Research Scholarship Application Guidelines

Please refer to the following guidelines for all research scholarship applications through the Undergraduate Research Center–Humanities, Arts, and Social Sciences.

1. Research Proposal Instructions
   (Limit of 7000 characters or approximately 875 words)

The research proposal introduces the reader to the nature, context and scope of your research project. Proposals are informative and persuasive writing because they attempt to both educate the reader and convince the reader to do something (in this case, offer you a scholarship). Keep in mind that your proposal will be read by an interdisciplinary committee and your research goals should be clear to a non-expert.

Your application will be judged on your ability to demonstrate the feasibility and significance of your research. The selection committee will be looking for an indication that your research project will contribute a new perspective to scholarship in your field or topic. We recommend that you develop this document in consultation with your faculty mentor and that you discuss with your faculty mentor the specific conventions of your field.

Your research proposal should address the following topics using these three headings:

A. Research Question and Significance

In this section, describe the context and scope of your proposed research project. You should provide sufficient background information so the reader can situate your topic in larger themes and trends. Frame the research question you want to explore for a broad audience and discuss why this is an interesting and important question. Consider the following questions:

- What is new about what you are proposing?
- How will it advance or contribute to the field?
- If you are working on a larger project in a team, what is your individual contribution to this project?
- In more colloquial terms: why should we care?
In this section, also provide a **brief literature review** or discussion of how your project fits within existing scholarship. This section should demonstrate your knowledge of how other scholars have approached the topic, and the significance of your project in relation to these works.

**B. Project Design and Feasibility**

In this section, describe the **methods** you will use to explore your research questions and the types of texts or materials you will use in your project. It is appropriate to use discipline-specific language to provide detail about how your project will unfold. Consider the following questions:

- What methods will you use to approach data/sources?
- Are these methods in keeping with traditional approaches in this research area?
- What is your expected timetable for carrying out the research?
- If this is a group project with fewer than five people, what are the responsibilities of each team member?

You should also provide a **projected timetable of your research tasks and faculty feedback** during the scholarship period. Note which research steps will be completed in each month and be sure to include time to review your data and/or write your analysis. Indicate who will be providing feedback and evaluating your project, and according to what schedule and criteria. Be sure to discuss how often you will be meeting with your faculty mentor.

**C. Anticipated Results**

In this section, you will briefly discuss the **expected results** of your research. For some projects, this may be predicted outcomes based on your hypothesis and experimental methods. For others, this may be potential arguments based on your analysis and sources.

**2. Personal Statement Instructions**

*(Limit of 3500 characters or approximately 430 words)*

Your personal statement allows the faculty committee to get a feel for you as a person as well as a student. This essay is meant to place your academic record into the context of your opportunities and obstacles.
Your personal statement should briefly describe how you think receiving the scholarship will impact your short- and long-term goals. Please also describe your long-term goals. If there are any special circumstances (i.e. personal, academic, financial hardships) that you feel are relevant to your application, please let us know.

**NOTE: If you are applying to the Mellon Mays Undergraduate Fellowship (MMUF) Program, please also respond to the following prompt in your personal statement:**

MMUF is a two-year program designed for outstanding students in select humanities and social science fields who intend to pursue a PhD and a career in the academy. The fundamental objective of the MMUF program is to diversify the professoriate by increasing the number of faculty from underrepresented groups and also to support those with a demonstrated commitment to eradicating racial disparities in higher education. Please discuss how and why you have decided to pursue the PhD degree, and please address how you have demonstrated a commitment to eradicating racial disparities.

### 3. Additional Application Components
*(Varies by scholarship application)*

Please view the individual scholarship webpages or application surveys to determine if any additional application components are required. Additional components may include a letter of recommendation from your faculty mentor, a study list (a list of the classes you will take), and/or a statement of previous research experience. All documents must be submitted by the application due date.

**Helpful Hints**

- All applications are accessed through MyUCLA Surveys (under the Campus Life section). If a scholarship program is offered through both Undergraduate Research Centers (the Undergraduate Research Center–Sciences and the Undergraduate Research Center–Humanities, Arts, and Social Sciences), two surveys will be available—one for each center. Be sure to apply with the correct survey, based on your discipline. Contact us if you have questions.
- Please compose your documents in advance on a word processor then cut and paste them into the appropriate text box in the survey/application.
- The online form does not support italics, bold or Greek symbols. You cannot submit any figures or other files. Please use text only.
- The MyUCLA survey will time out after one hour of inactivity. To save any partially completed work, press Continue (at the bottom of the page).
• Make sure your application is complete before you press Submit, as you will not be able to access the application once it has been submitted.

• If a letter of recommendation from your faculty mentor is required, be sure to ask your faculty mentor early and provide him/her with the letter of recommendation form (available on the scholarship webpage). The letter of recommendation must be received by the application due date.

If you have any questions, please contact us:

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