter of nomination or support from a Brown University faculty or staff member. Faculty/staff members are asked to assess the student's unique qualities, interests and skills in fulfilling her or his responsibilities to the project and the Society of Royce Fellows. With this in mind, the applicant should choose someone who can speak to the feasibility of and opportunity represented by the proposed project, the applicant's ability to carry out the proposed work, and personal qualities in the applicant that she or he has been impressed by. (Please consult the '*Criteria for Selection*' in the document entitled *Selection Process* for a more in depth discussion of how the letter of support is read by the Selection Committee.) In some cases, it might be appropriate for an applicant to submit more than one letter of nomination or support. This is common with projects that propose to do work with organizations external to Brown or in situations where a particular faculty or staff member may not be able to comment on all facets—personal, scholastic, professional—of the applicant. Decisions on whether to submit a secondary letter are left to the applicant's discretion. Letters of nomination and support should be submitted along with Parts One and Two of the application. If, however, this is not possible or if other arrangements have been made, however, it is the responsibility of the applicant to ensure that her or his letter(s) of support are received by the deadline.

Additional Information

'PREFERRED PROJECTS'

There is no one project type or body thereof that defines a 'preferred project.' The program makes no determination on a project's merit based on its area of focus or political orientation. Instead, the Selection Committee looks to the quality of its content, its relevance to the applicant's own educational experience, and its feasibility given the stated action plan and budget. (Please consult the '*Criteria for Selection*' in the document entitled *Selection Process* for a more detailed outline of how proposals are evaluated.)

CONSULTING PREVIOUS PROPOSALS

Because there is no standard form that leads to a 'successful' application, the Royce Fellowship Program does not make previous proposals available for consultation. To get a better sense of the kinds of projects previous Royce Fellows have undertaken, please visit our website:
<http://roycefellowship.brown.edu/>

INTELLECTUAL PROPERTY

The Royce Fellowship Program does not have a standard policy regarding the negotiation of intellectual property. For the most part, the program will not exert any intellectual property rights related to work a fellow undertakes as part of the fellowship. The program does, however, request a copy of the fellow's work for the Royce library and archives. Concerns about intellectual property can be discussed with program staff and should be addressed with the faculty or staff advisor before the fellow begins her or his work.

RESEARCH INVOLVING HUMAN SUBJECTS

Any project involving human subjects research must be approved by the Institutional Review Board at Brown. Applicants must be in the process of review or be approved before the Royce selection committee can award funding. Brown has clear guidelines on human subjects (www.brown.edu/administration/research-administration/IRB.html). As faculty sponsors must be the principle investigators in all IRB reviewed proposals applicants should consult with their faculty sponsor early in the application process.