BROUGHTON GRADUATE FELLOWSHIP
*Due: **February 11, 2024 at 11:59 p.m. EST** via email to broughton@sage.edu.*

Broughton Graduate Fellowship 2024-2025

The Broughton Graduate Fellowship was established by the late William G. Broughton of Schenectady, New York, in honor of his parents, Henry Primm Broughton and Jane Tinkham Broughton. The Broughton Graduate Fellowship is a *monetary award* to honor advanced scholarly research by graduate students that may be part of their dissertation, thesis or final project for a graduate degree at Russell Sage College. Students in graduate programs from the Schools of Education, Health Sciences, and Management are eligible. Awards honor the research project and the financial award will be provided to individual researchers or a research team.

The criteria for selection of Broughton Fellows are:

- Meritorious graduate research conducted by students

- Record of outstanding academic achievement

- Evidence of creative and innovative problem solving

To be awarded, Fellows must maintain outstanding academic status and satisfactory progress in their graduate degree program. In addition, each Broughton Fellow is required to give a public lecture, at the Graduate Research Symposium or a similar venue. Broughton Fellows will be recognized at commencement by wearing a blue cord.

<u>Overview</u>

1. The Broughton Graduate Fellowship is open to current graduate students who are engaged in research at Russell Sage College. Student researchers should be actively engaged in planning, conducting, and/or analyzing research.

2. A team of student researchers may submit a single application BUT each student in the group must be listed in the Broughton Graduate Fellowship Application Cover Sheet. The Cover Sheet is to be attached to the beginning of the application packet at the time of submission.

3. Maximum award for each individual researcher or research team is $2,000.

4. Application materials are available electronically on the Sage website found [here](#) and must contain this cover sheet and a project narrative.

5. Awards are made annually in the spring semester. Final application packets will be accepted as **one** PDF that includes all required documents (except recommendation letters) by February 11, 2024 via email to broughton@sage.edu. Late submissions will not be accepted.

6. Student applicants are responsible for verifying that their submission is complete.

7. Applications that exceed the **<u>ten</u>** page limit or do not adhere to the specific details outlined in the instructions or are otherwise incomplete will **<u>NOT</u>** <u>be reviewed.</u>

8.   Awardees are required to present a summary of their research in an oral presentation at the RSC Annual Graduate Research Symposium, or an agreed upon alternative approved by the Broughton Fellowship Committee.

9.   If you have any questions, please contact Kathy McLaughlin, Office of the Provost, 518-244-2301 or broughton@sage.edu.

Application Instructions
Submission Instructions

The complete PDF document of the application must be received by the Broughton Fellowship email account (broughton@sage.edu), by February 11, 2024 by 11:59 pm. *Late submissions will not be accepted.*

Applications should be submitted as a **single** PDF formatted to include the Broughton Graduate Fellowship cover sheet, resume for each participant, title page, Project Narrative (the Project Narrative section may NOT exceed 10 pages), and reference page. Be sure to use 12 point Times New Roman font, 1 inch margins, single spacing, and proper APA citation format in your Project Narrative and reference list. *Note: Incomplete applications or applications that do not follow instructions will not be reviewed.*

Detailed Instructions

A.   **Broughton Graduate Fellowship Application Form**
Submit one application as an individual researcher or research team. Make sure the form is complete and identifies all active research team participants. (All research team members should be listed on one form and appropriate demographics for each researcher includes duplicating the first section of the document, as necessary).

Section I. and II.
Student Information – For each research participant provide the following information: *(Please list the Main contact person first and duplicate the individual section for other research team members)*

- Name and contact information for each applicant (list main contact person first). Complete information must be provided including: name, address, telephone number (the best number to contact you if there are questions about your application) and SAGE email address.

- Degree program (include department and degree program) and expected graduation date

- Overall GPA at time of submission of the application (make sure the GPA is what is shown on the official program of study at the time of submission of the application)

- For the research team, please provide the following information: Name and role of each active research participant on the proposed research project limited to 250 words maximum per person. This section should describe what each research team member is

contributing to the project and should demonstrate varying contributions/strengths of the researchers. *(Please add additional pages to the cover sheet, as necessary).*

- Research advisor name and contact information including the person's title, affiliation, phone number and email address. The student or research team advisor is the Sage faculty member with oversight for the research or a member of the student's dissertation committee.

- Resume (2 page maximum per person) All research team member resumes are to be included in the single pdf file that is submitted. Resumes should include the following: education, work experience, community/volunteer experience, presentations, publications and other relevant information. Please be sure to include specific dates and location for each of these categories.

Section III.
Institutional Review Board (IRB) status – Provide information about the status of the application to the Russell Sage IRB. While IRB approval is not needed to apply for the Broughton fellowship award, it is required prior to commencement of the research and distribution of the award. Specifically state if the project has not been submitted to the IRB, if it is under IRB review, or if the project has been approved. Please provide the IRB project review number, if applicable.

Section IV.
Formal Letters of Recommendation - Provide the names of two people who will submit letters of recommendation. One letter should be from a dissertation committee member and/or the student(s) research advisor.

