

# Jane Higdon Senior Thesis Scholarship Application Guidelines

**Applications due January 30, 2017**  
**Deadline Amount: \$1000**

## **Overview Statement**

HONORING THE LIFE AND WORK OF JANE HIGDON, encouraging and empowering young people to pursue healthy and active lifestyles and academic excellence, this award is intended to support students at the University of Oregon who are preparing a senior thesis in any department on campus on issues related to women and/or gender, as long as the thesis or project relates to women and/or gender, and demonstrates support of women's empowerment.

CSWS will also consider projects with either the scholarly rigor or a research component comparable to that of a thesis. CSWS will depend upon the application, the recommending faculty adviser, and the interpretation of the review committee to judge the appropriate relevance of the thesis (or of a project submitted in lieu of a thesis) for women and/or gender studies as well as its scholarly merit.

## **Award Conditions**

- a. **Adviser's Approval:** The student's thesis or project adviser must approve this application and supply a letter of recommendation.
- b. **Gender:** The thesis or project must have women as its focus or include a gender analysis as a major feature of the theoretical approach.
- c. **Eligibility:** Students must meet financial need criteria in order to apply and must be currently enrolled University of Oregon undergraduate students. Students currently employed by CSWS will not be exempt, but neither will they be given preference.
- d. **Financial Need:** This scholarship is a need-based scholarship. Applicants are required to file a current Free Application for Federal Student Aid (the FAFSA). Your FAFSA must be on file with the University of Oregon Office of Student Financial Aid and Scholarships. International students must establish need by filing a Financial Need Worksheet with the UO Office of International Affairs. In addition, students who receive federal financial aid have a responsibility to report all scholarships earned to the UO Office of Student Financial Aid and Scholarships, and are advised to consult a

financial aid counselor before accepting this award. CSWS will check with the administration to ensure applicants have financial need.

- e. **Human & Animal Subjects:** If the proposed research involves human subjects, the applicant is responsible for obtaining approval from the UO Committee for the Protection of Human Subjects/Institutional Review Board. Contact the Research Compliance Office, Suite 106, Riverfront Research Park or call 346-2510 for further information. No funds will be released until the applicant has received IRB approval for projects involving human subjects. Science students doing animal model projects will also need to satisfy any requirements regarding animal subjects.

### **Required Application Materials**

- a. **Application Form:** Applicants must complete the application form in black ink, with legible printing or typed. Download MS Word Doc format or PDF Format from our website [csws.uoregon.edu](http://csws.uoregon.edu) and click on "funding."
- b. **Proposal:** With the application form, applicants must submit a brief narrative no longer than three pages in length, typed with double-spacing, using a 12-point font, and at least one-inch margins all around. The narrative must give the thesis a title and identify the topic and research ideas, problems, or questions for a non-specialist audience. The narrative must include a consideration of the potential significance of the research, stating how it might be important and for whom, and outline the research methods to be employed in the thesis. The narrative should place the thesis objectives within the broader field of women's or gender studies, ideally citing relevant publications and briefly explaining the relationship of the proposed thesis to these prior studies. Proposals for projects that involve art, music, performance, or scientific experiments should also discuss the relevant scholarly processes that ensure the quality of the proposed project.
- c. **Sources:** Notes and/or bibliography may take up a fourth page, attached to the proposal narrative. Standard citation format should be followed, whether this is the MLA or Chicago Manual of Style, or another standard used by the applicant's major department.
- d. **Letter of Recommendation:** Applicants must secure a letter of recommendation from the thesis adviser or project supervisor and submit the signed letter with the application. The recommender should use departmental letterhead and return the letter to the applicant in a sealed envelope, with a signature across the flap. The student will submit the letter along with other application materials.
- e. **Deadline:** Applications with copies must be in the CSWS office, 340 Hendricks Hall, no later than 5:00 PM on January 30, 2017.

- f. **Copies:** The applicant must submit the original plus three copies to CSWS on or before the deadline. Copies must include the application form, the narrative, and the list of sources cited. The applicant is also strongly advised to keep a photocopy of all materials for him or herself.
- g. **Assistance:** For assistance or questions about this application process, contact CSWS at [csws@uoregon.edu](mailto:csws@uoregon.edu) or call 541-346-5015.
- h. **Review Process:** A faculty committee convened by CSWS and representing multiple disciplines will review the applications and select each year's winning proposal. Decisions will be made based on the quality of the application, especially the narrative. Reviewers will be looking for evidence of the researcher's preparation, academic strengths, and the degree to which the project supports and advances research on women and/or gender.

### **Use of Funds**

- a. **Funded Amount:** \$1,000, to be dispersed on or about March 15, 2017, pending the satisfaction of all of the eligibility requirements.
- b. **Disbursement:** These funds will be credited to the student's University of Oregon billing account in March 2017. This award is in addition to any other University of Oregon scholarships granted. It may, however, affect the total amount of loans for which a student is eligible; students should contact the University of Oregon's Office of Student Financial Aid and Scholarships for more information about the impact this scholarship may have on their financial aid package.
- c. **Funding Period:** The scholarship may support a student who will be occupied with the senior thesis or project during winter and/or spring terms following the award, whether the student is researching, writing, or defending. But the scholarship will only be given once per year, in winter term, and may not be repeated for the same student in consecutive years.
- d. **Use:** The scholarship money is to be used to defray some of the student's educational expenses, including tuition and fees, travel, fieldwork, or other costs associated with student research and thesis writing.

### **Post-Award Obligations**

- a. **Acknowledgment of CSWS and the Jane Higdon Foundation:** The student should acknowledge the support of the Center for the Study of Women in Society and the Jane Higdon Foundation in the thesis, whether in an acknowledgments page or in an early footnote or endnote, and should add this scholarship to his or her résumé, citing it as such: "Jane Higdon

Senior Thesis Scholarship, Center for the Study of Women in Society, University of Oregon,” along with the date awarded.

- b. **Report upon Completion:** The student should send a letter to CSWS informing us of the date the senior thesis was filed and its final title (particularly in the case of any revision of the title between the proposal and the filing).
- c. **Presentation:** If the student is defending the thesis in a major department, we would ask that representatives of CSWS and the Jane Higdon Foundation be invited to the presentation. If the student is not defending her/his thesis in a major department, the student may be invited to give a short, noontime presentation on the senior thesis at CSWS during spring term. CSWS staff and one or more representatives from the Jane Higdon Foundation would be invited to the presentation.
- d. **Archive Copy:** CSWS asks the scholarship recipient to send an electronic copy of the thesis to CSWS for deposit in the Scholars Bank that the University of Oregon Libraries manages. The student retains all rights to the material and can determine the level of public access. CSWS will publish a list of all Higdon scholars and the titles and dates of their theses.

Center for the Study of Women in Society  
340 Hendricks Hall  
University of Oregon  
Eugene, OR 97403-1201

[csws.uoregon.edu](http://csws.uoregon.edu)

541-346-5015