

**John and Edythe Portz Interdisciplinary Research Fellowship Application**

**APPLICATION DEADLINE: March 15, 2017**

Note: Due dates are for year stated only.

ALL APPLICATIONS MUST BE RECEIVED BY *UPLOAD TO* <http://www.surveygizmo.com/s3/2009496/2017-Portz-Fellowship-Application>

BY 4:30 P.M. C.S.T. OF THE DUE DATE

1. **INTRODUCTION**

The Portz Fellowships support original and extended interdisciplinary projects for up to eighteen months. Applications and supporting materials must be submitted electronically by March 15. The project must be completed no later than August 31 of the following year. Fellows are required to submit two progress reports, the first on November 1 of the granting year, and the second on April 1 of the following year.

Proposals are reviewed by the Portz Fellowship Committee, whose members represent diverse academic disciplines. Please read the following details concerning funding decisions:

* Funding is determined by a majority vote of the Portz Fellowship Committee.
* Committee members may not be familiar with the technical terminology associated with the applicant’s discipline. Thus, the application should be tailored for a general academic audience.
* The committee considers the degree to which the applicant has followed the application instructions.
* The research should be completed within the granting period.

If you have any questions, contact the Portz Fellowship Committee Chairs, Don Rosenblum ([donr@nova.edu](mailto:donr@nova.edu)) or Tamara Valentine ([tvalenti@unr.edu](mailto:tvalenti@unr.edu)).

1. **GENERAL INSTRUCTIONS**

Read and follow all instructions carefully to avoid delay, misunderstanding, or rejection of application.

* The completed application may not exceed 16 pages, *not* including appendices and academic transcript.
* ***Please use the Word template to complete your application. It is organized and set up in the order in which the application should be submitted. Be sure to change the footer information to reflect your name and project title.***
* Submit one copy of the application electronically.
* Use type no smaller than 12-point font.
* Faculty writing support letters should *upload their letters electronically with the correct form here* [*http://nchchonors.org/portz-fellowship-application/portz-fellowship-letters-of-support-2*](http://nchchonors.org/portz-fellowship-application/portz-fellowship-letters-of-support-2)*/*. Please be sure to reference the name of the applicant. Number pages consecutively at the bottom throughout the application.
* Your full name should appear on every page of your application (including appendices) as a header and every page should be numbered.
* Enter NA (not applicable) where necessary.

**A complete application *must* contain:**

|  |  |  |
| --- | --- | --- |
| PART I: | PERSONAL INFORMATION (use accompanying form) | 1 page |
| PART II: | TABLE OF CONTENTS (created by applicant) | 1 page |
| PART III: | THREE LETTERS OF SUPPORT (use accompanying forms) | 3 pages total |
| PART IV: | ABSTRACT and SUMMARY (use accompanying form) | 1 page |
| PART V: | RESEARCH PLAN DESCRIPTION (created by applicant) | 5 pages max. |
| PART VI: | LITERATURE CITED (created by applicant) | 2 pages max. |
| PART VII: | PERSONAL IMPACT STATEMENT (created by applicant) | 3 pages max. |
| PART VIII: | ACADEMIC TRANSCRIPT (secured by applicant) |  |
| PART IX: | APPENDIX (created by applicant: see below for what to include) |  |

Each part has a purpose and must be included. A grant that fails to include any section (without justification) will be denied funding.

• Applications must **be submitted** by the March 15 due date to be counted on time.

• Additional material will not be solicited and will not be accepted after the application deadline.

• Applications that do not adhere to the above checklist will be rejected in the pre-screening process.

• Only those applications that pass this screening will be considered for review and funding.

• Applicants will be informed concerning the status of their application upon completion of the review process. You may submit your application, here <http://nchchonors.org/portz-fellowship-application>/.

**A FINAL NOTE BEFORE YOU BEGIN**

* Carefully follow all rules as established in the instructions and the application.
* Carefully check the application to be sure that ALL requested information has been provided.
* Avoid grammatical and/or math errors throughout the application.
* Be sure to eliminate jargon and ensure readability and understanding by the audience. Generally speaking, a funded grant results from a well-organized application that states in plain language what research the applicant plans to do, why this is important, and what resources are needed to make that research possible.

