

## Academic Enhancement Research Fellowship Application

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ C Number: \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_  
*(\$5000 max)*

Project Description: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minors(s): \_\_\_\_\_

What is your OAE Affiliation? (circle all that apply):

| Empower Me First | First Year Fellow | Foote Fellow | Prestigious Awards and Fellowships |  
| Programs of Academic Excellence (Gates, Hammond and Jenkins Scholars) | Residential Student | Stamps Scholar | | U  
Dreamer | Prefer Not to Answer | N/A |

Do your research plans include travel? \_\_\_\_\_

If yes, how do you plan to use the funds and conduct your research if the university restricts travel? Note: If you plans include international travel you will need to meet with a PAF staff member to discuss additional expectations.

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## Academic Enhancement Research Fellowship Guidelines

### Description

The Academic Enhancement Research Fellowship provides funding for students to pursue activities which will enhance their undergraduate experience outside of a traditional classroom setting. Through this award, the OAE encourages students to take intellectual risks, pursue creative and innovative projects and ideas, and engage in opportunities that take them outside of their normal course of study. These opportunities may include, but are not limited to, research, community engagement or social impact projects or initiatives, creative projects, and other experiences.

Regardless of the opportunity, awardees must complete a research element as part of their fellowship. This research can align with their internship or fellowship work, or it can be a separate self-designed component. If conducting research as part of a lab, applicants must demonstrate their individual contributions to the research project in their application. Successful applications will detail research plans and propose projects that are feasibly completed during the fellowship period. Fellows are required to submit a final project report and a copy of their completed project (website, paper, film, book, etc.). With projects that are a part of a larger work, awardees can provide a draft of a substantial excerpt from a larger, ongoing work.

## **Eligibility**

To be eligible for this award, a student must:

- Be enrolled as a full-time undergraduate student at UM
- Have at least one semester left after the completion of the award term
- Possess a 3.0 GPA on a 4.0 scale
- At minimum, be a second semester first-year during the time of application

## **Application**

Students may apply for fall, spring, **or** summer funding. A student may only apply for one funding period at a time. Previous awardees who choose to reapply for funding must submit a proposal for a new project. Priority will be given to students who have not previously received funding.

The following items are to be submitted to Prestigious Awards and Fellowships via email at [prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu):

1. This completed and signed application as the cover sheet
2. 1-3 page project proposal
3. Project Contingency Plan - Please share the adjustments you will make to complete your research project and how you will spend your budget if your original research plans were interrupted (ex: Covid, travel restrictions, etc.)
4. Basic project budget (the budget total must equal the amount of funding requested [up to \$5000]).
5. Resume
6. Copy of unofficial student transcript
7. 2 letters of recommendation. At least one of the letters should come from a faculty member who can speak to your ability to carry out the proposed research.

Items 1-6 should be submitted via email as **ONE PDF DOCUMENT**. Recommenders should email letters directly to [prestigiousawards@miami.edu](mailto:prestigiousawards@miami.edu). Late or incomplete applications will not be accepted.

## **Award Deadlines:**

Summer and Fall Projects:

- **Application Opens: January 15**
- **Priority Deadline: March 1 at 11:59 pm**
- **Final Deadline: March 15 at 11:59 pm**

Spring Projects:

- **Application Opens: August 15**
- **Priority Deadline: October 15 at 11:59 pm**
- **Final Deadline: November 1 11:59 mm**

## **Review Process:**

A review committee consisting of UM professional staff and/or faculty will review completed applications. Applicants who submit by the priority deadline will receive initial feedback to help strengthen their applications ahead of final deadline.

### **Awards and Accountability**

- Awards are up to \$5,000 per student. Projects must start and end during the term in which the award is granted. (Ex: Summer projects must start in the summer term and be completed by the start of the Fall term.) All projects must be completed before a student graduates.
- The use of these funds is based on, and subject to, the continuance of normal and regular University operations during the term in which the funding is awarded. For the avoidance of doubt, the University may, at its sole discretion, discontinue and/or refuse funding to the extent the University's normal and regular operations are impacted in any way by COVID-19 and/or related matters.
- Awards are not to be used to cover purchase of equipment such as cameras, laptops, machinery, software etc. Student budgets should include reimbursable expenses that are vital to their research and may include reasonable expenses for travel, lodging, and food. Non-essential expenses unrelated to the project nor the purchase of equipment available to students through UM will not be covered.
- Funds will be released in two disbursements. The first disbursement (2/3 of the award amount) will be released at the start of the grant term. The second disbursement (1/3 of award amount) will be released upon project completion and submission of final report.
- Students must provide proof of completion of their project by submitting a final report and submitting receipts.
- Students are not permitted to change their projects after funding has been provided and must carry out their proposed projects within the time frame allotted.
- As a condition of the award, recipients agree to represent the Office of Prestigious Awards and Fellowships as a student ambassador to share their experience and/or project with other students.
- It is the student's responsibility to consult with financial aid and their tax consultants regarding how the award may affect their financial aid or tax liability.
- Applicants will receive a copy of the "PAF Nomination Permission Form and Waiver" via email upon application submission. This form must be completed and returned to PAF via email prior to application review.

*For more information on the Office of Academic Enhancement or to view a complete listing of prestigious awards, please visit [www.oae.miami.edu](http://www.oae.miami.edu).*

*I certify that I have read and understand the complete award guidelines, and my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_