Andrew W. Mellon Student Research Fellowship
*Arts and Urban Experience Initiative*
Occidental College, 2019 Guidelines

The Andrew W. Mellon Foundation is pleased to fund five summer research fellowships for undergraduates conducting original, performing- or creative-arts-centric research on a project that explores the local urban experience. Projects proposing collaboration with community partners, local arts organizations (archives, museums), and/or local arts practitioners are highly encouraged.

The Mellon Student Fellows will participate in the ten-week Summer Research Program offered by the Undergraduate Research Center (URC). They will also receive a research stipend, subsidized housing, and a small budget for research expenses.

### Application Process

**Each application must include:**
- [Cover sheet](#)
- Your resume
- Project proposal
- Personal statement
- Proposed budget (if research expense support is requested)
- [Faculty mentor’s letter of recommendation](#) specifying his/her role in mentoring you on this project

The deadline for the Mellon Student Research Fellowship is 4pm on Monday, February 11, 2019.

You must submit your completed application to the URC Office by the deadline for it to be considered for funding.

Visit the [URC website](#) for tips on preparing each of these application components.

Your complete application packet is due by 4pm on the deadline to the URC Office. The URC is located in the Library: Room 253A. The entrance to Room 253A is through the Cumberland Reading Room, on the main floor (Old Wing).

You will be notified by Spring Break whether your project has been selected for funding so that you can plan your summer accordingly.

Please direct any questions about the Mellon Student Research Fellowship to [Rithika Mukerjee](mailto:rmukerjee@oxy.edu) (Mellon Grants Administrator, Academic Affairs).

* Link is password protected. You may need to enter your OxyConnect User ID and Password to access this document once you’ve clicked on the link.
Financial Support

Research Stipend
Mellon Student Research Fellows will receive a stipend of $4,000 for ten weeks of full-time work. There is also a small amount of funding available to cover research expenses.

Research stipends are generally taxable. Keep a copy of your contract for your tax records and talk with a tax advisor if you have questions about your specific tax liability.

Room and Board Support
Mellon Student Research Fellows are eligible for a housing subsidy for room and board during the ten weeks of the Summer Research Program. The amount of the subsidy will be determined based on financial need.

Note: On-campus housing may be available prior to and shortly after the program; however, no allowances are offered for those weeks, and arrangements must be made directly through Residence Life.

Expectations
The Mellon Student Research Fellowship Program expects close collaboration between Mellon Student Fellows and their faculty mentors, as well as interaction between Fellows with their peer researchers in the summer 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.

Mellon Student Research Fellows are expected to:

- Make a full-time, exclusive commitment for the specified ten weeks of the Summer Research Program
- Participate in research ethics training
- Participate in all URC area meetings and plenary gatherings
- Attend regular on-campus meetings with the mentor
- Participate in the assessment effort
- Submit an abstract of the work for posting to the OxyScholar website
- Submit a 5-10 page final report or the results of your creative project to the URC, the faculty mentor, and Rithika Mukerjee (Mellon Grants Administrator). Fellows will receive the final stipend payment only after the submission is received.
- Present the results of their research at the Oxy Summer Research Conference (typically in early August)
- If appropriate, present at the fall SCCUR conference following completion of the research. Fellows may also consider presenting their work at the NCUR meeting in the spring.