



# TOW UNDERGRADUATE & GRADUATE INTERNATIONAL RESEARCH STIPENDS

The Tow Undergraduate/Graduate International Research Stipend enables students to conduct research in settings outside the United States.

It is designed to expand students' academic experiences and to enrich their lives and that of the college by participating in educational opportunities abroad.

## Qualifications

- Brooklyn College undergraduate with 30 to 90 credits or graduate student with 18 credits by the beginning of the proposed project.
- Minimum cumulative GPA of 3.0
- Application for the Tow International Research Stipend submitted to the Office of Scholarships
- Preference given to research projects relating to your academic pursuits.

## Value and Number of Awards

\$3,000. Up to 5 awards.

## Length of Award

Awards may be used during winter intersession or spring semester.

## Application Process

- Submit completed application to the Office of Scholarships no later than October 30, 2015 by 5 p.m.

## A completed application includes:

- **The Tow Undergraduate/Graduate Research Stipend application.**
- **An explanation of what you want to do (“The proposal”).** Maximum of three double-spaced pages. The proposal should include: what you plan to do; dates; location; your affiliation in the host country; how you will prepare yourself to be successful in your research; how your research abroad plan relates to your current academic studies, and/or your future academic or professional objectives; and how you will share your experience with the Brooklyn College community upon your return.
- **A budget.** One page. List expected expenses (airfare, room and board, local travel, program fee, etc.) and the estimated amount for each. Total the expenses. Indicate what other sources will cover the expenses not covered by the Tow.
- **Faculty mentor** with whom you will be in contact before and during your time abroad.
- **Two letters of recommendation.** Both need to be written by Brooklyn College faculty. One of which should be written by your mentor. Both recommendations should address your personal and academic qualifications that demonstrate your ability to complete the proposed research. Recommendations should be sent by faculty, through their Brooklyn College e-mail, to [sgracia@brooklyn.cuny.edu](mailto:sgracia@brooklyn.cuny.edu).

## Your application will be evaluated on the following:

Completeness; a well-written proposal; your preparation for the proposed research; feasibility; the relationship of the research to your current and future academic plan.

### HELPFUL HINTS ON COMPLETING THE APPLICATION

- The Tow Undergraduate/Graduate International Research Stipend is for independent research abroad or research with faculty while abroad.
- An application will be strengthened for students planning independent research by including a letter from someone in the host country indicating local support for you and your research.
- The stipends are not to be used for travel to conferences or professional meetings.
- Identify and work with a Brooklyn College faculty or staff member who will mentor you while abroad. The mentor will advise during the development of the proposal, provide one of the letters of reference and be the student's mentor while abroad.

## Recipient Responsibilities

- Travel, housing, and research arrangements
- A log of work and experiences to be submitted to the faculty or staff mentor
- Submissions of the following documents to the Office of Scholarships
  1. A written report on the research accomplished while abroad, the outcomes of the research and how you will use the results. The report should be submitted to the project adviser and the Office of Scholarships within one month of your return.
  2. Receipts for all major expenditures (airfare, lodging, etc.) submitted to the Office of Scholarships within one month of project's completion.
  3. A prepared 15-minute presentation to be made the Brooklyn College community describing the research experience.

## Faculty/Staff Mentor Responsibilities

- Mentor students before and during their time abroad, maintaining frequent e-mailcommunications.
- Write a brief evaluation of the student's final project report and work.
- Send evaluation to the Office of Scholarships within a month of receiving the report.

## Where to submit your completed application

Office of Scholarships  
Tow International Research Stipend  
West Quad, Room 213  
Brooklyn College  
2900 Bedford Avenue  
Brooklyn, New York 11210

**DEADLINE FOR SUBMISSION: 5 p.m. on  
October 30, 2015**

Incomplete or late applications will not be considered.

## QUESTIONS?

**Office of Scholarships**  
**West Quad, Room 213**  
**718.951.4796**  
**sgracia@brooklyn.cuny.edu**

# Application for the TOW UNDERGRADUATE/GRADUATE INTERNATIONAL RESEARCH STIPEND

Please submit the following: (1) application, (2) proposal (3) budget (4) unofficial transcript (5) two letters of recommendation from Brooklyn College faculty e-mailed to sgracia@brooklyn.cuny.edu

Office of Scholarships  
West Quad, Room 213  
Brooklyn College  
2900 Bedford Avenue  
Brooklyn, New York 11210

**APPLICATION DEADLINE:** 5 p.m. on October 30, 2015.

Incomplete or late applications will not be considered. **Please type or print clearly.**

## *Research Abroad Information*

Name of Research Project \_\_\_\_\_

Term & Year \_\_\_\_\_ Location (city, country) \_\_\_\_\_

## *Applicant Information*

Name of Applicant \_\_\_\_\_  
Last First Middle

CUNY Employment ID \_\_\_\_\_ E-mail \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip code

Gender M F Other Date of birth \_\_\_\_\_  
(mm/dd/yyyy)

Major \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Expected graduation date \_\_\_\_\_

Academic Status Sophomore Junior Senior Graduate Non-degree

Credits earned to date \_\_\_\_\_

Tell us about any and all previous experience(s) you have had outside of the United States

**Letters of Recommendation**

Contact information for faculty writing letters of recommendation. Indicate which faculty member will serve as your mentor.

(1) Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_

Email \_\_\_\_\_ Brooklyn College Phone \_\_\_\_\_

Faculty mentor    Y    N

(2) Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_

Email \_\_\_\_\_ Brooklyn College Phone \_\_\_\_\_

Faculty mentor    Y    N

To the best of my knowledge, the information on this application is correct and complete.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_  
(mm/dd/yyyy)