

## **G. Alfred Hess Jr. Undergraduate Research Fund**

*established by the School of Education and Social Policy  
with the family and friends of G. Alfred Hess Jr.*

### **Overview**

The G. Alfred Hess Jr. Undergraduate Research Fellowship Fund (“Hess Fund”) was established in 2005-06 to honor and remember Fred Hess for his service to the School of Education and Social Policy and his generosity in mentoring undergraduate students.

### **Eligibility**

The fund provides support for School of Education and Social Policy (SESP) undergraduates who are working on a research project. The “research project” might be under the direction of a faculty member, or might be a paper or endeavor of the student’s own choosing, such as those undertaken by undergraduates in SESP’s Honors Program. Students are eligible for one award from the Hess Fund during the course of their undergraduate studies.

### **Support**

Students may apply for support from the Hess Fund for items that support or advance their work. Examples include but are not limited to expenses associated with data collection or analysis, travel, equipment, research subject costs, transcription services, and wages.

### **Deadlines**

The School of Education and Social Policy will accept requests for support from the Hess Fund on a rolling basis. Nevertheless, applicants should submit funding requests with as much advance notice as possible, allowing a minimum of 30 days for review, processing and notification.

### **Application Procedures**

There is no specific form to fill out. SESP undergraduates interested in applying for funding should submit a letter/set of materials that includes the following:

- Name, Year, SESP program
- Name of sponsoring faculty member(s), paper reviewer(s), or faculty advisor(s)
- Project title and description (a summary of the work to be completed)
- Indication of whether this work is part of a degree or program requirement, or elective
- Calendar or timeline for the work
- Budget and budget rationale (a statement indicating why the item proposed for funding is needed)
- Contact information

In some cases, the following will be requested:\*

- Statement of support from a sponsoring faculty member.
- Notification as to other sources of funding for which the student has applied for the same project/item.

\*The School of Education and Social Policy will ask for additional information from applicants as needed, and students will be notified accordingly. Students should expect to provide additional information, such as the examples listed, when the proposal directly supports a faculty

member's project or work, when the request is for wages or other direct support to the student, or if the request is deemed substantial.

### **Decisions & Notification**

Awards from the Hess Fund are made at the discretion of the Dean. The Dean will consult, as needed, with faculty members, student advisors, and School administrators. Students will receive notification of the status of their requests by email from the Dean or designee. Any faculty member named as a sponsor, reviewer, or advisor will also be notified. SESP will occasionally publicize awards from the Hess Fund, and by acceptance of funding students agree to cooperate with requests for photos, interviews, etc. Students may also be asked to write to or meet with donors to the fund.

### **Processing Awards**

Hess Fund awards are typically disbursed via reimbursement of those expenses proposed in the budget and authorized as part of the award. In order to receive a reimbursement, students must comply with University policies concerning travel, allowable/unallowable expenses, proper documentation (including provision of acceptable receipts), and timeliness. Instructions on these matters are provided with the initial award notification.

### **Questions?**

All interested students are encouraged to apply. Please direct questions to Susan Olson, Assistant Dean for Student Affairs; or Annie Kerins, SESP Business Administrator.