**Billington Summer Research Fellowship in U.S. History**

**Occidental College, 2022 Guidelines**

The History Department funds two Billington Summer Research Fellowships in U.S. History for undergraduates conducting faculty-mentored archival/primary source research in U.S. History. This is a competitive fellowship and History majors who have completed their junior year will be given some preference in the process. American Studies students are also encouraged to apply for research projects using historical methods. All projects related to the history of the United States from its colonial era to the recent past are eligible. The Billington Summer Fellows will participate in the ten-week Summer Research Program (SRP) offered by the Undergraduate Research Center (URC) from Tuesday, May 31 to Friday, August 5, 2022. The annual SRP Conference will be held the week of August 1. Billington Summer Fellows will receive a stipend of $4,500 paid over ten weeks; subsidized on-campus housing and meal plan dependent on financial need; and the opportunity to apply for a small research budget up to $400.

**The deadline for the Billington Summer Research Fellowship is 5 pm PST on Monday, January 31, 2022**. To apply, please visit the [Summer Research Program](https://www.oxy.edu/academics/student-research/urc/oxy-student-research-fellowships/summer-research-program-fellowship) website. Read all instructions and advice carefully before finalizing your proposal and application packet. Apply using the [URC’s Applications & Reports Portal](https://moodle.oxy.edu/course/view.php?id=10089) on Moodle. Be sure to check the Billington Summer Research Fellowship box on the application form in addition to the URC Summer Research Program Fellowship.

Please direct any questions about the Billington Summer Research Fellowship to Sharla Fett, History, at sfett@oxy.edu.

**About the Billington Fund at Occidental College**

The Billington Summer 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 Summer Research Fellowships follow in the tradition of supporting teaching and learning at American liberal arts colleges.

**Objectives of the Billington Summer 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 Summer 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 Summer Research Fellows in U.S. 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. 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 an opportunity to submit a budget for an additional $400 to cover consumable research expenses. (Please see URC Summer Research Program website for more details on housing and taxes. All URC Summer Housing Policies also apply to the Billington Summer Research Fellows.)

**Expectations**

The Billington Summer Research Fellowship Program expects close collaboration between Billington Summer Fellows and their faculty mentors, as well as interaction between Fellows with their peer researchers in the URC Summer Research Program, including:

* a full-time exclusive commitment by Fellows for the entire stated ten-week program period (except in very unusual circumstances, late starts and early departures will not be allowed, and students may not hold other campus employment at the same time as their fellowship)
* participation in research ethics training—in-person at our ethics seminar and through completion of a CITI certification program
* participation in all scheduled meetings
* regular meetings with research mentor
* participation in any program assessment effort
* submission a final report before receipt of the final study grant payment
* presentation at the Oxy Summer Research Program Conference

Fellows are expected to maintain high academic and social standing.

Faculty mentors must be tenure-track or continuing non-tenure track faculty.

**Selection Process**

Applicants will be considered by a committee of History Department Faculty members. Students who are selected will be notified by the week of Spring break 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
* academic experience consistent with the ability to do the proposed research

**Application Process**

Students who would like to apply for the Billington Summer 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 Summer Research Fellowship, you can open an application using the URC portal.

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.

**Applications require:**

(i) a project proposal,

(ii) a personal statement,

(iii) an itemized budget, and

(iv) a letter of recommendation from a faculty mentor.

Complete application instructions can be found on the [URC’s Applications & Reports Portal](https://moodle.oxy.edu/course/view.php?id=10089) on Moodle.

**All application materials must be uploaded through the** [URC’s Applications & Reports Portal](https://moodle.oxy.edu/course/view.php?id=10089) **by Monday, Jan. 31, 2022**