Brackenridge Fellowship
Application Materials and Instructions

1. **Brackenridge Fellowship Program Application Form** (online, see website)

2. **Project Proposal**: A 2-3 page description of the project you propose to conduct if awarded a Brackenridge 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. A reference page does not count towards the page limit. The project proposal is the key element of your application and a primary consideration in the review process.

The interdisciplinary nature of the Brackenridge Fellowship requires each member to learn to discuss their research in language that all members of an interdisciplinary community can understand. This means that the use of discipline-specific jargon, and terms or acronyms common in your field, MUST be translated into commonly understood language. You should therefore regard your project proposal as an opportunity to demonstrate your interest in becoming a member of a broad academic community. Write your proposal in terms that are understandable to a smart and diverse audience. Students are encouraged to have peers in other disciplines review their proposals to ensure it is understandable.

In addition to meeting the above criteria, a competitive proposal must also include sections that deal, at least briefly, with the following topics:

1. A general introduction that provides the context for your project. Again, this context should be accessible to a broad audience.
2. An explanation of where/how your project fits into this larger context and how it would contribute to an improved understanding of a specific question or problem.
3. An answer to the "So What?" question (i.e., an explanation of why your project's contribution is significant in the context you described).
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 the fellowship.
7. If your project is part of a larger group effort, you should clearly identify the aspect(s) of the project that you will be responsible for and how you will work independently.

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 provided by the Brackenridge Fellowship. This is your opportunity to demonstrate your interest in collaborating with students across disciplines and what you hope to take away from the experience. Please be specific. You may also want to highlight classes, activities, hobbies, or other interests that illustrate your interest in subjects outside your major area (e.g., arts & humanities, social sciences, natural sciences, professional schools, etc.).

4. **Academic Transcript**: This need not be an official transcript issued by the Registrar's Office, but please 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 Mentor**: A signed 1-2 page confidential letter 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 prepared to carry out the proposed project?

- Will you have the time and resources to mentor the student during the project?

- What degree of independence will the student have in carrying out the project? To what extent was the student involved in developing the idea for the project?

The mentor should be a Pitt faculty member or qualified researcher/subject matter expert (ideally, someone who has taught undergraduate students). The mentor should also have an academic background appropriate for the student's project. The mentor must submit the letter via the online application system. Mentors will receive an automated email requesting their letter once the student's application has been submitted. If you are submitting your application at or near the deadline, your mentor will have an additional three days to submit the letter. Students are encouraged to request this letter from their mentor well in advance of the application deadline. The applicant should ensure the email provided for the research mentor is correct and that their mentor receives an automated request from the application system (Note: Using Pitt alias emails may incorrectly route letter requests).

6. **Submitting the Application**: Submit your application online before the deadline stated on the website. Please do NOT mail your application or provide hard copies.