**The Department of Chemistry and Biochemistry**

**Texas State University-San Marcos**

***Undergraduate Summer Research Fellowship***

**Funded by the Welch Foundation**

**Overview**

The purpose of the undergraduate fellowship is to provide sufficient financial support to an undergraduate student who has greatly excelled in his/her academic endeavors—to enable that student to devote his/her entire summer to research. Three or more summer fellowships will be awarded to undergraduate students, contingent on a sufficient pool of qualified applicants.

**Information**

Program Dates: June 1 – August 15 Stipend: $5000 (total for the summer)

**Qualifications**

1. The applicant must have been enrolled full time (12 hour minimum) as a *chemistry* or *biochemistry major* at Texas State University-San Marcos during the two long semesters preceding the appointment. (An exception may be made if the applicant was enrolled in a total of 24 hours over the preceding year, including the summer session.)

2. The applicant must be classified as a Texas State *undergraduate* during the appointment period.

3. The Texas State GPA must be 3.0 or higher.

4. The primary consideration is the demonstrated strength of the student’s academic record. In close cases where two students’ academic records are equivalent, students who have previously established a *documented* record of success in *chemistry* or *biochemistry* research will be given preference.

5. Students may not receive this fellowship two consecutive summers.

**Policies and Restrictions**

1. The fellowship is a *full* *time* appointment for forty (40) hours per week.
2. Fellowships are awarded only for the *entire* 2½ month period.
3. Students receiving a fellowship may elect to enroll in Chemistry 4299 (undergraduate research) for one or both summer sessions.
4. Enrollment in summer classes other than Chemistry 4299 is *not* permitted.
5. A detailed written research report must be submitted at the end of the summer.
6. Progress will be reviewed after the third week, and thereafter if advisable.
7. Awards may be terminated early in cases where the recipient is found to be in willful violation of program policies and restrictions.

**Application Process**

1. Complete and sign the application form (next page). Note that the form must also be signed by your faculty research advisor.
2. After consulting with your faculty research advisor, write a two-page narrative describing the nature and importance of your project.
3. Applicants who have previously been involved in undergraduate research at Texas State should include one additional page describing their research efforts. All *research successes* to date should be explained and documented.
4. Download and print your Texas State transcript. Your transcript may be *unofficial*, but it must be complete through the preceding (fall) semester.
5. Attach these three items *by paperclip* and deliver them to the Chemistry Department office to be placed in the **Scholarship Committee Chair’s** mailbox.

**Application Calendar**

1. The deadline for submitting the complete application is 5 p.m. the *first* Friday following Spring Break. *Late applications will not be considered*.
2. The Scholarship Committee will normally complete its evaluation within the two weeks.
3. Students who have not received notification may inquire about the status of their fellowship application in the Chemistry Department office after 12 noon on the *fourth* Monday following Spring Break. Inquiries should not be made before this time.
4. Successful applicants must formally accept the fellowship *in writing* within seven calendar days. After seven calendar days have passed, offers that have not been formally accepted will be rescinded, and the fellowship may be offered to another applicant.

**Evaluation Criteria**.

 Undergraduate applications will be evaluated primarily in terms of the demonstrated strength of the applicant’s academic record; the applicant’s TxState academic record (GPA, class load, and class difficulty) is the most important consideration for undergraduates. In cases of equivalent academic records, the student’s potential for performing successful research will be considered. An applicant who has previously been involved in undergraduate research should *document* whatever *successes* that have resulted from their research.

**Formal Report**

 Awardees must submit a formal report by the following Sept 15; whenever Sept 15 falls on a weekend, the report is due the following Monday. The report should be organized and formatted in the form of a professional journal article, including an abstract and containing appropriate references. The report must be submitted to the Administrative Assistant in the Department office. In addition, a *Microsoft Word* file containing the complete report must be emailed both to the Department Chair and to chemscholarships@txstate.edu.

***The Department of Chemistry and Biochemistry***

***Texas State University-San Marcos***

***Undergraduate Summer Research Fellowship***

**Application Form**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TxState ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Local address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Local Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification at TxState \_\_\_\_\_\_\_\_\_\_\_\_\_ Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TxState GPA\_\_\_\_\_\_\_

Faculty Research Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Proposed Research \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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By signing below, I *understand* and *agree to* the policies and restrictions of the program.

If my application is approved for funding:

1. I will be present, and will work on the project from June 1 – August 15.
2. I will devote full time (40 hours per week) to the project.
3. I will *not* enroll in any summer courses other than Chemistry 4299.
4. I will write and will submit a research report by September 15\*.

I understand that violation of these policies could result in my immediate termination.

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Applicant Signature Date

**Faculty Advisor’s Statement**

I have reviewed the applicant’s proposal. The proposed research can be performed in my lab, and I commit myself to mentoring the student throughout the award period.

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Faculty Advisor’s Signature Date

**\_\_\_\_** **Initial here if you are requesting materials and/or supplies that are specific to this proposal, and itemize your budget request on the back of this sheet**.

**Please note:**

1. This budget request will *not* be evaluated by the Scholarship Committee; it will be forwarded to the Department Chair for action only in the event the applicant is recommended for funding.

2. Requests for materials and supplies that are needed *regardless* of this proposal’s funding status should *not* be included here; such requests should be made directly to the Department Chair.

To this completed form, attach (by paperclip) your two-page proposal narrative and your current TxState transcript. Submit your application packet to the Chemistry Department office (to be placed in the **Department Scholarship Chair’s** mailbox) before 5 p.m. the first Friday following Spring Break.

\*or the following Monday, if September 15 falls on a weekend.