

# John Parke Young Fund Student Grants

## Diplomacy & World Affairs, Occidental College

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The Department of Diplomacy & World Affairs is pleased to announce the availability of financial support, made possible through the John Parke Young Fund, for full-time DWA and Economics majors to conduct independent research, undertake internships, and to participate in conferences, colloquia, or workshops. Projects must be related to global politics and/or international economics to be eligible for support. Funds are available for short-term travel during the academic year and longer-term projects pursued over summer or winter breaks. Young grants will be awarded to students on a competitive basis, based on an application process and review by the Young Student Research Committee.

### Examples of projects eligible for funding:

- Independent field research, including Senior comprehensives research, in the U.S. or abroad
- Unpaid internships in the U.S. or abroad
- Travel costs and expenses for participation in domestic or international conferences, colloquia, or workshops
- Travel costs and expenses for library research in the U.S. or abroad

*\*Funding for projects is subject to Occidental College restrictions on countries to which it permits college-funded travel. **Approved projects will not be funded if it entails travel to a destination that has not been cleared by the College.** See the U.S. Department of State travel alert website at <http://travel.state.gov> for updated travel warning information.*

### Funding limit:

Young grants are awarded up to \$3,500 per project. Under extraordinary circumstances, projects requiring greater funding will be considered. However, the objective of the Young Fund is to provide support to as many eligible projects as possible.

### Restrictions:

- Students are limited to one Young grant per academic year
- Students may be awarded a maximum of two Young grants during their time at Oxy
- Work on the funded project must be completed during the academic year in which the grant is awarded, with the exception of summer research support. For summer grants, work must be completed by the end of the following spring semester.
- Students must also apply for Richter funds through the URC or the IPO where appropriate.

### Deadlines:

- Applications for grants of **\$1,000 or less** will be accepted on a rolling basis. **For grant requests more than \$1,000**, the following deadlines apply:
  - **November 1<sup>st</sup> for winter break projects**
  - **March 15<sup>th</sup> for summer projects**

**\*Final report:** Students who receive a Young grant are expected to submit a report on the project at its conclusion. The report must include a two-page summary of the project activities and results, and a one-page budget report. Reports must be submitted within one month after the completion date of the award. Students who do not submit a report will be ineligible for future Young funds.

### **Application Information**

The application must include the following information:

- The Undergraduate Research Center cover letter (see attached)
- Faculty recommendation (see attached)
- A copy of your academic transcripts (an unofficial transcript is fine)
- A project proposal (double-spaced, *maximum* of five pages).

#### **For internships, conferences, and workshops, the proposal must include:**

- A summary of your proposed project, with details on your specific role as an intern or event participant
- A description of previous coursework or experience that has prepared you for this project, and a discussion of how this experience will benefit your studies at Oxy and/or your future career objectives
- A copy of your acceptance to the internship, conference, workshop, etc.
- A detailed budget for the project, including an itemized list of all costs associated with the project and all outside sources of funding expected or received.

#### **For research projects, the proposal must include:**

- A summary of your proposed project, clearly identifying your research question or project goal
- A description of the methods you will use to carry out your research (where appropriate)
- A description of previous coursework or experience that has prepared you for this project
- A detailed budget for the project, including an itemized list of all costs associated with the project and all outside sources of funding expected or received.
- If your project involves human subjects, your project must be reviewed and approved by the College's Human Subjects Research Committee **before** the start of your research. If your project requires human subjects clearance, you will be expected to submit documentation of approval to the Young Student Research Committee as a condition of receiving funds. See <http://committees.oxy.edu/irb/humansubjects/hsrrc.htm>.

***\*Completed applications are to be submitted to April Mazzeo in the Undergraduate Research Center in Johnson Hall 100.***

***For information on the Young Fund Student Grants, please contact Prof. Laura Hebert at [lhebert@oxy.edu](mailto:lhebert@oxy.edu)***

## Undergraduate Research Center Application Cover Sheet

Date Submitted: \_\_\_\_\_

Name		SID# A00
Class (2013, or?)	Box#	Phone
Major		Email
Program you are applying for		
Project Title		
Project Advisor		Advisor's Dept.
Project start date		Project completion date
Cost of project	\$	
Amount requested	\$	
Amount granted	\$	
<i>Signatures indicate that the proposal was written by the student. Student signature grants permission for the URC to obtain a grade report from the Occidental Registrar and to obtain information from student conduct records.</i>		
Student Signature		Date
Project Advisor's Signature		Date

Please submit your application in the order listed in the application instructions. Use paperclips only-no staples.

**\*Please note that no checks will be released to grant recipients until all required paperwork is completed. This includes Human Subjects clearance, if needed, as well as all documents related to international travel, including the waiver and release form, sickness insurance form, medical report form, emergency contact form, and international student ID card. See the URC for required international travel documents. All paperwork MUST be completed BEFORE the student departs. Failure to do so may forfeit the award.**

**Submit proposals to the Undergraduate Research Center, Johnson Hall, Room 100 by 5:00 p.m. on due date.**

# John Parke Young Fund Student Grants Faculty Recommendation Form

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**\*Submit this recommendation request to your faculty mentor**

Name: \_\_\_\_\_ OXY ID#: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Location(s) & Duration \_\_\_\_\_

Name and Department of Recommender: \_\_\_\_\_

Under the provisions of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to the information provided below and understand that it will be used for the purpose for which it was prepared.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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## **Instructions to Faculty Recommender:**

**Please complete the following form and send it in a sealed envelope to April Mazzeo in the URC (Johnson Hall 100).**

How long have you known the student? In what capacity? \_\_\_\_\_

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**After discussing the proposed project with the student, please evaluate the student on a scale from 1 to 5 on the following criteria:**

**Evaluation scale: 5 = Outstanding  
4 = Above Average  
3 = Average  
2 = Below Average  
1 = Poor**

1. The overall quality of the student's proposal \_\_\_\_\_

For research projects, please evaluate:

The quality of the research topic \_\_\_\_\_

The quality of the proposed methodology \_\_\_\_\_

The feasibility of the study \_\_\_\_\_

2. The student's academic abilities \_\_\_\_\_

3. The student's ability to work independently \_\_\_\_\_

4. The student's mastery of the skills needed to complete the project successfully \_\_\_\_\_

5. The student's preparation to conduct field research or serve as an intern in a cross-cultural setting (where relevant) \_\_\_\_\_

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**Additional comments:**

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**Overall recommendation for a Young Student Grant:**

Highly recommend \_\_\_\_\_

Recommend with hesitation \_\_\_\_\_

Recommend \_\_\_\_\_

Do not recommend \_\_\_\_\_

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Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_