IR Research Scholars Program Online Tutorial:
A "how to" on applying to the IR Research Scholars Program

This tutorial provides key information on the IR Research Scholars Program and its application process. Please read through all of the sections and contact the International Relations Program with any questions or concerns.

Purpose:
The International Relations Research Scholars Program is an academic program that supports original, high-quality undergraduate international research. Available to IR juniors who plan to produce upper-level research papers in the senior year, such as an IR thesis, directed research project, conference submission or external scholarship competition, the competitive program financially supports a minimum of eight weeks of IR Core-Faculty mentored summer international research. The academic program's goal is to promote the development of faculty and student mentoring relationships and the advancement of strong international research skills critical to professional or academic goals.

Eligibility:
-   Declaration as an IR major
-   Junior status at the time of application
-   3.0 cumulative GPA at the time of application
-   Not graduate May or September of the summer that the research will be undertaken
-   Support of an IR Core Faculty member to serve as the Faculty Mentor.

Deadline:
-   Wednesday, February 6, 2003 by 4pm
-   Drop off, mail or fax completed application materials to the IR Program office in Cabot 605
-   Submit 4 copies of your completed application packet

Program Support:
-   Student stipend for summer research: $1000-$4000
-   Faculty Mentor stipend: $1000
-   Use of the International Research and Learning Community (IRLC) to communicate, share data and resources, and manage research project
-   IR staff assistance and guidance

Examples of fundable research costs include: access fees for libraries and archives, photocopying or electronic reproduction of source materials, limited payment of research subjects, and research-related supplies. Travel, local transportation, lodging and room and board at research locations would also be appropriate. Costs for "durable goods" such as books, computer hardware and software and binding of theses would not normally be considered appropriate expenditures nor would payment of salary.

Application Materials:
-   Application Cover Sheet
-   Research Prospectus
-   Project Plan
-   Faculty-Mentor Letter of Recommendation
-   Letter of Recommendation (to be completed by person other than proposed faculty mentor)
-   Budget Estimate Form
-   Official University Transcript(s) (for all academic work)

Research Expectations for Students:
Student scholars are expected to fulfill the following expectations:

- Reside at the research location(s), whether on the Tufts campus, within the U.S. or abroad, for a minimum of 8 weeks to ensure continued intensive research. The location(s) of the residency must reflect the availability of resources for the specific topic and research question(s).
- Submit a written report on the results of the summer research (5-10 pages).
- Complete evaluations of the research experience and the IR Scholars Program.
- Support the program by advising prospective scholars.
- Actively participate in the International Research and Learning Community sponsored by International Relations.

Research Expectations for Faculty Mentors:
A core component of the program is the joint commitment between faculty and students during the research process. Faculty Mentors guide and monitor the design and progress of the project and serve as a key resource for the IR Scholars. Faculty Mentors are expected to fulfill the following criteria:

- Provide active mentorship to student scholars, including frequent contact, sharing of knowledge and resources, guidance, and timely feedback and assessment.
- Complete evaluations on the student research and mentoring experience and the IR Scholars Program.
- Support the program by advising prospective faculty mentors.
- Actively participate in the Online Learning Community for International Research.

Active Mentorship may include any and/or all of the following activities:
- Help student explore her/his interests and determine an appropriate match with research location and research topics
- Identify the knowledge, experience, and skills (discipline-based, language, and cultural) that the student will need to undertake the project; and develop a plan with the student for developing these.
- Define and focus the project, including the development of a timetable and milestones to ensure that the project can be managed within the time frame.
- Discuss and identify the resources that will be available at the research site and help the student arrange communication with contacts at the research site
- Frequently communicate with the student prior to departure and during the summer research
- Assist scholars in determining a forum/conference in which to share her/his research experience and findings.

Please note: Students may participate in faculty mentors' research. However, they should not serve merely as research assistants but should be given a specific research problem or question to investigate on their own with the advice and assistance from their faculty mentors. It is important that students have the opportunity to participate in all aspects of the professional research from the design and development of the project to the analysis and conclusions.

