

## Simon Family Public Research Fellowships

The Simon Public Research Fellowship supports students working with community partners performing community-based research (CBR) under the mentorship of a faculty member. CBR is a method of responding to the conditions, problems, and needs of an organization and/or the broader community. It is a partnership of students, faculty and community partners who collaborate to engage in scholarship with a purpose of solving a problem and effecting greater social change.<sup>1</sup>

Simon Fellows must perform their research under the supervision of a University of Vermont faculty member and in conjunction with a community partner, which need not be local. The community partner will define the need/problem that the student's project will address. The student will design, prepare, implement, and report on this project under the guidance of a faculty mentor.

The Simon application includes a Memorandum of Understanding (MOU), written by the student, and fully approved by both the community partner and the faculty mentor. It defines the roles and responsibilities of each party and the expected outcomes or goals.

There are four separate sections to this application, of which the MOU is the longest and most important.

1. Cover sheet with signatures
2. Two letters –one from a UVM faculty sponsor, the other from your community partner
3. Student unofficial transcript
4. MOU (seven sections)

Once the review committee determines finalists, the committee then may contact community partners and faculty members to verify the proposals.

**Five students will receive up to \$6000 each to be used at their discretion for their research (stipend plus research expenses).**

**The final application due:**

**April 1 at 4:00pm.**

**Applications are submitted via filetransfer protocol ([filetransfer.uvm.edu/](http://filetransfer.uvm.edu/)) - sign in using your netID, upload your documents in PDF format, and use [four@uvm.edu](mailto:four@uvm.edu) as the recipient.**

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<sup>1</sup> Strand, K., Marullo, S., Cutforth, N., Stoecker, R., Donohue, P., (2003), Principles of Best Practice for Community-Based Research, *Michigan Journal of Community Service*, 9 (3), 5-15.

## APPLICATION FOR SIMON FAMILY PUBLIC RESEARCH FELLOWSHIP

### 1. COVER SHEET (submit this page with the remaining two sections of the application)

PROJECT TITLE \_\_\_\_\_

DATES OF PROJECT \_\_\_\_\_

LOCATION: WHERE THE RESEARCH WILL BE CONDUCTED (campus building/lab, location, state, country...)

\_\_\_\_\_

STUDENT NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

TEL. \_\_\_\_\_ NETID: \_\_\_\_\_

MAJOR \_\_\_\_\_ COLLEGE \_\_\_\_\_

OVERALL GPA: \_\_\_\_\_

CLASS STANDING: 1<sup>ST</sup> YR\_\_ 2<sup>ND</sup> YR\_\_ JR\_\_ SR\_\_ ANTICIPATED GRADUATION: \_\_\_\_/\_\_\_\_

MONTH / YEAR

COMMUNITY PARTNER ORGANIZATION \_\_\_\_\_

DESIGNEE (NAME/TITLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL \_\_\_\_\_ TEL. \_\_\_\_\_

FACULTY SPONSOR \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

EMAIL \_\_\_\_\_ TEL. \_\_\_\_\_

\_\_\_\_\_  
(STUDENT SIGNATURE)\* (DATE)

\_\_\_\_\_  
(FACULTY SPONSOR SIGNATURE)\* (DATE)

\_\_\_\_\_  
(COMMUNITY PARTNER SIGNATURE)\*\* (DATE)

\_\_\_\_\_  
\* By signing this document each party agrees to content, roles, and responsibilities laid out in the following document. In addition, the faculty and student agree to comply with relevant University policies governing research and financial reporting.

## 2. LETTERS OF SUPPORT

The application requires two (2) letters of support. The first letter is written by the UVM faculty sponsor. This letter should address the knowledge of the student's abilities to complete the research; how long the faculty has known the student and in what capacity; reiterate the commitment of the faculty to support the efforts of the student in the successful completion of the project. The second letter is from the community partner and should speak to the community-defined need/problem; it should also address the length of time that the partner has known the student and the faculty member. **These letters may be sent separately to [four@uvm.edu](mailto:four@uvm.edu)**

## 3. STUDENT TRANSCRIPT (unofficial is acceptable).

## 4. MEMORANDUM OF UNDERSTANDING:

An agreement outlining the goals, expectations, and outcomes for this proposal.

