

***Submission deadline for all materials: 5 p.m. Monday, March 31, 2025***

## **I. ABOUT THE AWARD**

### **What is CSWS?**

The UO Center for the Study of Women in Society (CSWS) funds intersectional research, scholarship, and creative work that addresses the complexities of women's lives and the complicated nature of gender identities and inequalities in order to advance the study of historically underrepresented groups in the United States. Faculty and students affiliated with CSWS generate and share projects with other scholars and educators, the public, policymakers, and activists. CSWS researchers come from a broad range of fields in arts and humanities, law and policy, social sciences, physical and life sciences, and the professional schools.

### **What is the CSWS Undergraduate STEAM Summer Fellowship?**

This fellowship is intended to create opportunities for cross-disciplinary collaborations among science, technology, engineering, arts, and mathematics (STEAM) fields on campus and to create and/or enhance pathways for underrepresented students in STEAM to succeed. CSWS provides grant funding for STEAM-field undergraduates and faculty mentors to partner on cross-disciplinary summer projects that support the CSWS mission, as described above. Applications are evaluated by a panel of faculty experts across STEAM fields.

The CSWS Undergraduate STEAM Summer Fellowship will fund one student per academic year to conduct a research-based project for a minimum of eight weeks under the supervision of a UO faculty mentor. CSWS defines research as broadly encompassing all academic fields of study, including social sciences, humanities, arts, sciences, and disciplines in the professional schools. Final products must support the mission of CSWS and may be in any genre (e.g., an article, website, comic, podcast, short film, etc.).

### **A. Award Amount**

The award amount will be \$3000 for the student and \$1000 for the faculty mentor. The award extends to students within any of the University of Oregon's eight undergraduate colleges.

### **B. Award Eligibility**

All currently-registered University of Oregon undergraduate students are eligible to apply regardless of their immigration and FASA eligibility status. These grants are not restricted by citizenship, ethnicity, race, or national origin.



Successful applicants will fulfill the following requirements:

- Minimum 3.0 GPA, and in good academic standing.
- Full-time enrollment as an undergraduate student at UO in a degree-granting program.
  - Students currently not enrolled full-time at the time of application may be considered on a case-by-case basis.
  - Enrollment during the Summer term is not required.
- Preference given to those undergraduate students who are *not in their final year of study*, with plans to return to UO in Fall term.
- The applicant must secure UO faculty member to serve as the mentor for the research/creative work:
  - The faculty mentor must have an appointment as a tenure-related or career faculty of 0.5 FTE or above.
- The funds must be used during Summer 2025.
  - Funds are intended to directly support the recipient while engaging in a research-based project for 8-10 weeks during the summer, which may include housing, food, travel, equipment, and materials.
- The applicant *may not* receive funds to conduct the same research supported through other internal UO research funding programs, during the same fellowship time period.
- The award will be given only once during the student's academic career at the University of Oregon.

## **B. STEAM Fellowship Commitments and Responsibilities**

Fellows are expected to:

- Commit to producing their research-based STEAM projects for a minimum of eight-weeks during summer, under the supervision of a faculty mentor.
- Produce a product in any genre that supports the mission of CSWS and can be disseminated through the Center.
- [Submit](#) a post-fellowship report and reflection statement.
- Present their project at a CSWS event and/or in a video interview during the following academic year.
- Write an article for the CSWS *Annual Review* in collaboration with the editor.
- [Report](#) to CSWS any publications, conference presentations, public performances, exhibits, or other works that are associated with the fellowship.
- Acknowledge CSWS in all work resulting from the fellowship.
- Adhere to the [highest ethical standards of proposing and conducting research](#), as outline by [UO's Office of Research Compliance Services](#), to meet university, state, and federal compliance standards.

## **C. Receipt of the Award**

Payment of the award will be made in full to the recipient's UO student account two weeks after the start of the fiscal year (July 1). Enrollment during summer term is not required.

Note for Undergraduate Students with Financial Aid: Receiving this award may reduce your financial aid award. Please contact the Office of Financial Aid prior to applying for this support for information.

## II. APPLICATION DIRECTIONS

A complete application consists of the following components: (a) an online application form, (b) all required sections of the proposal narrative, and (c) a faculty recommendation letter. Failure to follow these application directions in full may result in disqualification.

### A. APPLICANT INFORMATION FORM

Complete the online [Undergraduate STEAM Summer Fellowship Application form](#).

In addition, combine all components of the Proposal Narrative below into a single PDF file and submit it with the online application form. Be sure all aspects of the form are accurate and complete before submitting. The form cannot be amended once submitted.

### B. PROPOSAL NARRATIVE

Please use **business format** for the proposal narrative (11 or 12-point standard font such as Calibri or Arial, 1-inch margins, single space paragraphs, double space between paragraphs, no paragraph indentations, include section headings described below).

Put your name, proposal title, and faculty mentor name in the page header. Compile and save all components of the proposal narrative below in a single PDF file, saved using the following naming convention: **FirstName\_LastName\_STEAM2025**. Upload the PDF to the online application form.

