

## Summer Fellowship Application Cover Sheet

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Summer Fellowships are awards used in support of research, scholarship, and/or creative projects as well as for curriculum and instructional development. The purpose of the latter category is to encourage innovation and improvement in the quality of instruction and curriculum design. While the number of fellowships and the funding amount awarded vary from year to year, in the past few years an average of six fellowships of \$2,300 each have been awarded.

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Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

1. Attach an executive summary and detailed description of the project including a project timeline and budget for any anticipated project expenses. The description of the project should include the following information:
  - A clear, thorough, and focused description of the project.
  - An explanation of how this project will be a contribution to your professional development
  - An explanation of how this project fits into your existing pattern of research or is a justifiable venture into new territory
  - Information from reviews by external bodies or organizations (as applicable)
  - An explanation of the project's potential benefit for Utica College or its students
  - An estimated timetable of the project.
  
2. Attach a letter of support for this project from your Division Dean.
  
3. Attach a current Summary of Professional Activities.

**Recipient has submitted assessment/evaluation report (required for future funding).**