Note: The student should write the following. The language of this MOU is prepared by the student, but it is expected that the document will be shared and agreed upon by both the community partner and faculty mentor. Please include section headings in your final MOU document.

### MOU Section I: Introduction (250 words)

In this section you are summarizing for the reader/reviewer the agreement content. Describe the work, agencies involved (community partner), why it is necessary to work together, etc.

Questions to consider:

1. For what purpose/outcome is this MOU being created?
2. Who is participating in the MOU?
3. What is the community organization background and mission?
4. What are the student's prior association with this organization and this work?
5. What need does this project serve?
6. What population will this project benefit?

### MOU Section II: Problem & Project Justification (500 words)

The purpose section should be a concise statement discussing the intention of the new or proposed project/work that makes the MOU necessary. It explains how the community partners involved will use the new capability/resource and under what circumstances.

Questions to consider:

1. What is the intended goal?
2. When will it be completed?
3. How will it be used?
4. How is the student poised to attain the goal?
5. How is the student's project addressing the community need?

### MOU Section III: Description of the Work (500 words)

The description section provides the scope of the work and broad outcomes to be reached within a specific timeframe. It should include the methods employed by the student and roles and responsibilities of student, faculty, and community partner.

Questions to consider:

1. What is being proposed (What will happen)?
2. What are appropriate/necessary research methods?
3. How does this work fit into the existing scholarship in this area of research?
4. What are the responsibilities and contributions of the community partner?
5. What are the responsibilities and goals of the student's work?
6. How will the faculty mentor assist the student in accomplishing these goals and outcomes?

#### **MOU Section IV: Deliverables (250 words)**

The deliverables section of the MOU briefly describes/lists the expected and attainable outcomes (may be brief summary sentence followed by bulleted lists). These should address the “problem” defined in Section 2 both logically and directly.

Questions to consider:

1. What are the expected elements as defined by the community partner?
2. Are there separate parts NOT to be utilized beyond the partner and/or the student (will there be results or expectations that will be the sole purview of one of the parties involved)?
3. Will there be a final report (what will it include?) or written recommendations?
4. Will there be a presentation to partners / stakeholders?
5. How will you measure the success of this research?

#### **MOU Section V: Student capacity (250 words)**

This section describes the student’s background education and experience that will allow her/him to perform the project described above.

Questions to consider:

1. Expand upon the relationship between the student and the community partner (previously summarized in Section I).
2. Describe relevant coursework, training, and/or experience that the student has that provide the broad skills necessary to perform this work.
3. Is the student prepared to perform the research methods? And/Or will there be appropriate training and oversight (provided by whom)?
4. Explain the role of the faculty member in ensuring the student’s capacity.
5. How does this work fit into the student’s future goals/career?

#### **MOU Section VI: Resources (250 words)**

The resources section will include the physical, staff, etc. components provided by each party. This should include the provisions of space, equipment, supplies, etc. necessary to successfully fulfill the project.

Questions to consider:

1. What supplies, space, equipment, etc. will the community partner provide?
2. What supplies, equipment, etc. will the student and/or faculty member’s department provide?

#### **MOU Section VII: Budget**

Of the \$6000 total award, decide how much is necessary for research expenses. The budget page should include a list of anticipated expenses within research expense categories (i.e., supplies, services, equipment, mileage, etc.) and a justification of any unusual or high expense items. Round to the nearest dollar. All research expenses charged to the award must be accompanied by a receipt. Undocumented expenses will be charged back to the student’s account. The remaining amount of the total award is intended as a fellowship stipend provided directly to the student to defray personal expenses for the summer. You do not need to justify the stipend on the budget sheet.

Note: Budget requests in excess of the standard amounts must be detailed (e.g. research abroad may require additional funds for travel) and may still be denied. Explanation of expenses provides a context for reviewers to understand how students will spend their awards.

Submit all parts of the application (letters may be sent separately) as a PDF using filetransfer protocol ([filetransfer.uvm.edu/](http://filetransfer.uvm.edu/)) send to [four@uvm.edu](mailto:four@uvm.edu) by 4pm on the due date, April 1.