

Michael Wharton Fellowship Undergraduate Summer Research Information for Mentors

The Department of Nutrition at Case Western Reserve University is accepting mentor applications from CWRU faculty and Cleveland-area nutrition researchers to the 2023 Michael Wharton Fellowship Undergraduate Summer Research program. The research project can be based on an existing grant or can be a proposal for a pilot funding of a new research project, but it must have a clear plan for the engagement in the project of undergraduate students majoring in Nutrition or Nutritional Biochemistry & Metabolism at CWRU during a paid summer position. **It must be primary research (no literature reviews).**

Mentor Eligibility and Application Process

- Applications from nutrition researchers based at CWRU and in the greater Cleveland community will be considered for a summer 2023 Wharton award.
- Eligible Wharton mentors will:
 - Have an existing research program that will support meaningful student involvement.
 - Be in the Cleveland area and fully available for the duration of the program.
 - Have funds available to support any expenses beyond the approved budget (documentation required).
- Interested mentors must submit the Mentor Proposal Form by **December 9, 2022**. Proposals must include:
 - Abstract
 - Detailed budget
 - Project budget request (excluding student stipend), cannot exceed \$2,000 for CWRU Nutrition primary faculty and \$1,000 for external mentors.
 - Projects submitted without a clearly explained budget will not be considered.
 - Project timeline
 - Measurable student learning outcomes
 - Mentors who do not have a primary appointment in the CWRU Department of Nutrition must also provide a statement explaining the project's connection to nutrition.
- All applications will be reviewed by the Wharton selection committee beginning on **December 9, 2022**. Funded projects will be announced by **December 20, 2022**.
 - Preference will be given to faculty with primary appointments in the CWRU Department of Nutrition.
 - Total monies available will vary according to our budget availability but we anticipate funding approximately 6 projects.
- Mentors may only receive one Wharton project/student per summer as assigned by the Wharton selection committee.

Student Eligibility, Application, and Selection

- Students must meet the following criteria to be eligible to apply:
 - Current CWRU sophomore or junior
 - Declared Nutrition or Nutritional Biochemistry & Metabolism major by the semester prior to application
 - No previous Wharton fellowship award
- **Between November 15 and the end of fall semester**, undergraduate students will receive an announcement letting them know that undergraduate research fellowships will be available and the timeline for application in early spring semester.
- Summer project opportunities will be promoted once selected by email to all undergraduate nutrition majors in their sophomore or junior year.
- Subsequently, mentors with summer projects will be invited to a virtual information session in **early January 2023** to answer student questions about their proposed project.
- By **January 31, 2023**, students will apply for/rank their interest in the projects.
- Matches will be made by the Wharton Committee and announced by **mid-March**.
 - As started in 2022, instead of a process driven by individual mentors, students will be selected by committee with the goal of a clear and consistent process and timeline and a focus on identifying and rewarding the best overall candidates.
 - All mentors will be invited to participate in a blind review of candidates.
 - Top scoring students will be assigned to available projects based on student preference starting with the highest scorer and proceeding in order of decreasing total points scored.

Program Participation

- Students will work for 10 weeks, full time, from a specific **start date in May** until a specific **August end date**, as set by SOURCE for ease of summer housing.
 - Students will work 32-40 hours per week in a typical week, based on project needs.
 - All students will participate in two structured self-evaluations and receive two structured mentor evaluations.
 - All projects require students work at least 51% of their time in Department of Nutrition space on campus; some projects require 100% in-person work.
 - Hours will occur during standard working hours (approximately 7:30-5:30, M-F), as mutually agreeable with faculty.
 - Students are not permitted to work more than 8 hours in any given day or 40 hours in any given week, per Student Employment policies.
 - Students may take a summer course provided it meets outside those hours.
- Each student receives a \$3,200-\$4,000 stipend, commensurate to total hours worked during the program.
 - Participating students will be paid on an hourly basis as student employees at a rate of \$10/hour (taxable).
 - The minimum total summer hours expected is 320, the maximum able to be paid is 400. Therefore, payment will range between \$3200 and \$4000 before tax.
 - Students who take vacation or are sick will not log hours for those days and thus will not be paid for that time.

Michael Wharton Fellowship

Mentor Proposal Form

Mentor Name(s): _____

Title & Affiliation: _____

Email: _____ Phone: _____

Proposed Project Title:

Abstract (350 words or fewer):

If you do not have a primary faculty appointment in the Department of Nutrition, please explain your project's connection to nutrition:

Student learning outcome(s):

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Proposed Budget

Enter any budgeted costs (be specific), up to \$2,000, in the rows below the student stipend. If more space is needed, please attach a separate spreadsheet.

Item	Cost	Explanation
Summer student stipend	\$3,200-\$4,000 (not included in total)	Set rate (\$10/hour x total hours worked)

Total PI Budget:

Total inc. stipend:

Funding Source for Expenses Exceeding Approved Budget (include speedtype):

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Project Timeline

Please explain what will be done in each phase of the project by both the mentor and the student.

Term	Faculty	Student
Spring 2023 (preparation)	E.g., will the mentor pursue other funding, start ethical approvals, etc.? Or, is the project already up and running?	N/A
Summer 2023 (student available 32-40 hrs/wk, paid)		
Fall 2023	Indicate unfinished work that may remain on the project. Project funds must have been expended unless granted an extension.	The student's commitment has ended. He/she can continue on the project for pay or independent study.