

## Application Instructions for 2012 UAF

This document contains advice and instructions for each section of the UAF Application. To view the UAF application, log into ISIS and select [2012 Universal Application Form for Summer Funding](#)

- Focus your entire application on your first choice program and mention other programs that you have applied to (if applicable) when instructed.
- Applicants are strongly encouraged to attend a UAF Application Preparation workshop before applying. Students who attend these workshops will be at an advantage in preparing a successful application. UAF advising appointments are also available daily, beginning a month before the deadline, for support with your essay, budget or project planning. See the [Workshop Schedule](#).
- You may work on your application online as a draft and submit it when you are ready. We strongly encourage you to prepare your abstract and essay components off-line in Word and paste them into this application when they are finalized. Your login may time-out if you prepare your application online and you may lose your information.

### The Universal Application Form (UAF) Includes:

- **Title**  
Title of your internship or research project, less than 60 characters. Examples:
  - Editorial Intern, Random House
  - Researcher, Yale University
  - The Effect of Oxygen Exchangers on Propene Yield
- **Location**  
City, State and Country of your internship or research opportunity
- **Abstract**  
A brief description (less than 50 words) of your research project or description of your anticipated internship
- **Program Questions**  
The answers to these questions will help the UAF committee find a good match for your project and a funding source. If you are confused about which way to answer, please consult the web page of the relevant funding program.
  - **Ranking Questions:** Assign a number rank, according to your preference, to those programs to which you are applying. If you are not applying to a program, select N/A. *An example: Mary is interested in HHMI, GSSF and for funding to support a research opportunity that she found in LyonNet. She wants to do HHMI more than anything else. She marks HHMI as #1 on her UAF. If she doesn't get into HHMI, she really hopes to be considered for GSSF. She marks GSSF as #2. She marks the opportunity that she found for herself as #3. She isn't interested in any of the other listed programs and so she marks all of those N/A.*
  - **Yes/No Questions:** Answer yes if your project relates to the prompted question.
- **Duration of Your Project**  
Start date, number of weeks, and total hours per week
- **Email Address of Your Faculty Recommender**
- **Essay**  
A 500 word essay responding to one of the questions below as it relates to your project. **Reminder:** if you are applying for more than one internship or research opportunity, focus your project proposal on your first choice, but briefly mention your other option(s), including how the other options relate to your academic and career goals.
  - **Research essay:**  
Reference the helpful [UAF Guidelines for Writing a Research Proposal](#) (found at [www.mtholyoke.edu/cdc/docs/cdc/essay\\_proposal\\_guidelines\\_research.pdf](http://www.mtholyoke.edu/cdc/docs/cdc/essay_proposal_guidelines_research.pdf)).
  - **Internship essay:**  
Reference the helpful [UAF Guidelines for Writing an Internship Proposal](#) (found at [www.mtholyoke.edu/cdc/docs/cdc/essay\\_proposal\\_guidelines\\_internship.pdf](http://www.mtholyoke.edu/cdc/docs/cdc/essay_proposal_guidelines_internship.pdf)).
  - **Arts students essay:**  
If you are applying for funding for an art-related project in order to maintain skills learned during the year, or advance yourself professionally beyond what is possible in the Five Colleges, you should explain what you want to do and why in 500 words or less.
  - **Listing of Science Courses:**  
Required only for first-year students applying to the HHMI Program. List the science courses you have taken at Mount Holyoke, and those for which you have received MHC credit, giving the letter grade for each.

- **FINANCIAL PLANNING:**

- **Understanding of your probable expenses:**

The committee wants you to have thoughtfully considered the overall expenses required to make your project possible. Preparing a detailed budget is important for your own planning, but for this question you should report on your broad overall needs and estimates for primary expense categories. Simply list your expenses such as airfare, local transportation, housing, food, etc. with amounts for each and a total overall anticipated expense estimate (ie. \$3,000 or \$4,000). For assistance in developing a detailed summer budget for your own planning, use the [Personal Summer Budgeting Worksheet](#).

- **Economic Feasibility:**

It is important that you demonstrate that you can undertake your planned project(s) with the funding available to you. If you anticipate that your overall expenses will be more than the standard UAF award, state how you plan to cover the difference in cost to make the opportunity possible. Examples of ways in which students supplement their UAF award are: stipend or wages from the host organization, housing assistance, family or community support, personal contributions, etc.

