

Claude and Nancy Phillips International and Area Studies Scholarship

Application Instructions

✓ Download Application

Complete fillable .PDF

Narrative proposal: Attach as appendix and include supporting documents (e.g. HSIRB protocol, letter of invitation or collaboration, etc.)

Budget: The maximum award is \$1000 for international or area studies research within the United States and \$2000 for research conducted abroad. Separate room and board in the calculations.

Letter from Academic Advisor

Convert all files to .pdf files and combine the files into one file in the following order (application, budget, narrative, or supporting documents).

Submit the application to Michelle.metro-roland@wmich.edu before the April 15 or October 1 deadline.

For questions about the Claude and Nancy Phillips International and Area Studies Scholarship application contact Dr. Michelle Metro-Roland, Director of Faculty and Global Program Development at michelle.metro-roland@wmich.edu

Proposal # _____
For Office Use Only

Claude and Nancy Phillips International and Area Studies Scholarship

Application

| | |
|--------------------------|--|
| Applicant Name: | |
| Department: | |
| Program of Study: | |
| Phone: | |
| Email Address: | |

| | |
|---|--------------------------|
| Title of Research/Creative Proposal: | |
| Proposed Dates of Travel: | |
| Proposed Destination: | |
| Budget: | Amount Requested: |

| |
|---|
| Purpose of Travel (Please select one): |
| Master's Thesis/Capstone/Project Paper |
| Doctoral Dissertation |
| Other research (please explain) |

| |
|--|
| Have you received or are applying for other sources of funding? |
| No |
| Fulbright |
| Graduate College |
| Department |
| Other _____ |

Proposal Narrative Please ensure to include supporting documentation:

On a **separate sheet** please provide a proposal narrative of no more than two pages' double spaced.

- Describe the purpose of your travel
- What you will be doing (e.g. doing archival research, primary data collection, etc.).
- Provide a brief explanation of the significance of your research and the anticipated contributions to the state of knowledge in the field in question.
- Include a brief timeline for the travel, making note of preliminary work if for research and note any international contacts which already exist or may be established.
- Please explain how this proposal will enhance the university's global engagement.
- Please provide details about the research plan, including timeline, work already completed and objectives or goals.

Proposal Summary (150 words maximum)

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Budget: (please separate room & board and calculate per diem by following rates at www.gsa.gov/travel/plan-book/per-diem-rates)

Academic Advisor Letter Please attach supporting letter

Please attach a brief one paragraph letter of support from your academic advisor stating how this proposal fits into your thesis/project paper/capstone.

(Note: Applications received without the advisor's letter will not be accepted)

Application Checklist - Incomplete Applications will not be considered

Completed & Signed Application Form

Letter from Academic Advisor

Budget

Proposal Narrative & Summary

Other documents as necessary (HSIRB, letters of invitation or collaboration, etc.)

I affirm that this work meets university requirements for compliance with all research protocols.

Applicant Signature _____ **Date** _____

Submit an electronic copy of this form and supporting documentation as one .pdf file to michelle.metro-roland@wmich.edu by **April 15 or October 1**