

Brackenridge Fellowship Application Materials and Instructions

1. **Brackenridge Fellowship Program Application Form** (online via InfoReady)

2. **Project Proposal:** A 2-3 page description of the project you propose to conduct if awarded a Brackenridge Fellowship. This proposal must be typed (double-spaced, in 12-point font, with 1-inch margins), have a title and numbered pages, and show your name at the top of every page. A reference page does not count towards the page limit. Applications must adhere to the page limit requirements. The project proposal is the key element of your application and a primary consideration in the review process.

The Brackenridge Fellowship brings together students from across disciplines and requires each fellowship recipient to learn to discuss their research with experts outside of their own discipline. With this in mind, the use of discipline-specific jargon, terms, or acronyms common in your field should be limited and used only when necessary. Do not assume your reader has expertise in your field and write your proposal in terms that are understandable to an intelligent and diverse audience. The project proposal is an opportunity to demonstrate your interest in becoming a member of a broad academic community. Applicants are encouraged to have peers in other disciplines review their proposals to ensure it is understandable to a broad audience.

In addition to meeting the above criteria, a competitive proposal must include sections that address, at least briefly, the following prompts:

1. A general introduction, background, and context for your project.
2. An explanation of how your project fits into this larger context and would contribute to your field.
3. A statement of significance – What is the proposed significance of this project within the context you described?
4. The specific questions/goals/objectives your project aims to answer/achieve.
5. An explanation of the method(s) you will use to carry out your project.
6. An assessment of the feasibility of completing your project during the fellowship.
7. If your project is part of a larger group effort, you should clearly identify the aspect(s) of the project you will be responsible for and how you will work independently.

3. **Statement of Interest in the Community:** A short, typed statement (no more than 1 page, double-spaced, 12- point font, with 1-inch margins) indicating why you are interested in

participating in the interdisciplinary community provided by the Brackenridge Fellowship. This is your opportunity to demonstrate your interest in collaborating with students across disciplines and what you hope to take away from the experience. Please be specific. You may want to highlight knowledge you bring to the community as well as what you hope to learn from those outside your major or area of interest.

* Brackenridge Sustainability Fellowship Statement (New for Summer 2024) *

In partnership with the [Mascaro Center for Sustainable Innovation](#), students interested in conducted research in areas related to sustainability **can receive an additional \$500 of support** for their work. Students interested in this award should write their Statement of Interest in the Community in a way that also discusses issues of sustainability and how participating in this interdisciplinary fellowship will help them create new knowledge or inform action related to sustainability work. Recipients of the Brackenridge Sustainability Fellowship will also be asked to attend additional sustainability lunch-and-learns and present at an end-of-summer research fair hosted by the [Mascaro Center for Sustainable Innovation](#).

4. **Academic Transcript:** This does not need to be an official transcript but please make sure it is up to date and shows your name, declared major(s)/minor(s)/certificate(s), and current GPA.

5. **Letter of Recommendation (Mentor):** A signed, 1-2 page letter addressing the following:

- In what context and for how long have you known this student?
- In your assessment, is the student prepared to carry out the proposed project?
- Will you have the time and resources to mentor the student during the project?
- What degree of independence will the student have in carrying out the project? To what extent was the student involved in developing the idea for the project?

The mentor should be a Pitt faculty member or qualified Pitt researcher/subject matter expert. The mentor should also have an academic background appropriate for the student's project. Mentors will receive an automated email requesting their letter once the student's application has been submitted. Students are encouraged to request this letter from their mentor well in advance of the application deadline. The applicant should ensure the email provided for the research mentor is correct and that their mentor receives an automated request from the application system (**Note: Using a Pitt email alias or non-Pitt emails may incorrectly route letter requests – applicants are responsible for ensuring their mentors receive the letter request**).

6. **Submitting the Application:** You must submit your application online before the deadline stated on the website. Do NOT mail your application or provide hard copies. Any questions regarding the application should be submitted at least 24-hours in advance to ensure a response. ***Due to the number of applications received, and limited funding available, no late applications will be received for any reason.*** Applicants are encouraged to anticipate potential obstacles with their submissions (e.g., power outages, computer problems, etc.).