



# Portz Interdisciplinary Fellowship Application

**APPLICATION DEADLINE: MARCH 15, 2022**

**UPLOAD TO:** <http://www.surveygizmo.com/s3/4134880/Portz-Interdisciplinary-Fellowship-Application>

*Note: Due Dates are for year stated only. All applications must be uploaded by 11:59 pm CST to be counted on time.*

## INTRODUCTION

The Portz Interdisciplinary Fellowship supports original interdisciplinary research projects. Applications and supporting materials must be submitted electronically by **March 15, 2022**. Projects must be completed no later than August 31 of the following year. Fellows are required to submit two progress reports, the first report on November 1 of the granting year, and the second report on April 1 of the following year.

Proposals are reviewed by the Portz Interdisciplinary 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 Interdisciplinary 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. Research should be completed within the granting period.

If you have any questions, contact the Portz Fellowship Interdisciplinary Committee Chair, Stacia Kock ([lkock@salisbury.edu](mailto:lkock@salisbury.edu)).

## INTERDISCIPLINARY RESEARCH

The NCHC Portz Interdisciplinary Fellowship champions the following components characterizing interdisciplinary research. These components will be reflected in a successful proposal; faculty reviewers will evaluate proposals based on these components.

1. Interdisciplinary research may address a problem or question that is too complex to be answered satisfactorily by any one discipline. The proposal should clearly state a complex question, identify two (or more) disciplines involved in the project, and note why these disciplines are necessary to address that question.
2. Interdisciplinary research demonstrates competence across disciplines involved in addressing the question posed by the researcher(s). The proposal should note disciplinary competency and awareness of differences in shared or key concepts.
3. Interdisciplinary research draws from diverse and distinct scholarly work. The proposal should draw upon relevant and diverse specialized research within identified disciplinary communities (generally considered to share a set of guiding concepts, theories, and methods).

4. Methodologies of interdisciplinary research reflect the strength and diversity of research methods. The proposal should note how the research methods draw from more than one discipline and acknowledge the strengths – and weaknesses – of particular methods and theories.
5. Interdisciplinary research draws from relevant and active disciplinary perspectives. The proposal should acknowledge the dynamic nature of all disciplines and integrate ‘best’ elements of disciplinary insights that offer something new and applicable beyond the prompting question.

## GENERAL INSTRUCTIONS

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

The completed proposal may not exceed 20 pages. Personal information pages, transcripts, and appendices do not count toward the page limit.

Submit the application electronically.

Use type no smaller than 12-point font.

Number pages consecutively at the bottom throughout the application.

Post your full name on every page of the application (including appendices) as a header.

If your proposal is awarded, you will be asked to provide a professional photograph (head shot) for NCHC publication and promotion.

A complete application *must* contain:

- Supporting documentation:
  - o One page personal Information sheet (one sheet for each student researcher)
  - o Two faculty letters of support (submitted to NCHC via [this online form](#))
  - o [Confirmation Letter](#) from Honors Director/Dean (submitted to NCHC via [this online form](#))
  - o Academic transcript (official document submitted by the institution to NCHC)
- Proposal:
  - o Abstract
  - o Research plan
  - o Interdisciplinary research components
  - o Literature cited
  - o Personal impact statement
  - o Appendices (as needed)

An application that fails to include any element (without justification) will not be considered for funding.

Applications must be submitted by 11:59 pm CST on **March 15, 2022** to be counted on time.

Additional material will not be solicited and will not be accepted after the application deadline. Applicants will be informed concerning the status of their application upon completion of the review process.

## A FINAL NOTE BEFORE YOU BEGIN

Strive to eliminate jargon in order to ensure readability and understanding by the audience. A funded proposal results from a well-organized application that states what the research will accomplish, why this is important, and what resources are needed to make that research possible.

## PART I: PERSONAL INFORMATION SHEET

Most items are self-explanatory. Provide the information requested for each student in the project (each student on a separate sheet).

Provide the email address that you check most often. In some instances, email may be used to gather additional information for clarification.

Project Title

Applicant name

Local/Campus Address

Preferred email

Preferred phone number

Home/Permanent Address

Academic major(s)

Academic minor(s)

Faculty sponsor name(s)

Faculty sponsor department(s)

A list of honors courses successfully completed at the time of this application

## PART II: LETTERS OF SUPPORT

- Secure two letters of support from faculty: one letter from a faculty member who is sponsoring the project and one letter from a faculty member who knows your work well.
- Your faculty sponsor should have read the final description of your project before writing the support letter.
- Faculty letters should be submitted to NCHC via [this online form](#).
- The Honors Director/Dean will need to complete a Confirmation Letter sent directly to NCHC. The Confirmation Letter form [can be downloaded here](#) and submitted to NCHC via [this online form](#).

## PART III: ACADEMIC TRANSCRIPT

- Applicants should request an academic transcript that covers all college-level work up to the most recently completed semester. *The official transcript should be sent to NCHC.*
- The official transcript should be **received** by NCHC by **March 15, 2022**. Have it mailed to:

National Collegiate Honors Council  
250 Knoll Residence Center  
University of Nebraska-Lincoln  
440 N. 17th Street  
Lincoln, NE 68588-0627

## PART IV: ELEMENTS OF THE PROPOSAL

### ABSTRACT

- Provide an abstract of the proposed project stating what you plan to accomplish.

### RESEARCH PLAN

- 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.
- Be specific and informative, but remember that your audience is a multidisciplinary review board whose members may be unfamiliar with your specific field(s) 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 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:

- a. Specific Aims of the Research.
- b. Background and Significance of the Research.
- c. 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?
- d. 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.
- e. Research Timeline. Chart key activities. Indicate reporting deadlines agreed to with your faculty mentor.
- f. 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)
- g. 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?

## **INTERDISCIPLINARY RESEARCH COMPONENTS**

- Specifically address each of the five components of interdisciplinary research as they apply to your project.
  - a) State the complex question that drives this proposal. Identify two (or more) disciplines involved in the project, and note why these disciplines are necessary to address that question.
  - b) Note disciplinary competency of the researcher(s) and awareness of differences in shared or key concepts.
  - c) Draw upon relevant and diverse specialized research within identified disciplinary communities (generally considered to share a set of guiding concepts, theories, and methods).
  - d) Note how the research methods draw from more than one discipline and acknowledge the strengths – and weaknesses – of particular methods and theories.
  - e) Acknowledge the dynamic nature of contributing disciplines and integrate ‘best’ elements of disciplinary insights that offer something new and applicable beyond the prompting question.

## **LITERATURE CITED**

- List 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.

## **PERSONAL IMPACT STATEMENT**

- Further illuminate the impact of this initiative on you as a scholar and as a person.
  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?

## **APPENDICES**

Applicants may include appendices that are relevant to their applications.

### **Appendix A: Curriculum Vita (CV)/ Resume**

### **Appendix B: 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 C: Animal Use Approval**

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

#### **Appendix D: 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 E: 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 F. In most cases, additional appendices will not be necessary or appropriate.