**PART I: PERSONAL INFORMATION**

Most items are self-explanatory. Provide the information requested.

* Be sure that you provide the email address that you check most often. In some instances, this method may be used to gather additional information for clarification.
* To remain in good standing, a successful grant recipient must keep all contact information current throughout the granting period.

**PART I – PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
|  | Title of Project: |  |
|  | Name of Applicant: |  |
|  | Local/ Campus Address: |  |
|  | Local/ Campus Email: |  |
|  | Home/Permanent Address: |  |
|  | Home Phone: |  |
|  | Academic major(s): |  |
|  | Academic Minor(s): |  |
|  | Faculty Sponsor’s Name: |  |
|  | Faculty Sponsor’s Email: |  |
|  | Faculty Sponsors Phone: |  |
|  | Faculty Sponsor’s Department: |  |
|  | Honors Courses Successfully Completed by the time research will begin: |  |
|  | Date: |  |

**PART II: TABLE OF CONTENTS**

* Applicants must collate all forms as per the Table of Contents page.
* Indicate whether appendices are included, pending, or not applicable.

|  |  |  |
| --- | --- | --- |
| Part I: | Personal Information…………………………………… | 4 |
| Part II: | Table of Contents………………………………………. | 5 |
| Part III: | Sponsor Letter of Support……………………………… Faculty Letter of Support………………………………. Honors Director/Dean Letter of Support………………. | 6 |
| Part IV: | Abstract…………………………………………………  Summary………………………………………………. | 7  8 |
| Part V: | Research Plan Description……………………...……… | 9 |
| Part VI: | Literature Cited………………………………………… | 13 |
| Part VII: | Personal Impact Statement…………………………….. | 14 |
| Part VIII: | Academic Transcript…………………………………… | 16 |
| Part IX: | Appendixes………………………………………………... | 17 |

**Part III: LETTERS OF SUPPORT**

* You need to secure **one** letter of support from a faculty member sponsoring the project, **one** letter from a faculty member who knows your work well, and **one** letter from your Honors director/dean confirming the program’s endorsement of the application and attesting to the applicant’s diligence in fulfilling the program’s academic requirements, engagement with the honors community, and service to the program and the institution.
* The faculty sponsor should have read the final description of your project before writing the support letter.
* *The letters of support should be uploaded by the letter writer in* ***electronic format*** *directly to NCHC here:* [*http://www.surveygizmo.com/s3/2642589/Portz-Fellowship-Letters-of-Support*](http://www.surveygizmo.com/s3/2642589/Portz-Fellowship-Letters-of-Support)

*All letters* ***must*** *reference you and the title of your project.*

Sponsor Letter of Support

Faculty Letter of Support

Honors Director/Dean Letter of Support

**PART IV: ABSTRACT**

* Provide an abstract of the proposed project stating what you hope to accomplish and how you plan on accomplishing it.

**SUMMARY**

* The summary is a two or three sentence paragraph, which will serve as a snapshot of your project that clearly states the purpose and desired outcomes of your application.

**PART V: RESEARCH PLAN DESCRIPTION**

* Succinctly describe the research for which you are requesting Portz funding.
* State the project’s objectives and specific aims.
* Describe concisely the methodology for achieving these goals.
* Do not exceed five (5) double-spaced typewritten pages.

Be specific and informative, but remember that your audience is a multidisciplinary review board whose members may be unfamiliar with your specific field of study. Like the abstract, the research plan must be written so as to be clearly understood by a general academic audience.

* The Research Plan Description portion of your application should include sufficient information to facilitate an effective review of your research without the need to refer to any other document or source of information.
* If your project happens to be tied to some larger research project (like that of a faculty sponsor, for example), please make certain the committee can distinguish your independent project within this framework.

