

Instructions Regarding the Brackenridge / HCHS Fellowship Application Materials:

1. **Application Form:** Download the **Application Form** (PDF) from the website, type in all requested information, then print out the completed **Application Form** and sign it.
2. **Project Proposal:** A 2-3 page description of the project you propose to do if awarded a Brackenridge / HCHS Fellowship. It must be typed (double-spaced, in 12-point font, with 1 inch margins), have a title and numbered pages, and show your name at the top of every page. (If you choose to include references and/or a figure or two, they do not count against the page limit.) The project proposal is the key element of your application. How should you write it to make your application competitive?

The interdisciplinary nature of the Brackenridge / HCHS communities requires every member to learn to discuss her/his research in language that all members of this community can understand. This means that the use of discipline-specific jargon must be minimized and those terms or acronyms that you really cannot avoid have to be defined in commonly understood language. You should therefore regard your project proposal as your opportunity to demonstrate your interest in becoming a member of this community by proposing your project in terms that are understandable to a smart but diverse audience.

In addition to meeting this overall criterion, a competitive proposal must include sections that deal, at least briefly, with the following topics: (1) a general introduction that provides a context for your project which your diverse audience could be expected to be familiar with; (2) an explanation of where/how your project fits into that larger context and how it would contribute to an improved understanding of the larger question; (3) an answer to the "So What?" question, i.e. an explanation why your project's contribution is important in the context you described in (1) above ("important" does not have to mean "have a marketable outcome" ; (4) the specific questions/goals/objectives that your project aims to answer/achieve; (5) an outline of the method(s) you will use to carry out your project; (6) an assessment of the feasibility of completing your project within the time period of this fellowship; and (7) if your project is part of a larger group effort, you should identify clearly the aspect(s) of the project that you will be responsible for.

3. **Statement of Interest in the Community:** A short, typed statement (no more than 1 page, double-spaced, 12-point font, with 1-inch margins) indicating why you are interested in participating in the interdisciplinary community of the Brackenridge / HCHS seminars. Be sure to put your name at the top.
4. **Academic Transcript:** This need not be an official transcript issued by the Registrar's Office, but if you print it out yourself, make sure it is up to date and shows your name, your declared major(s)/minor(s)/certificate(s), and your current GPA.
5. **Letter of Recommendation from Your Faculty Mentor:** A signed 1-2 page confidential letter on official stationery that addresses the following points:
 - In what context and for how long have you known this student?
 - Have you discussed the proposed project with the student?
 - In your assessment, is the student's qualified to carry out the proposed project?
 - Can you provide the student with the resources needed to carry out the project?
 - Will you be able to find the time to mentor the student during the project?

The faculty mentor may give her/his letter to the student to submit if it is in a sealed envelope, or send it directly to Peter Koehler in the Honors College, either electronically (koehler@pitt.edu) or in printed form (3600 Cathedral of Learning).