

# Hugh Hawkins Research Fellowship Application

## PERSONAL INFORMATION

LAST NAME:

FIRST NAME:

JHED ID:

EMAIL ADDRESS:

PHONE NUMBER:

JHU SCHOOL (NURSING,  
PEABODY, ARTS & SCIENCES,  
ETC):

MAJOR(S):

MINOR(S):

EXPECTED YEAR OF  
GRADUATION:

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## PROJECT INFORMATION

PROJECT TITLE:

PROPOSED PROJECT TOPIC  
(limit to 100 words):

FACULTY MENTOR:

FACULTY MENTOR  
DEPARTMENT:

FACULTY MENTOR EMAIL:

ARCHIVIST MENTOR:

ARCHIVIST MENTOR EMAIL:

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## RESEARCH PROPOSAL

Please attach with a completed copy of this application form a 2-3 page Word or PDF proposal describing your intended research and why you feel qualified to pursue it. Your research proposal should include the following:

- A description of the ideas, questions, or problems that guide your project.
  - The specific topic and library collection(s) to be explored (be very specific, consult with faculty and archivist mentors in advance about reasonably narrowing down a corpus of primary research materials available at Johns Hopkins). Please also note other planned research gathering activities (e.g. interviews, research at other institutions).
  - Your timeline for completion of the project.
  - Expected outcome of the project (research paper, online resource, etc.).
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## RESUME/CV

Please attach an updated resume or CV to your application e-mail.

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## FACULTY LETTER OF RECOMMENDATION

A letter of recommendation in Word or PDF format should also be sent directly from your Faculty Mentor to the Hopkins Retrospective Program Manager, Jennifer Kinniff, at [hopkinsretro@jhu.edu](mailto:hopkinsretro@jhu.edu). Please instruct your mentor to put your last name and the word "Reference" in the subject line. Letters are due no later than March 10, 2017, by 11:59 pm. Letter writers should address the following in their recommendations:

- How long and in what capacity you have known the student?
  - What are the student's academic strengths, qualifications, and ability to conduct independent research?
  - Please comment on the student's ability to ethically handle any privacy concerns that may come up, should they propose a topic that may require access to Protected Health Information or other confidential student/personnel information.
  - Are you available to consult with the student on their research progress (preferably in person, but phone/Skype/email is also an option) during the proposed fellowship period?
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## **APPLICATION SUBMISSION AND NOTIFICATION**

Send your complete Hugh Hawkins Research Fellowship application directly by e-mail to the Hopkins Retrospective Program Manager, Jennifer Kinniff, at [hopkinsretro@jhu.edu](mailto:hopkinsretro@jhu.edu), no later than March 10, 2017, by 11:59 pm, with the subject: "Hugh Hawkins Fellowship Application."

Attach the following application items: (1) this completed application form containing personal information and project information; (2) a 2-3 page research proposal as a Word or PDF document; and (3) an updated resume or CV. Your application will only be considered complete only when all three of these items and your Faculty Mentor letter of recommendation have arrived by the application deadline. Applicants will be notified of the results of their applications during the week of March 27, 2017.