To ensure completeness, please include the following sections in your Research Plan Description:

* 1. Specific Aims of the Research.
  2. Background and Significance of the Research.
  3. Progress Report/Preliminary Studies. Briefly report on any ongoing research of which your project is a part. Provide information regarding any preliminary studies, projects, or papers you have completed that have informed or influenced the current project design. Please also state clearly the academic preparation (especially coursework) in the field(s) in which you are working. What courses have been especially helpful in preparing you for this work?
  4. Methods. Provide details of your research plan, including a brief description of the work that you are proposing, the techniques you will use, the kind of data you expect to obtain, and the means by which you plan to analyze or interpret that data in order to accomplish your research objectives. Be specific, but avoid unnecessary technical details or jargon. Provide enough information so that someone not involved in your discipline can follow your approach and understand your project.
  5. Subjects/Animals/Materials. Provide details concerning the human subjects, animals, materials, supplies, or other resources that will be used in research (this includes facilities and institutions – e.g., laboratories, museums, and libraries to which you will need access).
  6. Finished Product: What do you plan to do with the finished “product”? Will you present the information in a journal, do a poster session, or prepare a presentation of your work for an audience? How will you share this new information? *Fellowship recipients are required to make a formal presentation of their research at the annual conference of the NCHC*.

**PART VI: LITERATURE CITED**

* List here all literature cited in the Research Plan Description and literature that might be relevant to your project.
* Follow a bibliographic format appropriate to your discipline that permits the reader to fully identify the referenced material.

Use only one citation format and use it consistently.

Do not exceed two (2) single-spaced typewritten pages.

**PART VII: PERSONAL IMPACT STATEMENT**

Further illuminate the impact of this initiative on you as a scholar and as a person in a statement not to exceed (3)

double-spaced typewritten pages.

1. What do you hope to learn from this experience?
2. How does this experience further your academic goals?
3. What drew you to this project?

**PART VIII: ACADEMIC TRANSCRIPT**

* Applicants should include an academic transcript that covers all college-level work up to the most recently completed semester. Cut and paste an electronic version from your registrar’s website into your application and then *have an official transcript sent to NCHC to confirm the accuracy of the electronic version*.
* The official transcript should be ***received*** by NCHC by March 15. Have it mailed to:

National Collegiate Honors Council

1100 Neihardt Residence Center

University of Nebraska-Lincoln

540 N. 16th St.

Lincoln, NE 68588-0627

**PART IX: APPENDICES**

* Applicants may include appendices that are relevant to their applications.

**Appendix A: Curriculum Vita (CV)/ Resume/ Statement of Experience**

* Utilize this section to establish your credibility as a grant applicant.
* It should be an academic biography that summarizes your education, teaching experience, research experience, and other relevant information.
* No matter what method you choose, be sure that it is well organized, clear, concise, consistent and specific.

**Appendix B: Research Timeline**

* Chart out your research activities in a weekly timeline.
* Indicate the reporting deadlines agreed to with your faculty mentor and identify the stages of completion expected at each deadline.
* This is *highly* recommended because it will allow you to better plan your research activities.

**Appendix C: Human Subject Approval**

* Include any relevant documentation/permission regarding human experimentation use.
* This must be approved by your college or university Institutional Review Board (IRB).

**Appendix D: Animal Use Approval**

* Include any relevant documentation/permission regarding animal experimentation use.
* This must be approved by your college or university IRB.

**Appendix E: Letters of Access**

* Applicants working with an agency (e.g., school, hospital, library, museum, or another college or university) to conduct research, must submit a letter of access signed by an official of the agency that grants permission to access the information necessary to the completion of the research.
* Applicants who will be interviewing specific individuals must submit a letter of access stating that said individuals agree to be interviewed.
* If your research hinges on using a piece of equipment or visiting a library collection, you have to demonstrate access.
* If your sponsor has given you free access to an expensive machine; she or he should give you a letter of access.
* If the applicant has *not yet received letters of access*, copies of the letter(s) requesting access must be submitted with the application. The committee will defer funding of an application until response letters are received.
* These letters must also be in electronic format.

**Appendix F: Supporting Materials**

Application may include graphs, diagrams, tables, charts, maps, photographs or slides and/or other relevant supporting material(s) which applicant wishes to present to the committee. Surveys and interview questionnaires to be used, which are not formally published, need to be included. Materials can be returned to applicant, upon request, following the review session.

**Additional Appendices**

Any additional appendices would begin with Appendix G. In most cases, additional appendices will not be necessary or appropriate.