

Apprentice Grants Description and Directions

Description: These competitive grants provide undergraduates with high-impact learning experiences and give faculty support for specific research projects and curriculum development initiatives. The goals of the apprenticeship are to increase faculty productivity and to introduce students to professional life while developing their communication, analytical, writing, and/or research skills. Apprentice Grants are awarded for a single semester, an academic year, or summer.

Faculty may apply for funding for more than one student or for an apprentice(s) to work on more than one project; however, a faculty member's students may not be collectively awarded more than the grant limits described below.

Please note that an Apprentice Grant is a campus job and students may have only one job at Norwich in addition to having one work-study position.

Due Dates:

- Single semester
Fall semester: 1st Monday in April
Spring semester: 1st Monday in November
- Academic year
1st Monday in April
- Summer
1st Monday in February

Eligibility: Tenured or tenure-track faculty

Grant Amounts: Vary, but not to exceed \$1,500 a semester per grant; students receive \$10.00 an hour

How to Apply for an Apprentice Grant

1. Complete an Apprentice Grant Application, housed by the Office of Academic Research under the SVPAA Chase Scholarship Initiatives.

Checklist of Required Application Materials (2 parts)

From the faculty member:

- ___ Completed Apprentice Grant Application
- ___ CV of no more than 4 pages
- ___ IRB approval if your project includes research involving human subjects. Only projects that have received this approval will receive funding. Consult the university's [Use of Human Subjects in Research](#) policy.
- ___ If you will be traveling outside of the United States, please contact the International Center to register your travel plans.

From the student:

- ___ 1-2 page resume
- ___ a statement of interest (not to exceed 1 page)
- ___ a letter of recommendation from a faculty member (not the co-applicant) or professional who can attest to the student's character and work ethic (not to exceed 1 page)

Please note that Norwich University should be acknowledged as a funding source if this project results in publication.

Review and Awarding of the Apprentice Grants

1. Submit the completed application and all required materials to the Faculty Development Coordinator and the URPD. Only complete applications and those submitted on time will be reviewed.
2. The Coordinator and URPD will distribute applications to a committee made up of 2 representatives from CoLA, CoPS, and CoSM from the FD and UR Committees.
3. The Committee will meet to discuss the merits of each application and to rate them according to
 - the quality of the proposal;
 - the qualifications of both the faculty and student applicants;
 - the contribution to the applicants' discipline;
 - the benefit to the student's professional development;
 - the benefit to Norwich University; and
 - the likelihood the applicants will complete the project in the specified timeframe.
4. The Committee will give a rank-ordered list to the Faculty Development Coordinator and the Undergraduate Research Program Director who will decide how many grants to fund based on the Committee's ratings and the funds available.
5. The FD Coordinator and the URPD will announce the grant recipients.
6. Successful applicants, faculty and students, will sign a contract outlining their duties and expectations before work on the project commences.
7. Unsuccessful candidates can request a summary of the Committee's comments from the FD Coordinator and the URPD.

Assessment of the Apprenticeship Grant Program

Faculty and students will complete an evaluation, provided by the FD Coordinator and URPD, at the conclusion of the apprenticeship.

Apprentice Grant Application

Both the faculty member and the student must complete and submit this application jointly, ensuring that all required materials are submitted as one PDF. Please keep in mind that you are writing this application **for an interdisciplinary audience** not a group of specialists in your field. Your application should be jargon-free and accessible to a generalist audience. It is highly recommended that you give a draft to a member of the Faculty Development Committee or the UR Committee to read before submitting a final version.

Faculty Information

Name:

Email:

Department or School:

College:

Date submitted:

Checklist of Required Application Materials (2 parts)

From the faculty member:

Completed Apprentice Grant Application

CV of no more than 4 pages

IRB approval if your project includes research involving human subjects. Only projects that have received this approval will receive funding. Consult the university's [Use of Human Subjects in Research](#) policy.

If you will be traveling outside of the United States, please contact the International Center to register your travel plans.

From the student:

1-2 page resume

a statement of interest and qualifications (not to exceed 1 page) that describes your interest in and qualifications to complete the work described in the faculty member's application.

a letter of recommendation from a faculty member or professional who can attest to the student's character and work ethic (not to exceed 1 page)

Please note that Norwich University should be acknowledged as a funding source if this project results in publication.

I. Title

List the title of your project.

II. Abstract

Write a brief abstract of the proposed work (no more than 150 words).

III. Description of the Project

Describe your **general project**. Include a description of your research methods.

IV. Apprentice Job Description

Describe what your apprentice would do to contribute to your project. Be sure to include specific tasks that would need to be completed and any skills required (for example, the ability to read French, or to work with specific software).

V. Justification

Provide a justification of how completing this particular project will help your professional development.

VI. Status of the Work in the Field

This section must demonstrate that you are familiar with the scholarship in this field and understand how your project complements it. If you are completing a curricular project, discuss how your proposed work reflects current research or best practices in your field. Demonstrate that you are familiar with recent pedagogical research and understand how your project is informed by it.

VII. Facilities or Equipment

Explain which facilities or equipment you will use in your project. Confirm whether they are available or explain how you will access them.

VIII. Qualifications—Faculty

Describe your qualifications (beyond the terminal degree) to complete this work. You might include presentations, publications, exhibitions, or courses related to this project.

IX. Qualifications—Student

Provide the name, year, and major of the proposed apprentice. Describe in what capacity you know this student (was he or she in your class, if so describe which one(s) and your assessment of his or her performance, or did you serve as his or her advisor?). Also, explain why your co-applicant (the student) is qualified to serve in this capacity.

X. Other Funding—Internal and External

Describe any funding you have received for this project, including internal and external sources. Explain how you have used that funding to develop your project.

XI. Timeline

Provide a timeline of the work you will complete during the period when you have an apprentice. Be sure to specify what work your apprentice would do, breaking the semester or year down by weeks. You must also include an estimation of how many hours your apprentice would work during each week and explain what he or she would do during each week. Finally, give a summary of the total hours to be worked and the total amount being requested.

XII. Terminal Report

Explain the form your final results will take: publication, exhibition, etc.

XIII. References Cited

List all references cited in the application.

XIV. Signatures

Faculty: I attest that I will abide by the timeline and apprentice workload described in Section XI. Any changes will be submitted to the FD Coordinator and URPD for approval.

Signature: _____

Student: I attest I have read the Apprentice Grant Application completed by the faculty member and agree to the expectations in terms of time and work specified in it.

Signature: _____