

# Richter Fellowship Application Packet

## SMU Honors Program

This packet includes: forms, sample budget, and fellowship description.

### Proposal

When preparing your proposal, keep the following points in mind:

- A. Explain specifically what you are planning to do, where you are going, and why you want to do your project.
- B. Do the background research. What are the resources available to you here on campus to help you prepare for your project? Have you consulted these resources? Where else might you find information to help you prepare for your project? Clearly cite all sources used in preparing your proposal. You may use any standard documentation method: footnotes, in-text documentation, or a works cited page.
- C. *What questions do you have that you cannot answer now, but that you will be able to answer upon your return?*
- D. Why is the proposed location of your project important? What makes it necessary to complete your project there, rather than anywhere else? Could this project just as easily be done in the States, through the Internet and other resources?
- E. What is the general process that you will follow to get your information? If you plan on using mainly surveys or interviews, include a sample survey or interview questions. If you are going to study art or architecture, what specific points are you going to look at across the board? Include checklists and comparison tables that you could use to organize your data.
- F. What contacts do you have in your destination country or countries? Are there any professionals or other people that you would benefit from talking to?
- G. What special language skills are required of you to complete your project? Do you have the skills and knowledge necessary to carry out your project effectively?
- H. Include a basic timeline. Use a scale of days, not hours.
- I. What kind of support has your mentor agreed to provide? Will you work together after you return to put together an article appropriate for publication?
- J. After you return and have compiled all your notes, to which professional journals or magazines would you submit your final research paper?

### Budget Guidelines

The budget is an integral part of your proposal. A thorough budget shows good planning and preparation. Be specific, and only include costs directly related to your project.

#### Do not include:

- Medical insurance
- Emergency cushion
- Old information from outdated sources
- Recreational activities
- Laundry and clothing costs
- Film and developing, unless it is an integral part of the project
- "Miscellaneous expenses"

#### Do include:

- Detailed information about everything
- Airline quotes from student travel agencies (at least three)
- Costs of accommodations
- Passport or Visa fees—call the appropriate embassy or consulate
- Equipment
- Reference materials

## **Richter International Fellowship Application University Honors Program**

**Application Due By October 16<sup>th</sup> (Winter) or February 21<sup>st</sup> (Summer)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Present Class: \_\_\_\_\_ GPA: \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_ - \_\_\_\_

Declared Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Location of Proposed Project: \_\_\_\_\_

Have you ever been abroad or done independent research? If yes, please describe:

### **RECOMMENDATIONS**

Name of Southern Methodist University faculty member who has read your proposal and agreed to supervise your project: \_\_\_\_\_

Name of another faculty member with whom you have discussed your proposal, knows you and can comment on your ability to carry out this project: \_\_\_\_\_

Name of faculty member who will evaluate your language skills: \_\_\_\_\_

### **WAIVERS**

All students applying for a Richter Fellowship are required to complete the waivers below.

As a condition for consideration as a candidate for a Richter Fellowship, I agree to make available to the members of the Selection Committee information from both my student conduct history and my academic records. If selected for the Fellowship, I agree to make available to the members of the Committee financial aid information.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Under the provisions of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to my recommendations and evaluations and understand that they will be used for the purpose for which they were prepared.

Yes ( ) No ( )

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**John Doe  
Paris, France  
Sample Project Budget**

**Current Costs of round-trip airfare to Paris, France:**

American Airlines	\$750.00		
Continental Airlines	\$760.00		
Delta Airlines	\$615.00		
Air France	\$812.00		
		<b>Average Estimate</b>	<b>\$734.24</b>

**Hotel Accommodations for 49 nights, Student Travel Services:**

Hôtel de Chaille	\$2700.00		
Grand Hôtel de Lorraine	\$2450.00		
Hôtel St-Jacques	\$2200.00		
Hôtel Montaigne	\$1998.00		
		<b>Average Estimate</b>	<b>\$2337.00</b>

**Food, all of the hotels provide breakfast:**

Two meals per day at \$5.00 per meal			
		<b>Total Estimate</b>	<b>\$490.00</b>

**Transportation within Paris:**

Cab Fare from Airport	\$100.00		
Cab Fare to Airport	\$100.00		
4 subway tickets per day	\$35.00		
		<b>Total Estimate</b>	<b>\$235.00</b>

**Equipment:**

Portable Recorder	\$30.00		
Tapes:	\$10.00		
		<b>Total Estimate</b>	<b>\$40.00</b>

**Research costs:**

American Library in Paris Fees			
		<b>Total Estimate</b>	<b>\$100.00</b>

**Passport:**

United States Passport		<b>Total Estimate</b>	<b>\$35.00</b>
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**Total Budget Estimate: \$3971.24**

# Richter International Fellowship – University Honors Program

## Faculty Evaluation Form

### I. To be completed by the students:

Name: \_\_\_\_\_ Project Site: \_\_\_\_\_

Title of Project: \_\_\_\_\_

I waive my right of access to the information provided below and understand that it will be used for the purpose for which it was prepared.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### II. To be completed by a faculty member:

After discussing the project with the student, please evaluate:

- Overall merit of the proposal:

- Project topic:

- Proposed methodology:

- Suitability of the site:



# Richter International Fellowship – University Honors Program

## Language Evaluation Form

### III. To be completed by the students:

Name: \_\_\_\_\_ Project Site: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Courses taken in the language of project site: \_\_\_\_\_

\_\_\_\_\_

How do you rate your own language skills: \_\_\_\_\_

\_\_\_\_\_

I waive my right of access to the information provided below and understand that it will be used for the purpose for which it was prepared.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### IV. To be completed by a faculty member fluent in the language of the project site:

After discussing the project with the student, please evaluate:

- Overall language skills of the student. Students must be able to communicate effectively in the language of the project site.

- Student's maturity and motivation to meet the challenges of research abroad:

- Additional comments:

Have you read the written proposal? Yes \_\_\_\_\_ No \_\_\_\_\_

Overall recommendation for Richter International Fellowship:

(Do not recommend)    1    2    3    4    5    (Highly Recommend)

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

**FORM SHOULD BE RETURNED TO THE HONORS PROGRAM OFFICE,  
222A Dallas Hall, PO Box 750235**

9/5/2002