



## SUMMER RESEARCH FELLOWSHIP GUIDELINES (FOR SUMMER 2018)

The Graduate School's Summer Research Fellowship program provides support to University of Maryland doctoral students at "mid-career," that is, in the period approximately before, during, or after achievement of candidacy. The Fellowships provide doctoral students the opportunity to concentrate fully on their own scholarly activities and research, for the duration of a summer, at a critical moment in their graduate studies.

Eligible students will have excellent qualifications, will be making demonstrable progress through their program, and will be able to show that a summer of focused work will enable them **to prepare for or complete a key benchmark** in their program's requirements. *The specific goal of the fellowship is to help students to take a significant step forward in their studies in a timely manner; the overall goals are to reduce time-to-degree, to increase degree completion, and to enhance the quality of the graduate student experience.*

**Graduate School Summer Research Fellowship:** In 2005, The Graduate School inaugurated the Graduate Student Summer Research Fellowship Program. It is a cost-share program that provides research support for doctoral students at "mid-career" and enables recipients to devote a summer of focused work to prepare for or complete a key program benchmark. Up to 40 Graduate School Summer Research Fellowships are awarded each year.

**Kulkarni Summer Research Fellowship:** In 2013, Dr. Ashok Kulkarni and Mrs. Ranjana Kulkarni established this endowed fund to support doctoral students who are graduates from the Indian Institute of Technology. It is a cost-share program that provides research support for doctoral students at "mid-career" and enables recipients to devote a summer of focused work to prepare for or complete a key program benchmark. **Students nominated for Kulkarni Fellowships must be graduates of the Indian Institute of Technology.** Up to four Kulkarni Summer Research Fellowships are awarded each year.

*Alumnus Ashok Kulkarni (PhD, '76, computer science), and his wife Ranjana, have a long history of educational philanthropy. The private family foundation they founded, the Kulkarni Foundation, has helped build two schools for underserved youth in rural India and supported vocational training for physically challenged children, as well as a scholarship program at Ashok Kulkarni's undergraduate alma mater, the Indian Institute of Technology (IIT).*

The Summer Research Fellowships carry a stipend of \$5,000 with specific cost-share requirements. A nomination from a program will signify a cost-sharing commitment by the program on the terms specified under "**Fellowship Stipend and Cost-Sharing**" section of these guidelines.

Each program may nominate up to two students for the Graduate School Summer Research Fellowships, and up to two students Kulkarni Summer Fellowships. In other words, programs with eligible IIT graduates may nominate up to 4 students.

**NOMINATION DEADLINE: Noon, Wednesday, March 7, 2018.**

## Fellowship Stipend and Cost-Sharing

The Summer Research Fellowship program is a partnership between the Graduate School and campus graduate programs. The Kulkarni Summer Research Program is a partnership between the Kulkarni Endowment and campus programs. The Fellowship stipend of \$5,000 is shared on a \$2,500 / \$2,500 basis by the Graduate School and the program making a nomination, or by the endowed fund and the program making the nomination.

**\*\*A nomination from a program will signify commitment to the cost-sharing agreement.**

Summer Research Fellowships carry no tuition remission.

Summer Research Fellowships are awarded to specific students and are not transferable to other students. Should the awarded student decline the award, the Graduate School will return its portion of unused funding to the fellowship pool and graduate programs will retain their portion of unused funding.

## Eligibility

The Summer Research Fellowship Program supports students who are at “mid-career,” that is, in the period approximately before, during, or after achievement of candidacy. The nominee must be able to show that a summer of focused work will enable them **to prepare for or complete a key benchmark** in their program’s requirements.

Students who plan to graduate by August 2019 are not eligible, but are encouraged to seek support from the Semester Dissertation Fellowship program.

*Given the goals of the Summer Research Fellowship program, teaching assistants and administrative assistants will not be eligible to teach or work during the summer of the award, and research assistants must be relieved of lab duties that do not directly advance their own research.*

Students may apply for a Summer Research Fellowship more than once. Fellowships may not be deferred.

## The Key Benchmark

Given disciplinary and programmatic differences across campus, programs and their nominees will have broad latitude in defining the key benchmarks that students will prepare for or complete. Some humanities programs, for example, have extensive reading lists that students must master for candidacy exams; some science programs may require students at a particular stage to acquire and demonstrate new laboratory methods or other techniques; programs in many disciplines across campus require dissertation prospectuses and, often, formal prospectus defenses. These benchmarks, among others, would be appropriate.

## Nominations

Doctoral programs may nominate up to two graduate students for the Graduate School Summer Research Fellowships **and** up to two graduate students for the Kulkarni Fellowship. Specializations and/or concentration areas within a degree program are not considered to be separate programs and may not make nominations.

The department must prepare the nomination package as a single PDF file. Students should be made aware of any internal departmental deadlines. Each nomination signifies the program’s commitment to the cost-sharing agreement.

