



## **Emory Undergraduate Research Programs (SIRE) Fellowship for Graduate Students in the Humanities and Social Sciences 2023-2024 Fellowship Year Guidelines**

**Applications due: November 21, 2022**

### **Information sessions:**

- **November 8, 2:00PM:** <https://emory.zoom.us/j/3503312694>
- **November 17, 11:00AM:** <https://emory.zoom.us/j/3503312694>

Interested students should attend one of the info sessions by logging in via Zoom.

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 will award up to **two** graduate student completion fellowships in 2023-2024 to advanced graduate students in the humanities and social sciences. Fellows will commit about 15 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 9 months, September 1, 2023 through May 31, 2024. The fellow will receive a 9-month stipend (September - May) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The first stipend payment will be at the end of September and the final payment will be at the end of May. The stipend will be \$25,738 paid over 9-months.

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. In addition to helping develop programming for Undergraduate Research programs, fellows also help promote and recruit students to participate in the Summer Undergraduate Research Experience (SURE) program. The SURE programs involves undergraduate students in residence on campus working as faculty research assistants and/or on their own research projects. Fellows are expected to complete their PhDs by Spring 2024.

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 humanities or social sciences doctoral program, 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.

## Electronic Application via ADMIT Submission

All nominations and applications, including supporting materials, will be uploaded using ADMIT.

1. Go to <https://www.applyweb.com/emoryfel/index.ftl> and log in using your regular ADMIT net ID and password—or—set up an account with ADMIT first and then log in.
2. Select **SIRE (Scholarly Inquiry and Research at Emory) Fellowship** from the drop down box and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. You will need to upload your application items **as pdf files**.

If you have questions about using ADMIT, please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu).

A **complete application** will contain **all** of the following elements:

1. Curriculum vitae;
2. Statement of Purpose- 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]**
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.

In addition, you will need a **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. ADMIT will ask you to supply your advisor's information. If your advisor is unable to comment on your teaching or mentoring skills, it may be appropriate to include a second recommender.

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

**These are optional components of your application. If you decide not to submit this and the portal requires an upload, you may just submit a page that indicates that you chose not to submit a teaching evaluation or any of the other documents listed below.**

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.

### **Award Notifications**

Awardees will be notified by mid-December 2022.

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

Contact Dr. Cora E. MacBeth  
[cmacbet@emory.edu](mailto:cmacbet@emory.edu)

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

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