UCLA Undergraduate
RESEARCH CENTER
Humanities, Arts, and Social Sciences

**UNDERGRADUATE RESEARCH FELLOWS PROGRAM (URFP),
MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM (MMUF),
AND McNAIR RESEARCH SCHOLARS PROGRAM**

APPLICATION INSTRUCTIONS

THE URFP, MMUF, AND McNAIR APPLICATION

The **Undergraduate Research Fellows Program (URFP), Mellon Mays Undergraduate Fellows Program (MMUF), and McNair Research Scholars Program application** is required for all applicants to URFP, MMUF, or McNair.

URFP and MMUF applications are due by 11:59 pm on Sunday, November 15, and McNair applications are due by 12:00 pm on Monday, November 16. Visit MyUCLA, click on "Campus Life," and select "Survey" to access the "Undergraduate Research Fellows Program (URFP), Mellon Mays Undergraduate Fellows Program (MMUF), and McNair Research Scholars Program" application. The application for the 2020-2021 academic year will open in early October.

Please make sure you are submitting your application through the correct survey. There are two URFP applications to choose from as URFP is offered through both the Undergraduate Research Center – Humanities, Arts, and Social Sciences and the Undergraduate Research Center – Sciences. Students conducting research or creative projects in the **humanities, arts, social sciences, or behavioral sciences, or STEM students who are applying to McNair,** should complete the application for the Undergraduate Research Center – Humanities, Arts, and Social Sciences.

ELIGIBILITY AND REQUIREMENTS

Click here to review the eligibility and requirements for URFP, MMUF, and McNair:
- URFP: http://hass.ugresearch.ucla.edu/scholarships/urfp
- MMUF: http://hass.ugresearch.ucla.edu/scholarships/mmuf/
- McNair: https://www.aap.ucla.edu/programs/mcnair-research-scholars/

APPLICATION MATERIALS

Applicants are required to submit the following application materials by **11:59 pm on Sunday, November 15 for URFP and MMUF**; and **12:00 pm on Monday, November 16 for McNair**. Keep reading for detailed instructions on how to complete each aspect of your application.

APPLICATION SUPPORT AND RESOURCES

We are here to support you as you work on your application.

APPLICATION MATERIALS

1. PROJECT PROPOSAL

Your research or creative project proposal must be between 100 and 8,000 characters in length, including spaces and punctuation (**approximately 1,000 words**). If you are using in-text citations and references, they will count toward the total number of characters used. References are not required, but you may use in-text citations if they are relevant to your project (i.e., if you are referencing a specific work).

The proposal introduces the reader to the nature, context, and scope of your research or creative project. Proposals are informative *and* persuasive forms of writing because they attempt to both educate the reader and convince the reader to do something (in this case, offer you a scholarship!). Keep in mind that an interdisciplinary committee will read your proposal, and that your goals should be clear to a non-expert.

Your application will be judged on your ability to demonstrate the feasibility and significance of your project. The selection committee will be looking for an indication that your project will contribute a new perspective to the current scholarship in your field of study.

We recommend that you consult with your faculty mentor when developing your proposal and that you consider the specific conventions of your field. For example, a proposal for a Comparative Literature project will look very different from a proposal for a Psychology, Musicology, Sociology, or a studio Arts project.

Proposals typically include a research question or creative inquiry and its significance, project design and feasibility, and anticipated results or expectations. The guidelines below are intended to help you organize your proposal and present your information in a way that meets the requirements of grant-giving agencies, including the Undergraduate Research Centers at UCLA.

Please note that creative projects are not eligible for MMUF, but MMUF applicants may propose a theoretical project in a creative field like Film, Cinema, and Media Studies; Musicology and Ethnomusicology; Performance Studies; World Arts and Culture; and Theater. Please email urhass@college.ucla.edu with any questions about your project's eligibility for MMUF.

i.   Research Question or Creative Inquiry and its Significance:

Describe the context and scope of your proposed research or creative project. You should provide sufficient background information so that the reader can situate your topic within broader themes and trends. Frame the question you want to explore for a general audience and discuss why this is an exciting and important question.

Consider the following questions when drafting your proposal:
- What is new about what you are proposing?
- What sources of inspiration are you drawing on?
- What is your vision for your project?
- How will it advance or contribute to existing scholarship?
- How does it fit into the contemporary and historical landscape of your field?
- If you are working on a larger project in a team, what is your contribution to this project?
- In more colloquial terms: why should we care?

ii.   Implementation:

Provide a **brief** literature review or discussion of how your project fits within existing scholarship in your field. Demonstrate your knowledge of how other scholars have approached the topic and the significance of your project in relation to these works. You can use in-text citations if you are referencing specific works.