## Nomination Packages

Nomination packages from programs must include:

1. the Summer Research Fellowship Nomination Cover Sheet  
*(Cover Sheet is on page 4);*
2. a specific proposal, authored by the nominated student and no more than two pages, stating:
  - a) the nature of the work to be accomplished during the summer;
  - b) a plan for its execution;
  - c) the specific benchmark(s) that this award will enable the student to meet; and
  - d) a clear indication of how the summer project fits within the program's timetable for completing graduation requirements;

**Students are asked to write for an educated lay audience;**

3. a **letter from the student's advisor** or the major professor with whom the student is working. This letter should address the student's outstanding qualifications, the significance of the student's scholarship or research, and the student's timely progress through the program  
*(Instructions for the Advisor are on page 5, or online);*
4. a **letter from the student's Director of Graduate Studies** confirming that the student is in good standing and explain why he/she is being nominated for the fellowship.  
*(Instructions for the DGS are on page 5, or online);* and
5. the student's curriculum vitae (no more than two pages).

Programs must assemble the above materials in a single PDF file and submit to the Graduate School Awards System at <http://apps.gradschool.umd.edu/GSAwardsSystem/>.

## Fellowship Selection Process

The Graduate School's Fellowship Selection Committee, representing academic disciplines from across the campus, will evaluate the nominations. Selection decisions will be reached on the basis of the student's outstanding qualifications, the significance of the student's scholarship or research, the quality and feasibility of the proposed plan, and the student's timely progress through the program. It is expected that the cohort of awardees will reflect the University's commitment to diversity.

## Reporting

At the end of the summer, the student will submit to the Graduate School a brief but specific report (no more than one page in length), countersigned by the student's advisor.

## Contact

Please direct any questions to Robyn Kotzker, Assistant Director for Fellowships and Awards, ([rkotzker@umd.edu](mailto:rkotzker@umd.edu), 301.405.0281)



SUMMER RESEARCH FELLOWSHIPS NOMINATION COVER SHEET

A complete nomination package must include: 1) This nomination cover sheet; 2) the student proposal (no more than two pages); 3) a letter of recommendation from the student’s advisor; 4) a brief letter of nomination from the Director of Graduate Studies; and 5) the student’s cv (no more than two pages).

A nomination from a program will signify a cost-sharing commitment by the program on the terms specified in the guidelines under “Fellowship Stipend and Cost-Sharing.”

The department must prepare the nomination package as a single PDF file. Students should be made aware of any internal departmental deadlines. Nomination Deadline is noon, Wednesday, March 7, 2018.

Please select one: [ ] Graduate School Summer Fellowship
[ ] Kulkarni Summer Fellowship (Graduates of India Institute of Technology)

Name: \_\_\_\_\_ UID Number: \_\_\_\_\_

Nominee’s Directory ID (or UMD Email): \_\_\_\_\_ Phone: \_\_\_\_\_

Program/Department & College (use 4-letter codes): \_\_\_\_\_

Title of Dissertation (or project name): \_\_\_\_\_

1. Current Stage in Program: \_\_\_\_\_

2. Current GPA: \_\_\_\_\_

3. Expected Graduate Date, if known \_\_\_\_\_

Advisor (name, email) \_\_\_\_\_

Director of Graduate Studies (name, email): \_\_\_\_\_

Department Coordinator (name, email) \_\_\_\_\_

Business Manager (name, email): \_\_\_\_\_

Support TA or RA package is currently: \_\_\_ 9-month \_\_\_ 9.5-month \_\_\_ 12-month \_\_\_ N/A

Given the goals of the Summer Research Fellowship program, teaching assistants and administrative assistants will not be eligible to teach or work during the summer of the award, and research assistants must be relieved of lab duties that do not directly advance their own research.

Students: Please submit your Summer Research application materials to your program

Departments: Please submit the nomination package to http://apps.gradschool.umd.edu/GSAwardsSystem/



## SUMMER RESEARCH FELLOWSHIPS ADVISOR / DGS LETTER INSTRUCTION SHEET

The Graduate School Summer Research Fellowships provide support to outstanding University of Maryland doctoral students at “mid-career,” that is, in the period approximately before, during, or after achievement of candidacy. The fellowships provide doctoral students the opportunity to concentrate fully on their own scholarly activities and research, for the duration of the summer, at a critical moment in their graduate studies. These Fellowships provide a \$5,000 summer stipend with specific cost-sharing requirements detailed in the guidelines. Two letter of recommendation are required for each nomination.

**Advisor Letter:** The Graduate School requests a letter of recommendation from the student’s advisor or the major professor with whom the student is working. This letter should address the student’s outstanding qualifications, the significance of the student’s scholarship or research, and the student’s timely progress through the program.

**DGS Letter:** The Graduate School requests a brief letter of nomination for the DGS. This letter should confirm the student is in good standing and explain why he/she is being nominated for the Summer Research Fellowship.

These letters must be appended to the rest of the nomination materials to create a single PDF file. Departments/Programs must submit the entire nomination package to the Graduate School Awards System at <http://gradschool.umd.edu/GSAwardsSystem/>. The complete nomination package is due to the Graduate School by **noon on Wednesday, March 7, 2018.**

Complete Summer Research Fellowship guidelines can be found on the Graduate School website at <http://gradschool.umd.edu/funding/fellowships-awards/student-fellowships-awards/gs-summer-research-fellowships>.