

## **Emory Undergraduate Research Programs (SIRE) Fellowship for Graduate Students in the Natural Sciences 2024-2025 Fellowship Year Guidelines**

**Extended Deadline: January 14, 2024**

With joint funding from the Laney Graduate School and the Dean's Office of Emory College of Arts and Sciences, Emory College's Office for Undergraduate Education is currently looking to award one graduate student fellowship in 2024-2025 to advanced graduate students in the natural sciences. Fellows will commit about 8-10 hours per week in the Undergraduate Research Partner Program, an Emory College program promoting undergraduate research for students in all disciplines – including those who are new researchers (see <http://college.emory.edu/undergraduate-research/opportunities/research-partners-program.html>).

The fellowship period is 12 months, September 1<sup>st</sup>, 2024 through August 31<sup>st</sup>, 2025. The stipend will be **\$9,000** for a 12-month fellowship. The fellowship is typically awarded as a top-off fellowship. In some cases, a pro-rated 9-month fellowship (September-May) may be arranged. The first payment will be processed at the end of September. There may be earlier preparation work occurring in August.

Fellows will be expected to work jointly during the academic year and summer session to develop and plan research skill-building workshops for students in the SIRE Research Partner Programs. The program participants may include first-, second- or third-year students with a wide range of previous research experience (no experience to several semesters). Workshop topics generally focus on research methods, research ethics, visiting research sites or presentation of research in various settings. Some sessions will be led by graduate fellows; other workshops can be led by others on campus with special expertise. In addition, each fellow works closely with a small group of students in group and individual meetings to follow their progress and provide research support. When necessary, graduate fellows will work with students and their faculty mentors to solve problems that emerge. The SURE program involves undergraduate students in residence on campus working as faculty research assistants and/or on their own research projects. The graduate fellows will organize supplemental activities and workshops for these students over the summer.

Fellows will also work on their own professional development and will create (or revise and update) a teaching philosophy statement, mentoring philosophy statement, and other documents for their portfolios as needed. Fellows will work with program directors to develop and implement activities, workshops, and curricula that may be distributed, modified and published as appropriate.

Our undergraduate research programs strive for a diverse mix of participants and leaders. Graduate students who identify with underrepresented groups are especially encouraged to apply.

### **Eligibility**

To be considered for the fellowship, students must:

1. Be full time students in a doctoral program in the natural or physical sciences, in good standing both in the graduate school and in their program.
2. Be in doctoral candidacy by the date of application.
3. Be in their 5<sup>th</sup>, 6<sup>th</sup>, or 7<sup>th</sup> year of graduate study at the time of application; while students in their 7<sup>th</sup> year are eligible to apply, preference will be given to students in years 5-6 who show that they are likely to complete their dissertations during the fellowship year.

4. Not have previously held an Emory completion fellowship.
5. Have the support of their dissertation chairs to apply.
6. Submit complete applications.

Applicants will be evaluated on the basis of their experience in research methods, interest and experience in mentoring undergraduate students involved in research, relevant coursework (if applicable), and a letter of recommendation from a faculty member familiar with the applicant's research and teaching abilities.

### **Application Submission**

All nominations and applications, including supporting materials, will be uploaded using LaneyConnect (new application portal): <https://laneyconnect.emory.edu/manage/login?realm=&r=/portal/laney-connect-hub>.

The portal may not yet be active but when it is activated:

1. Select the appropriate fellowship from the list and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. And it will not save incomplete applications so please be sure to have all materials and information ready to upload/complete.
2. If you are applying for multiple fellowships, you may select several at one time and submit all materials for the fellowships you intend to apply for (it will not save progress, however, so you must complete your session). Or you may access the portal later on and add additional fellowship(s), if eligible, and submit required files for the new fellowship(s) selected (and click "Update" in the online form to complete this process).