Notification:
The IR Program will notify all applicants, both student scholars and faculty mentors, in writing within three weeks after the deadline.

IR Research Scholars Program Commitment Policy:
If, for any reason, a scholar or faculty mentor is unable to carry out the research project approved by the IR Scholars Program Committee, s/he will be expected to forfeit the financial grant and return any used funding.

How To Apply to the IR Research Scholars Program for Students and Faculty:

The IR Research Scholars Program application consists of standard application materials and a two-part proposal. The first part is a research prospectus that describes the research project including the research question; a brief summary of the existing literature; the significance of the research topic and question; a tentative list of sources; and a statement of previous undergraduate research experience related to the proposed topic. The second part of the proposal is a project plan which identifies how the project relates to the student's educational and/or goals; how the student and faculty mentor will maintain contact and communication; the availability of technology at the research locations; and potential non-research related activities that the students intends to undertake during the summer.

Please read below for steps in the application process and a detailed description of the application materials.

Student Responsibilities for Applying:

1. Plan ahead to ensure adequate language skill, knowledge of culture, and research understanding
2. Identify faculty mentor who is expert area of proposed research.
3. Meet with faculty mentor to discuss your research interests and the feasibility of pursuing a research project at the proposed location(s)
4. Set meetings with faculty mentor to plan the research project.
5. Meet with IR Program staff to discuss research project and obtain application materials (materials are also available at the end of this tutorial)
6. Read all program materials and application instructions. Contact the IR Program with any questions.
7. With consultation and collaboration from your faculty mentor, prepare the project plan and research prospectus; and all other application materials
8. Secure a letter of recommendation from a person other than your proposed faculty mentor as soon as possible for timely submission. Give the person a draft of your prospectus and project plan. Have person returned the form in a signed and sealed envelope to the IR Program office.
9. Give your faculty mentor the Faculty Mentor Letter of Recommendation form with a draft of your prospectus and project plan.
10. Submit your completed application, with the cover sheet on top, in 4 copies, to the IR Program office in Cabot 605 by the deadline.

Prepare and Writing the Research Prospectus and Project Plan:

Research Prospectus (2 pages maximum):
In your research prospectus be certain to cover the following questions/topics concerning your proposed research project:

1. A research question or line of inquiry and an initial theory as to how this question will be answered.
2. A brief summary of existing literature on the topic, including:
    a. Why has this research question developed and how is it significant?
    b. Address how your research will enhance the current body of literature on this topic.
3. A tentative list of source materials, primary and secondary, to be consulted over the summer.
4. A statement of previous undergraduate research experience, including research conducted in classroom and experiential setting such as research assistance positions or internships.

Project Plan (1 page maximum):
The project plan provides a timeframe for the summer research. Include the chosen location(s) of work and their relevance to the research; the proposed frequency and type of faculty/student collaboration; and methods of assessment. Be certain to cover the following questions/topics concerning your project:

1. Relationship between proposed project and educational and/or professional goals (particularly senior year research objectives).
2. Proposed methods to ensure communication and interaction between student and faculty mentor
3. Availability of linking technology between student and faculty mentor locations
4. Potential non-research related "outside" activities (e.g. part-time work) during the summer for the student.

IR Faculty Mentor Recommendation:
Complete the form provided detailing the following questions:

1. How long and in what capacity have you known the applicant?
2. What are the qualities and abilities of the student to carry out the research project?
3. What is the relevance and importance of the student research to the field or discipline?
4. What is your availability as a faculty mentor during the summer and for follow up in the senior year?

If you have any questions about the IR Research Scholars Program or its application process, please contact the International Relations Program office in Cabot 605 at 7-2776 or internationalrelations@tufts.edu. Students and faculty can now get online support from past research scholars and faculty mentors or from the IR Program. Log on to the IR web site at http://ase.tufts.edu/ir to access IR's International Research and Learning Community (IRLC).