

**WOODROW WILSON ARTS & SCIENCES UNDERGRADUATE RESEARCH FELLOWSHIP PROGRAM**

**You and Your Mentor -- Guidelines**

As a Woodrow Wilson Fellow you have shown that you are intellectually able to meet the challenges of the pursuit of your own research outside of the classroom. Because of this, you have been given the unique opportunity to work one-on-one with Hopkins' greatest asset – its faculty. This award makes possible all sorts of exciting and unique experiences. However, there are also some responsibilities that come with this award.

When you were selected to join this elite group of researchers you received a monetary award in order to pursue your research. Once you have selected a Mentor this award money is put into a fund that is maintained by your Mentor's department. A completed Mentor Form must be submitted to the Dean's Office before you can access your funds. You must present your anticipated expenses to the Dean's Office and your Mentor for joint approval. For the greatest ease of access to your funds, it is very important that the following guidelines be understood.

1. **A Fellow's first source of problem resolution (through the course of his or her research) is the Mentor, and the Mentor's department.** If you find yourself unable to maintain a close and open connection with your Mentor, please contact Ami Cox or Professor David. You may need to change Mentors and we can help you with that.
2. **Please be sure to keep your Mentor informed of your whereabouts during Intersession and the summer for the greatest ease of communication.** It is expected that most of you will concentrate your research during Intersession and the summer between semesters. (Research on the Woodrow Wilson topic should not come in conflict with regularly scheduled course work.)
3. **A Fellow's expenses must be directly related to your independent research.** Your funds should not be used to pay the tuition of an outside program, unless it is the rare program that is of immediate value to your research. Living expenses, such as room and board, may be paid by the Woodrow Wilson fund only if they are incurred while you pursue your research full-time.
4. **Expenses must be authorized, in writing, by the Dean's Office AND by your Mentor before the WWP Coordinator can arrange for payment.** All expenses must be approved by the Coordinator and the Director, as well as your Mentor. This pertains especially to the purchase of equipment.
5. **Ideally, a Fellow's expenses should not exceed \$2,500 for the fiscal year.** Exceptions must be approved by the Dean's Office. The award should be budgeted over the three or four years of your Fellowship. That stated, we fully expect that each of you will spend your award at a rate as unique as your research topic.
6. **Many of you will work on more than one research project before you graduate.** For bookkeeping purposes you may not spend money on two projects at once. Please take your overall plans into consideration as you budget the spending of your award. When you need to change your Mentor, please let the Dean's Office know as soon as possible.
7. **Please keep the Woodrow Wilson Program up-to-date on any address and e-mail changes.** It is very important for us to know how to reach you, even during Intersession and the summer.
8. **Feel free to contact the Coordinator or Director with any questions, concerns, issues – no matter how big or small.** We recognize that each situation is unique. We want to be flexible in order to keep the research experience as rewarding as possible for both you and your Mentor. Lines of communication are always open.

Please use these guidelines in your work on your Woodrow Wilson Fellowship. Please keep this office aware of your activities, plans, problems, and any questions. We are here to help you.