The proposal narrative will consist of two parts: a one-page (maximum) research-based project proposal that supports the CSWS mission, and a one-page (maximum) personal statement describing your academic journey and relationship to the mission of CSWS.

#### 1. Project Proposal

Your project proposal should consist of the following sections and details:

- **Introduction**—Often referred to as an abstract, the introduction functions as both a synopsis of your overall idea and includes hypothesis/thesis/purpose of study or creative work that addresses a central research question. For art and creative work

proposals this can focus on the subject matter and relationship between your concept and material/medium. A strong introduction defines the subject or problem, explains why it is important to research and its relationship to the CSWS mission, and outlines your plan of action. Make your introduction engaging and concise, as it can set the tone for the entire document.

- You might consider writing the introduction once you have completed most of the proposal, as it may be much simpler to summarize a document once you have provided the details needed.
- **Methods—How do you intend to proceed? What methods, approach, or medium** will be used to conduct research or produce creative work? What are the procedures or techniques used to identify, select, and examine the data/information? Art and creative work proposals can focus on your creative practice and methods.
  - **Data** and/or types of primary and secondary sources or anticipated findings. For art and creative work proposals, this can focus on medium and materials to be used or in use.
- **Roles—Your planned role and responsibilities** within this project, and **research faculty mentor's role in guiding you**.
  - This is an opportunity to clarify if you are participating in or performing a particular role within a larger research/creative work project. *\*This is a key element as the review committee will be interested to know your role with the project.\**
  - For projects where you are the primary content creator, you may simply state this and explain your mentor's role in guiding the project.
- **Outcomes—What are the anticipated discoveries or outcomes** gained from this work, as well as any prospective contributions to knowledge and the academic field, the arts or performing arts?
  - How will the results of the project be shared beyond CSWS and are there any dissemination plans? This can also be a space to clarify the engagement with communities for community-centered research and creative work projects and the ethics of return, respect, and reciprocity with community members/elders.
- **IRB Approval**—If your research involves human subjects, ensure that it meets human subject guidelines with your mentor's guidance. Briefly note if your project requires IRB approval or not, and the status of the IRB application. Email IRB documentation separately to [cswsgrants@uoregon.edu](mailto:cswsgrants@uoregon.edu). If you are selected as an award recipient, IRB approval or exemption documentation will be required before funds can be disbursed.
- **References—Source citations/references** in a standard citation style (MLA, APA, Chicago) may be added to the end of the proposal narrative (this is *optional* and may be in addition to the one-page limit).

## 2. Personal Statement

The CSWS fellowship review committee is interested in learning about you, as an individual, and your educational journey, as well as how you see your own experiences and/or goals reflected

in the CSWS mission. In one or two paragraphs, please describe an experience in which you faced adversity or a challenge and how you believe it helped shape you as a person, thinker, researcher, scholar, creator, advocate, or activist. Experiences may include structural or institutional barriers, a moral or ethical dilemma, an interpersonal situation, or a personal challenge. Share what you are comfortable conveying to the CSWS review committee.

Application materials are confidential and will not be disseminated outside the committee.

### C. FACULTY MENTOR RECOMMENDATION LETTER

Recommendation letter URL:

<https://app.smartsheet.com/b/form/723a17d5a20b4b89b8ddaad293df9019>

A faculty mentor recommendation letter is required, submitted through a separate portal, in support of your application. Please forward this letter of recommendation form link to the faculty mentor who will be writing on your behalf. Please note that your application will not be reviewed until the letter of recommendation is received. Applicants may refer to the [Letters of Recommendation Guide](#) section within the Undergraduate Research and Distinguished Scholarships website for guidance on how to request a letter of recommendation.

### D. ONLINE APPLICATION FORM FIELDS

Application form URL:

<https://app.smartsheet.com/b/form/53d9903354a1484bbd0a741fef3b73ad>

Duck ID#

First Name

Last Name

UO Email

Current GPA

Anticipated Graduation Month/Year

Major(s)

Minor(s)

Transfer Student Status—*If yes, enter name of former institution.*

Project Title

UO Faculty Mentor's name

Mentor's UO Email

Mentor's Department

Project Dates—*This can be an estimate for now.*

Other Funding—*Is the applicant receiving (or will receive) funds to support this project from other UO resource? This should not include a primary grant held by the PI (Primary Investigator), faculty mentor, and/or research environment. If yes, enter funding resource(s) and amount(s).*

File Upload—*Upload your Proposal Narrative (PDF file only). Your proposal should contain the following parts: your name, proposal title, and faculty mentor name in the page header; one-page (maximum) research-based project proposal that supports the CSWS mission; one-page (maximum) personal statement describing your academic journey and relationship to the mission of CSWS; follow this PDF file naming convention: FirstName\_LastName\_STEAM2025*

Budget—*How do you intend to use the research funds? List your estimated expenses, such as project materials, travel costs, and living expenses.*