- **Standard UAF Awards:**

Students who propose projects between 8-12 weeks will likely receive a standard award of \$3,000 (domestic projects) or \$3,500 (overseas projects); projects under eight weeks will likely be considered for a standard award of \$1,500 (domestic) or \$2,000 (international). Some MHC coordinated opportunities provide different award amounts, refer to [MHC Participating Programs](#) for complete details.

- **Outside Funding**

If your project is partially supported by a stipend or wages from an outside source, you are still eligible for a fellowship to support the expenses that will not be covered by the outside source (up to the standard award amount). If applicable, list any known or potential outside sources of funding that will support your endeavor, including funds offered to you by your host organization or sponsor. Note: Failure to disclose such information at the time of your UAF application or any changes after your submission to the UAF committee will be considered a violation of the College's honor code.

- **If You Are Applying to Several Opportunities:** If your overall expenses for one or more of your other proposed opportunities varies dramatically (by more than \$500), please explain the difference in one or two sentences.

- **Required Forms:** Applicants must complete and submit the following two forms by hard copy to the CDC by February 24, 2012, by 5 p.m. in order to finalize the UAF application:

- UAF Confirmation Form (to be completed by ALL applicants)
- UAF Sponsored Travel Agreement Form (to be completed by ALL applicants)

- **Faculty Recommendation:** Each application is required to have one faculty letter of recommendation, which is submitted on line by the faculty.

- You, the student, must contact the faculty or staff member requesting a letter of recommendation, ideally one month and at minimum two weeks before the UAF deadline. (If it's less than two weeks before the deadline and you still haven't requested your recommendation, speak to the recommender anyway. He/she may be willing to provide you with one on shorter notice. Please be aware, however, that requesting a recommendation on short notice may present a considerable imposition.) You must tell your recommender to log into ISIS to access the recommendation form for the UAF.
- Before doing so, you must log onto the UAF application form (in ISIS), fill in the MHC user name of your faculty recommender in the appropriate space. Then, on the second page of the application in the 'options for completing my application' section select the option "Save my application and make it available to my faculty member."
- By doing this, your faculty member will be given privileges to access your UAF application and your academic record.
- Faculty will log in to ISIS, select UAF Faculty Recommendation Form and they will be provided with a screen that shows that you have requested a recommendation letter.
- You are strongly encouraged to share drafts of your application essay with your faculty, or make it available online through the UAF, at the time you request a letter and BEFORE you make your application final to the committee for review.
- Your recommender should be in a position to evaluate your preparation and ability to carry out your proposed project by reviewing your draft application. If you will be carrying out your research in a foreign country, your recommender should discuss the nature of the support and supervision you will have there.

- You will be able to continue updating and working on your application after you have made it available to the faculty. You will be notified that your faculty letter of recommendation has been received both by email and by looking at your 'Application Status' at the top of your UAF application form.
- **IMPORTANT** note regarding non-MHC faculty recommendations: If your recommender is a non-MHC faculty member or their email address is not on the drop-down list provided, enter their e-mail address. They will receive an email allowing them to submit their letter on your behalf. They will not, however, have access to your full application which is available only to MHC faculty. Consequently, you will have to provide your non-MHC recommender with a copy of your transcript separately. In addition, since it would be easy to make a typing error when entering the email address, it is advisable to follow up with your recommender to ensure that he or she received the email from the UAF system.
- If you are NOT a Mount Holyoke student, but are applying to the HHMI program, please download the special application found at [www.mtholyoke.edu/acad/hhmi/](http://www.mtholyoke.edu/acad/hhmi/)
- **Transcript:** The UAF committee will review your transcript for academic progress and performance as part of your UAF application. Your transcript will become available to the committee once you have submitted your application to the committee.
- **Submitting your Application:** Once your application is final and you have answered all questions, select the option "Submit my application to the UAF committee, my application is final". Your application will then be officially submitted to the committee and it cannot be edited further. You are encouraged to make your application available to the committee as soon as it's final – you do not need to have your faculty recommendation letter – but it will be required before the application deadline.
  - **Once Your Application is Complete:** You will receive an email acknowledgment of receipt of your completed application within minutes of clicking "submit" on the last page of the on-line application. Please SAVE that email! If you do not receive this acknowledgment, your application has not been received -- please contact Dyanne Rousseau, Experiential Learning Assistant at [dyanne.rousseau@mtholyoke.edu](mailto:dyanne.rousseau@mtholyoke.edu) if there are problems. Applicants will receive notification regarding the UAF Committee decisions via email sometime on April 2, 2012.