The current plan is that in the new application portal (LaneyConnect), if the applicant has already submitted files that are standard requirements (e.g., transcript), they will not submit it again for a different fellowship. It will pull from the already uploaded file and be included in all fellowship application(s) that require this file.

This means that students will submit standard files only once and can focus on documents such as the 'statement of purpose' which will be specific for each fellowship that requires this document.

If you have questions about using LaneyConnect, please contact us at: [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). You will need to upload the application items as PDF files.

### **Application Materials**

1. **Curriculum vitae;**
2. **Statement of Purpose** (2-3pgs max) - a cover letter outlining your dissertation project, including progress thus far and a schedule for completion, teaching experience and interests, and why you have an interest in mentoring undergraduate researchers; **[In your SoP, indicate clearly at the top of the first page which version of the SIRE fellowship you are submitting your application for, either (1) Hum-SS or (2) Nat Sci]**
  - o On the final page of your letter, please provide a list of LGS fellowships you are applying for, in order of preference from 1<sup>st</sup> preference to last.
3. **Transcript**- a registrar's copy of the Emory transcript (unofficial copy issued to the student is acceptable, but it must be in official format for ease of reading);
4. **Teaching Statement/Philosophy; and Statement of Work/Research Skills Essay** (to be uploaded with the teaching statement as one PDF)
  - a) Have you worked with undergraduates involved in research? Please explain the context of this involvement, and what you learned about the undergraduate research experience from your perspective. If you have not worked with undergraduate researchers, please explain how your experience will help you support undergraduate researchers in the SIRE program.
  - b) Describe (for a general scholarly audience) the research approaches and methods you use in your own work. In what other approaches and research methods do you have significant experience and feel comfortable offering instruction?

- c) Describe a workshop for new undergraduate researchers that you could lead yourself. Be sure to explain the reasons for choosing this topic and how you would engage the students during the workshop.
5. **Faculty Letter of Recommendation**, indicating the full support of your dissertation chair. This letter should also assess teaching ability, identify strong research skills and experiences, and comment on scholarly promise and progress on the dissertation. LaneyConnect will ask you to supply your advisor's information. **IF THIS IS YOUR FIRST FELLOWSHIP APPLICATION SUBMISSION:** The LaneyConnect system will allow you to enter the email address of your recommender and they will receive email notification of your request. If you already had a fellowship LoR submitted: the system will populate your application with your previously submitted LoR. Your recommender only needs to submit the letter once this year across all fellowships (only exception is DTF, which has a separate program nomination process).

**[OPTIONAL] Supplemental Files below that are not required but may be considered with your application include.**

**These are optional components of your application.**

1. A writing sample
2. Teaching Evaluations
3. Dissertation Outline or Table of Contents

### **How to create PDF files**

On the Laney Graduate School website, in the same webpage as the fellowship guidelines, you will find a document with advice about making pdf files. Start this process early to make sure you will be able to produce the pdf file.

### **Review**

Applications will be reviewed by a faculty committee convened by the Laney Graduate School and Undergraduate Research Programs in the Office for Undergraduate Education.

### **Terms of Fellowship**

Fellows who are awarded and accept the fellowship award agree to commit to the course teaching load or the general hours/week and responsibilities as described in the sections above. Fellows who do not uphold the requirements of the fellowship may have the fellowship revoked and may lose their funding and EUSHIP subsidy for the remainder of the fellowship term.

**Please note:** Unless indicated otherwise, all LGS fellowships (including the Dean's Teaching Fellowships) require on-site in-person participation and completion. There are no remote options available unless explicitly indicated.

### **Award Notifications**

Awardees will be notified by mid-end January 2024.

### **Questions about the SIRE Fellowship specifically?**

Contact Dr. Dominick Rolle:  
[dominick.derell.rolle@emory.edu](mailto:dominick.derell.rolle@emory.edu)

### **Questions about the Application Portal?**

Contact LGS Professional Development & Career Planning  
[LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu)