

The Thomas Lord Charitable Trust Fellowship (The Lord Fellows Program)

Background: The Thomas Lord Charitable Trust has generously provided funds to support collaborative student-faculty research in the Chemistry Department. The Lord Fellowship provides stipends for summer internships, money for supplies, and support for travel to present results.

Internship Description: Lord Fellows are engaged in collaborative student-faculty research for 8 weeks in the Chemistry Department during the time period ranging from late-May to early-August, with exact dates to be agreed upon with the research advisor. Note that for this upcoming summer the possible start dates include: May 31, June 6, June 27, and July 5. Covid-related disruptions might cause revision of these dates. The Fellowship pays an internal award of \$3,600 for 8 weeks and will be pro-rated for shorter timeframes. Normal working hours are Monday-Friday for 35 hours. The Fellowship also provides up to \$500 for supplies during the summer internship.

Lord Fellows also present the results of their work during the summer at the ACROSS symposium, as well as at a professional conference (e.g., the National Meeting of the American Chemical Society). This is a requirement upon acceptance; travel and accommodation costs are covered by the Fellowship, up to a maximum of \$1,000.

Room and Board: Housing is available on campus at a cost of \$30/day for the 8-week period (\$1,680) and the Lord Fellowship will cover this expense, which is charged to your student account but then reimbursed at the end of the summer. The College also expects that students living on campus will purchase a meal plan at a cost of \$30/day, which is not covered by the Lord Fellowship.

Qualifications: The competitive applicant will have successfully completed relevant introductory coursework for the project. Preference is given to declared Chemistry majors. Academic performance and motivation for research are also considered when reviewing applications.

Application: Before submitting an application, students must talk with their proposed research advisor about potential projects. The research advisor's signature verifies that this discussion has taken place, but is not a guarantee of placement. The completed application must be submitted to the Chair of the Chemistry Department by April 4. The Chemistry Department will inform applications of its decision by April 12. Students receiving a positive reply must formally accept the position by May 6.

Policies and Procedures

Stipend: Upon acceptance of the Fellowship, interns must bring a signed and dated Student Employment Form to the Doane Hall Building Coordinator by May 16 (study day).

Work Schedule: The internship may span up to 8 weeks, and it is strongly recommended to work 6 consecutive weeks. The final internship dates must be established in collaboration with the faculty advisor and in accordance with College policy related to Covid-19. Working hours are Monday - Friday, 35 hours per week. Occupancy of the laboratories after-hours is strictly prohibited.

Supplies: Supplies necessary for the summer internship will be underwritten by the Fellowship, up to a total of \$500. All purchases must be made through your advisor and Bob Caskey, the Stockroom Manager. Charges to the supplied budget can be made only through the duration of the summer internship.

Travel: Lord Fellows are expected to present the results of their work during the summer of their internship at the ACROSS symposium, as well as at a professional conference during the summer of the subsequent academic year. Travel and accommodation costs are covered by the Fellowship, up to a maximum of \$1,000. For larger conferences that may be more expensive, the Chemistry Department will help coordinate travel and housing to minimize expenses to avoid going over the reimbursement cap. Reimbursement requests must be made through the Doane Hall Building Coordinator and may be submitted in advance of the conference once receipts become available. Only reasonable expenses directly related to the dissemination of summer research results, and accompanied by the original receipts, will be reimbursed. Requests must be received by May 31 following the internship.

Safety: Adherence to all laboratory safety guidelines is strictly required. Violation of these guidelines is grounds for immediate dismissal and revocation of any unpaid stipend.

Reporting: By August 31, the intern must provide the Chair of Chemistry with the following:

- A two-page report summarizing the project and the major outcomes, as well as a list of presentations
- An electronic copy of presentations given (talks and posters)
- A note of appreciation to the Thomas Lord Charitable Trust (the note can be addressed to Mrs. Judy Alstadt, Trustee of the Thomas Lord Charitable Trust)

I accept the Lord Fellowship and I agree to abide by the policies and procedures outlined above.

Signed: _____

Please return to the Chair of Chemistry by April 4

Application for the Thomas Lord Charitable Trust Fellowship

Name: _____

Class of: _____

Major: _____

Cumulative GPA: _____

Please indicate whether you need on-campus housing or whether you intend to commute to campus for summer research: _____

Proposed research advisor (printed): _____

The applicant and I have discussed potential research projects for this summer.

Proposed research advisor's signature: _____

1. Please list all chemistry courses you will have completed by June 2022, including instructor and grade:

2. Please briefly state your current post-Allegheny plans (graduate or medical school, employment, etc.):

3. Please briefly summarize your motivation for pursuing a research internship:

4. In the space below, please briefly describe the project you will undertake, and show how the courses you have taken are relevant to the project:

I understand the requirement of the Fellowship. The information presented on this application is accurate.

Signed: _____

Please return to the Chair of Chemistry by April 4.