

## Guidelines for Kelmer Roe Research Fellowships in the Humanities

### General Information

- The Kelmer Roe endowment was donated to the university to support student-faculty that “brings the wisdom of the humanities disciplines to bear on enduring human questions and on the contemporary problems of our time.”
- Fellowships are awarded based on the availability of funding, usually 2-3 projects per year.
- To honor the preference of the program donor, at least one project each year will be granted to a Religion faculty member if there is a qualified application
- The grant will fund work for the fiscal year following the grant: June 1-May 31. All fellowship monies must be expended within that fiscal year. Normally, students do between 200-300 hours of work during this period
- Total budget for each project is \$6,600, which is usually distributed as follows:
  - Faculty stipend: \$2,500.00 (less FICA and worker’s compensation) paid in installments
  - Student award: \$3,500.00, paid as a grant in 1 or 2 distributions
  - Faculty-Student supply/equipment/research expense reimbursement: \$600.00 (Purchase of “equipment, books, or other non-consumable materials” is subject to the same rules that govern the Regency Advancement Awards.)
  - Other expenses, FICA, and worker’s compensation are not provided
  - Award amounts are subject to change given available endowment funds and university pay rates

### Eligibility:

- The faculty member must be a professor in, and students must be a declared major in, one of the following programs:
  - Those housed in the Division of Humanities at the creation of the award (English, Languages & Literatures, Philosophy, and Religion)
  - An interdisciplinary program that uses humanistic methods
- The faculty member must be employed by and the student must be an enrolled student at PLU for the academic year of the award

### Application Process:

- Applications are normally solicited in March of the year preceding the award, at least a month before they are due. All faculty and students who qualify based on the above criteria should be invited to apply
- Details for applications will be determined by the selection committee, but should include an explicit question on how the project will serve the intention of the endowment: “bringing the wisdom of the humanities disciplines to bear on enduring human questions and on the contemporary problems of our time.”

### Selection Criteria:

- The selection committee will be made up of the administrators (at the time of this policy, chairs) that most directly represent the study of English, Language, Philosophy, and Religion.
- Any administrator who applies for an award will recuse themselves from the process.
- That committee will choose between eligible proposals based on the following standards:
  - Merit of the project
  - Applicants’ academic and research records
  - Appropriateness of student involvement in the project
  - Likelihood of publication, presentation at a professional meeting, or similar product
  - Coherence with the intent of the Kelmer Roe Fellowships—“bringing the wisdom of the humanities disciplines to bear on enduring human questions and on the contemporary problems of our time”
  - Promise of a close mentoring relationship and student intellectual development

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### **Student Commitment:**

- Conduct a meaningful research project, normally amounting to 200-300 hours of work
- Participate in program administration and evaluations as required (for example, use e-mail regularly for receiving program information; respond to scheduling requests; fill out and return questionnaires; attend debriefing meeting(s))
- Attend all scheduled program-related meetings, including participating in public events if appropriate
- Give informal or formal talks on the research in appropriate venues
- Write a research report at the end of the project (or other appropriate concluding document/artifact) to be submitted to the dean's office no later than May 31 of the project year.

### **Faculty Commitment:**

- Meet formally with student before research begins and regularly throughout the project, working as a mentor to the student collaborator
- Attend any scheduled meetings with the Humanities undergraduate research committee
- As appropriate, include students in the authoring of papers or other products that emerge from the project
- Support students to prepare papers or presentations for student research conferences or student sections of professional meetings
- Assist students in preparing the final research report due at the end of the project year
- Submit a faculty report of activities and findings to the dean by May 31 of the project year
- Be available to participate in events featuring student-faculty research or similar programs (for example, admissions fairs)