Instructions for Letters of Recommendations

- Two letters of recommendation are required per application (individual or team); *Do not* submit more than two letters. In selecting a recommender be sure the individual can speak to all research participants' abilities. At least one of the recommendations must address the significance of the research from the perspective of a dissertation committee member and/or the student(s) research advisor.

- Instruct recommenders to submit ***signed*** letters of recommendation that include their title and contact information <u>directly</u> to broughton@sage.edu and to include the student(s) current GPA. *Unsigned recommendation letters will **not** be accepted and the application considered incomplete.*

Section V.
Project support – Provide a brief description of any additional financial support that has been sought or received for the proposed project.

B. Project Narrative (not to exceed 10 pages excluding title page, resumes and references) – In this

section provide a detailed description of the project.

- *Title Page* – Provide the project title and a brief description of the project and list all active researchers. **(The title page is not counted in page limit.)**

- *Introduction* – Provide an introduction to the study including the primary study aims and purpose of the study.

- *Background* – Provide context for the study including an <u>abbreviated</u> Literature Review.

- *Research Methodology* – Describe the proposed research methods including: Study methodology, data collection, data analysis, study limitations and proposed timeline for submission of your research. **<u>Note</u>:** If you are using a survey, questionnaire, or other data collection tool, please provide a copy of the instrument. If applicable, provide the source and permission to use the instrument in the research project with your application (<u>not counted</u> in the page limit; include this information in the appendix and refer to it in the project narrative).

- *Proposed Budget and Justification* (aligned with the proposed research methodology) - Students must submit a budget for funding up to a maximum of $2000 per proposal. Proposals that do not include any financial request will *not* be reviewed by the committee, as the Broughton Fellowship includes a monetary award.

- In certain instances, projects may be only partially funded based upon the decision of the Broughton Committee. You should provide detailed information about any internal or external funding sources received (or pending) at the time of submission of the proposal.

- Funds may be requested for: small equipment purchases; software used for data collection or analysis; academic resources needed such as a textbook or journal not otherwise available; transcription services; travel for data collection or attendance at networking events; printing and postage of surveys; conference attendance where the student has been accepted to present or where there is a clear need to attend a conference to support networking or learning relative to research; and other expenses directly related to data collection and analysis. No student stipends will be considered. Please justify *each item in your research budget.*

- *Projected Dissemination Plan* - Awardees are required to present a summary of their research in an oral presentation at the RSC Annual Graduate Research Symposium or an alternate, approved by the Broughton Fellowship Committee. If an alternative presentation venue is being requested, plans should be provided in detail with intended submission dates and format of the presentation. Students should also state their plans for dissemination and translation of their research beyond the Research Symposium or alternate venue.

- *References* (not counted in page limit) - The reference list should be formatted following current APA guidelines.

- *Project Narrative formatting requirements* – Please use 1 inch margins, 12 point Times New Roman font, single spaced, with proper current APA citation format. You may include in the header or footer, the last name(s) of the student applicant(s) and page number; please number the pages sequentially starting with "1". A table of contents is <u>not</u> required. Adhere to the page limitations as indicated above. Applications that do not follow proper formatting requirements will be considered non-compliant and will NOT be reviewed by the committee.

<u>Please note</u>: Application reviewers include faculty from across the college who may not be familiar with the terminology, theories, models, and protocols in your discipline. Keep in mind that you are writing to an educated academic audience, but not necessarily in your field. Therefore, one should define terms that may not be common language and provide adequate background for someone not familiar with your field of study.

The student applicants are responsible for the content and quality of the submitted materials. Upon submission, the student applicant(s) certify that the application reflects their own original work and includes formal approval for any external sources (e.g., measurement tools) integrated into the conduct of the research study. Applicants are responsible for verifying that the contents of their application are complete, prior to final submission. Applications that are incomplete will not be reviewed or considered for a Broughton Graduate Fellowship Award.

Contact:
The Broughton Fellowship Committee
broughton@sage.edu

Broughton Application Checklist

Cover Sheet

Student information (Section I & II)
- □ Researcher(s) contact information (name, address, phone, email)
- □ Degree program
- □ Overall GPA (from official program of study at the time of submission of the application)
- □ Research advisor (name, title, affiliation, phone, email)
- □ Researcher Team Roles
- □ Resume (2 page maximum per person)

IRB Status (Section III)
- □ Project review status
- □ IRB or IACUCC Proposal Number if applicable

Recommendations (Section IV)
- □ Name of the two people who will submit a letter of recommendation

Project support (Section V)
- □ Internal/External funding requested / received

Application Narrative

Project details (not to exceed 10 pages excluding Title, Resume(s), Research Data Collection Instruments, and References pages)
- □ Title Page
- □ Introduction
- □ Background
- □ Research Methodology
- □ Proposed Budget and Justification
- □ Projected Dissemination Plan
- □ References (not counted in page limit)
- □ Appendices (not counted in page limit)

Format
- □ Single Spaced
- □ 12pt Times New Roman font
- □ 1 inch margins
- □ APA style in-text citations
- □ APA style reference list