The History Department is pleased to announce the Billington Student Research Fellowship in US History, which will fund two summer research fellowships for undergraduates conducting archival/primary source research in US History. This is a competitive fellowship and History majors who have completed their junior year will be given some preference in the process. All projects related to the history of the United States from its colonial era to the recent past are eligible. The Billington Student Fellows will participate in the ten-week Summer Research Program offered by the URC from Tuesday, June 1 to Friday, August 6, 2021. (The URC hopes to have an in-person program but that is contingent on a leadership review based on the current regulations due to the pandemic.) Student Fellows will also receive a stipend of $4,500 paid over ten weeks, subsidized on-campus housing (if available), and a small budget (up to $500) for research expenses. Faculty sponsors who work with students over the summer will receive a stipend of $1,000.

The **deadline for the Billington Student Research Fellowship is 5 pm PT on Monday, February 8, 2021.** Applications must be completed via the [Google form cover sheet](#), and the [project proposal](#), [personal statement](#) and [budget](#) will need to be uploaded via the form. Detailed information about each component of the application packet can be found on the [URC’s webpage](#). The [faculty mentor’s recommendation letter](#) is also due by the deadline and should be emailed directly to the URC at [urc@oxy.edu](mailto:urc@oxy.edu).

Please direct any questions about the Billington Student Research Fellowship to Sharla Fett, History, at [sfett@oxy.edu](mailto:sfett@oxy.edu).

**About the Billington Fund at Occidental College**

The Billington Student Research Fellowships are made possible by the estate of historian Ray Allen Billington and supplemented by a grant from the Times Mirror Foundation. This generous fund brings a distinguished Billington Professor to Occidental College and the Huntington Library every other year. The Billington Student Research Fellowships follow in the tradition of supporting teaching and learning at American liberal arts colleges.

**Objectives of the Billington Student Research Fellowship**

Research in archival, oral history, or other primary source materials stands at the heart of the historical discipline. Through this competitive summer research fellowship, the Occidental History Department offers students an extended opportunity to engage in original historical research and analysis. Billington Student Research Fellows will gain advanced research skills by conducting original historical research in archives, oral history projects, or other special collections in the Los Angeles area.
Support
Billington Student Research Fellows in US History will receive a (taxable) stipend of $450 per week for ten weeks of research. Students who choose to live on campus will receive a housing subsidy depending on financial need (availability yet to be determined). Generally, the amount awarded for summer research is taxable, but the College is not obligated to withhold taxes or send an IRS Form-1099, so students should retain a copy of their contract as part of their tax records. Since individual tax liability depends on each individual’s circumstances, Fellows should contact a personal tax advisor with any questions or concerns. In addition, there is $500 available to cover research expenses. (Please see the URC Summer Research Program website for more details on housing and taxes.)

Expectations
The Billington Student Research Fellowship Program expects close collaboration between Billington Student Fellows and their faculty mentors, as well as interaction between Fellows with their peer researchers in the URC Summer Research Program. Cross-disciplinary exchange will also be facilitated by attendance at the URC’s lunchtime plenary gatherings, featuring guest speakers, lab tours, and roundtable discussion.

Expectations of Billington Student Research Fellows:
- a full-time exclusive commitment by Fellows for the entire stated ten-week program period from June 1, 2021 - August 6, 2021 (except in very unusual circumstances, late starts and early departures will not be allowed)
- participation in research ethics training—in-person at our ethics seminar and through completion of an online certification program
- participation in all area meetings and plenary gatherings
- regular meetings with the faculty mentor
- participation in the assessment effort
- submission of an abstract of the work
- submission of a five- to ten-page final report to the URC and to the faculty mentor before receipt of the final study grant payment. (Note: Faculty members may require a longer report. In such cases, the URC will accept a copy of that report. You will not need to write two reports.)
- presentation of the results at the Oxy Summer Research Conference, during the week of August 2
- thank you notes to funder, where appropriate
- if appropriate, presentation at the fall SCCUR conference. Fellows may also consider presenting their work at the spring NCRC (Harvard) or NCUR (institution varies by year) conferences or other national/professional conferences. The URC may be able to award funding for conference travel presentations.

In addition, there is an expectation that all Fellows will have and maintain high academic and social standing. Applicants should note that their grade report and personal conduct record will be reviewed as part of the application process.
**Selection Process**
Applicants will be considered by a committee of History Department Faculty members. Students who are selected will be notified before Spring break if possible so that all applicants can make their summer plans accordingly. Factors considered during the selection process are:

- The quality of the proposal, including a demonstrated knowledge of the proposed primary source collection
- The strength of faculty support
- An effective personal statement
- An academic history consistent with the ability to do the proposed research

**Application Process**
Students who would like to apply for the Billington Student Research Fellowship should develop an outline of their project and approach a faculty member with whom they would like to work to discuss the feasibility of collaborating with her or him over the summer. Many faculty members prefer that student research be closely aligned with their own work. After you and your potential faculty mentor have agreed to apply for the Billington Student Research Fellowship, you can open an application cover sheet (Google form).

**Proposals** should be approximately 750 – 1000 words long. You should describe the research question you intend to investigate, the archive, library, or special collection that you plan to work in, the specific sources that you will consult, and the methods you propose to use. Explain why your project is important and what it contributes to understanding of the subject. Literature citations should be included where appropriate (for tables and figures as well as quotes or paraphrased evidence). The proposal should be written to be understandable to a non-specialist.

A **personal statement** of no more than 500 words should indicate your preparation (for example, relevant course work completed) to undertake the project, and how this fellowship fits with your educational and career plans.

In addition, you must fill out the **budget form** with justification/explanation of each proposed expense if support for supplies, local travel, etc. is requested. Research expense support will be limited to a maximum of $500; please bear this in mind as you discuss the feasibility of your project.

Pursuant to federal law and College policy, all research involving human subjects must be reviewed and approved by the College’s Human Subjects Research Review Committee before research begins.

Your faculty mentor’s **recommendation form** must include a description of her/his role in mentoring you in your project. They must acknowledge that you have a contingency plan on
how your research may need to be altered in order to be conducted in a remote environment where COVID-19 precludes most in-person activity. Mentors are expected to be available to the Fellow on a continuing basis, to meet regularly with them, and to provide support and guidance in carrying out the research project and preparing a final report, poster, or other culminating project. The recommendation must be submitted to urc@oxy.edu by 5pm on Monday, February 8, 2021. The URC will not share faculty recommendation forms or letters with the students.

**All application materials are due to the URC office at urc@oxy.edu by 5pm on Monday, February 8, 2021.**

The two student Billington Fellows will be notified by Spring Break so that all applicants can make their summer plans accordingly. Please direct any questions about the Billington Student Research Fellowship to Sharla Fett, History Department at sfett@oxy.edu.

**College Subsidized Room and Board Support—Due to current COVID-related restrictions, housing availability for SRP 2021 is still pending, and we hope to have more information closer to the deadline.**

All URC Summer Housing Policies also apply to the Billington Summer Research Fellows.