

## Call for Project Proposals for the Fondren Fellows Program

Rice University's Fondren Library invites Rice faculty and library staff as well as Houston area cultural heritage organizations to propose projects for students to undertake through its [Fondren Fellows](#) program. By proposing a project, you agree to mentor the fellow(s) and to coordinate project work with the Fondren Fellows steering committee. This program funds Rice undergraduate or graduate students to work on research or educational projects that will benefit the library and the scholarly community. Fellows are paid \$17 an hour for up to 250 hours of work. Projects should take place between fall 2021 and summer 2022. The application deadline is **August 12, 2021**.

In addition to applying for funding for a Fondren Fellow, you may also request:

- Up to \$4000 in project funding (with the possibility for a \$1000 supplement after initial awards have been made), which could be used for project-related costs such as travel, training, services such as digitization or software development, equipment, etc.
- A Project Manager, an experienced graduate student who would work for up to 200 hours to help coordinate project activities, track progress, manage communications, and perform related tasks, under the guidance of the project mentor

Fondren Fellows projects should:

- pose a research question or design challenge and present opportunities for independent inquiry and creativity
- balance complexity and feasibility, so that the fellow could complete the project or a coherent part of the project in 250 hours
- involve the library as a focus or partner, such as by organizing and describing a collection, creating a training program on accessing and managing information, developing a digital scholarship or publishing project, recommending how to improve a library service, etc.
- include a library staff member as a mentor or liaison (the Fondren Fellows steering committee can assist in linking mentors with liaisons)

[Examples](#) of past Fondren Fellows projects include:

- Creating an interactive map to increase the accessibility of the Woodson Research Center's U.S. Civil War collections
- Helping to develop [Between Oceans and Continents](#), an online database and data visualizations about almost 14,000 enslaved Africans registered in Mozambique during the second half of the nineteenth century
- Developing a marketing plan for the library's scholarly communications program

We welcome projects focused on diversity.

Given limited resources, projects can expect to have no more than three Fellows assigned to them.

## What Is Expected of Mentors

By proposing a project, project mentors agree to:

- Participate in a brief orientation to the program.
- Evaluate applicants, including through interviews.
- Mentor the fellow(s) by overseeing the development of a project plan, monitoring the student's progress, and providing guidance throughout the project.
- Evaluate the fellow's work mid-way through and at the end of the fellowship.
- Coordinate with the Fondren Fellows Steering Committee.
- Write a brief report at the conclusion of the fellowship explaining the Fellow's contributions to the project and its outcomes, as well as any lessons learned.
- Provide feedback on the program.
- Acknowledge the Fondren Fellows program in project-related outputs, such as papers, presentations, and websites.

Fondren will provide funding for student fellows, program oversight and coordination, and logistical support; some projects will also receive limited funding for relevant expenses such as services, equipment, or travel. A review panel will select possible projects for the Fondren Fellows program; not all selected projects will necessarily be matched with fellows.

## Application Instructions

Please send in your project proposal (see attached template) to [lspiro@rice.edu](mailto:lspiro@rice.edu) by August 12 at 12 p.m. Contact Lisa Spiro with any questions at [lspiro@rice.edu](mailto:lspiro@rice.edu).

## Fondren Fellows Project Proposal

Name:

Department/ Organization:

Email:

Phone:

Project Title:

Proposal summary (50 words maximum):

When would project work begin: in the fall of 2021, spring of 2022, or summer of 2022? (Projects may extend beyond one semester, but should be completed by August of 2022.)

1. Please provide a brief (up to 500 word) summary of the proposed project, explaining why it is suitable for the Fondren Fellows program. What impact will this project have? How feasible is it to implement?
2. How many fellows are you requesting? How would their work be broken down and managed? Would you like to request a project manager?
3. Outline the key tasks that the Fondren Fellow(s) would work on.
4. What qualifications would you expect from students working on this project?
5. What would students learn through their participation in this project?
6. If you don't work in Fondren Library, please note who you would like to serve as the library liaison for your project. (If you don't know, just write TBD.)
7. For projects requesting project funds of up to \$4000, please provide a brief budget narrative and a line item breakdown of planned costs. In the narrative, explain why each line item is necessary to meeting the project's goals and how the cost was calculated. No money may be budgeted for faculty salary.

Proposals not requesting project funds do not need to include a budget.