For example, you might describe how the existing scholarship on a piece of literature fails to account for the cultural influence that inspired the particular motif you are researching. Or, you might describe how your project elaborates on and recontextualizes themes explored by a specific filmmaker in their earlier works.

iii.   Project Design and Feasibility:

Describe how you will be approaching your research or creative project and what type of texts, materials, or data you will use in your project. In this section, it is appropriate to use your discipline-specific language to provide detail about how your project will unfold.

You should also provide a **projected timetable of your research or creative project tasks, including your schedule for working with your faculty mentor** during your participation in URFP, MMUF, or McNair. Note which steps will be completed each month and indicate when your faculty mentor will provide feedback throughout the academic year. Be sure to discuss how often you will be meeting with your faculty mentor in advance of writing this section.

Consider the following questions:
- What methods will you use to explore your research question or creative inquiry?
- What materials, tools, or techniques will be used in carrying out the project?
- Are these methods in keeping with traditional approaches in this field of study?
- If this is a group project with fewer than five people, what are the responsibilities of each team member?
- What is the expected timetable for carrying out your project?

iv.   Anticipated Results:

Briefly discuss the **anticipated results** of your research or creative project. Your results will depend on your field of study, the methods you are using, and your question or inquiry.

For some projects, results may include the predicted outcome based on your hypothesis and experimental methods. In contrast, results for other projects might illuminate potential arguments based on your analysis and sources.

2.   PERSONAL STATEMENT

Personal statements must be 100 to 4,100 characters in length, including spaces and punctuation **(approximately 500 words).** The personal statement is an important part of your application! It will allow the selection committee to get a feel for you as a person as well as a student. This essay is meant to place your academic record into the context of your opportunities and obstacles.

Your personal statement should briefly describe how receiving the scholarship and participating in the program will impact your short- and long-term goals. Make sure you describe your goals in detail. Include any special circumstances (i.e., personal, academic, financial hardships) that you feel are relevant to your application.

3.   MMUF PROMPT

If you are applying to MMUF, you will complete an additional prompt of between 100 to 1,500 characters in length, including spaces and punctuation **(approximately 200 words).**

The fundamental objective of the MMUF is to diversify the professoriate by increasing the number of faculty from underrepresented groups as well as those with a demonstrated commitment to eradicating racial disparities in higher education. MMUF is a two-year program designed for outstanding students in select humanities and social science fields who intend to pursue a PhD and a career in academia.

The MMUF prompt is as follows: **Discuss how and why you have decided to pursue a career in academia, and address how you have demonstrated a commitment to eradicating racial disparities.**

4.   LETTER OF RECOMMENDATION

Program participants are required to conduct their research or creative project under the guidance of a UCLA faculty mentor.

i.   URFP Applicants:

Letters of recommendation are not required for students who are only applying to URFP, though your faculty mentor must confirm that they are willing to mentor you by filling out the URFP Mentor Confirmation Form. They must submit the form online by the November 15 deadline for your application to be reviewed.

If you are applying to URFP in addition to MMUF or McNair, your mentor will not need to complete the online form, but will need to submit the letters of recommendation required by MMUF and McNair.

Be sure to ask your faculty mentor for their support **early in your application process** and provide them with the link to the online URFP Mentor Confirmation Form: https://www.surveymonkey.com/r/URFPmentorship.

ii.   MMUF Applicants:

If you are applying to MMUF, your faculty mentor must submit a letter of recommendation in support of your participation in the program by the November 15 application deadline. Your MMUF faculty mentor must be ladder faculty (Assistant Professor, Associate Professor, or full Professor).

Be sure to ask your faculty mentor for their support **early in your application process** and provide them with the MMUF Letter of Recommendation Form. Your mentor must return the form and their letter of recommendation to us via email. Your application is not complete until your letter of recommendation is received.

iii.   McNair Applicants:

McNair applicants are required to submit two letters of recommendation via email. If you are applying to McNair, your faculty mentor must sign the Faculty Mentor Form in support of your participation in the program by the November 16 McNair application deadline. Your McNair faculty mentor must be ladder faculty (Assistant Professor, Associate Professor, or full Professor).

Be sure to ask your faculty mentor for their support **early in your application process** and provide them with the McNair Faculty Mentor Form. You must submit the form with your McNair application materials.

Your application to McNair is not complete until all supporting application materials are received.

5.   ADDITIONAL APPLICATION MATERIALS FOR McNAIR

The Academic Advancement Program (AAP) administers the McNair Research Scholars Program.

There are supplemental materials required to apply to McNair. The **McNair Research Scholars Program Application and all supporting materials** are due by **noon, 12:00 pm, on Monday, November 16.**

Please visit the McNair Research Scholars Program for more information about the McNair program and application, including instructions on submitting additional application materials: https://www.aap.ucla.edu/programs/mcnair-research-scholars/.

APPLICATION SUPPORT AND RESOURCES

SUPPORTING DOCUMENTS FOR CREATIVE PROJECTS

Students conducting creative projects for URFP can email us at urhass@college.ucla.edu to inquire about submitting supporting documents such as a portfolio of their work.

ATTEND AN ONLINE WORKSHOP

All students are invited to attend the "Undergraduate Research Fellows Program," "Mellon Mays Undergraduate Fellowship," and "McNair" info sessions; and "Writing a Research or Creative Proposal" and "Developing Your Research Plan" workshops.

All workshops and info sessions will be hosted online via Zoom, and recordings will be posted to our CCLE site. Click on the following links to see the complete info session and workshop schedule for Fall quarter:

- URFP and MMUF info sessions, and Proposal and Research Plan workshops (hosted by URC-HASS): http://hass.ugresearch.ucla.edu/getting-started/workshops/
- McNair info sessions (hosted by AAP): https://www.aap.ucla.edu/programs/mcnair-research-scholars/

SCHEDULE AN ADVISING APPOINTMENT

You can schedule a 30-minute one-on-one virtual advising appointment with a Graduate Student mentor to find out more about URFP and MMUF and get help with your application. Email urhass@college.ucla.edu to schedule an advising appointment. Advising appointments will be hosted on Zoom, and students can use video or dial-in by phone.

To learn more about McNair and get help with the application, click here to schedule an appointment: https://docs.google.com/forms/d/e/1FAIpQLSfIZsdvKqiT_KxVs231N8hNBm541jNHBmX2y7m-2iDxppx4nQ/viewform.

GET HELP FROM THE UNDERGRADUATE WRITING CENTER

You can make an appointment with the Undergraduate Writing Center to get help with writing your personal statement, research or creative proposal, and MMUF prompt. Click here to schedule an appointment: https://wp.ucla.edu/wc/.

GET INSPIRATION

Check out the profiles of current and past MMUF participants on our website for inspiration: http://hass.ugresearch.ucla.edu/scholarships/mmuf/students/.

HELPFUL TIPS

- The application does not support italics, bold, or Greek symbols. You cannot submit any figures or other files within the online application: **Use text only.**
- Compose your application materials in Word, Google Docs, or another word processor and then cut and paste them into the appropriate fields within the application.
- It takes a few seconds to load the page where you will be inputting your Research Proposal and Personal Statement. Please be patient!
- After submission, the text box will display your pasted documents **without** your original formatting. Do not be concerned about how it looks! **Your original formatting is preserved when we download the applications.**

- The application system will time out after one hour of inactivity. To save any partially completed work, press "Continue" (at the bottom of the page).
- Make sure your application is complete before you press "Submit." Once you have submitted your application, you will not be able to access it or make edits.

TRACK YOUR APPLICATION MATERIALS

Use this chart to keep track of your application materials for URFP, MMUF, and McNair. Check marks (✓) mean that the specified application materials are **required** for that program and dashes (-) mean that the application materials are **not required** for that program.

Application Materials	URFP	MMUF	McNair
1. Project Proposal	✓	✓	✓
2. Personal Statement	✓	✓	✓
3. MMUF Prompt	-	✓	-
4. Letter of Recommendation from a Faculty Mentor	*	✓	✓
5. Additional Application Materials for McNair	-	-	✓

*Note: If you are **only applying to URFP,** your faculty mentor is not required to submit a letter of recommendation, but they must submit the online form confirming that they will mentor you. If you are **also applying to MMUF or McNair,** your mentor does not need to complete the online form but does need to submit letters of recommendation.

CONTACT US

Contact URC-HASS with any questions about URFP or MMUF, or issues you are experiencing with the application:

Undergraduate Research Center – Humanities, Arts & Social Sciences

Hours: 8:30 am-4:30 pm, Monday-Friday
Email: urhass@college.ucla.edu
Phone: (310) 825-2935

Contact the McNair Research Scholars Program with any questions regarding the McNair application:

UCLA McNair Research Scholars Program

Email: McNair@college.ucla.edu
Phone: (310) 794-4186