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 10 weeks in the Chemistry Department during the time period ranging from mid-May to mid-August, with exact dates to be agreed upon with the research advisor. The Fellowship pays a stipend of $3,500. 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.

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 March 1. The Chemistry Department will inform applications of its decision by March 17. Students receiving a positive reply must formally accept the position by March 31.
The Thomas Lord Charitable Trust Fellowship (The Lord Fellows Program)
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 April 14. The stipend will be disbursed in three payments over the 10-week period on the internship.

**Work Schedule:** The internship must span 10 weeks, and it is strongly recommended to work 10 consecutive weeks. The final internship dates must be established in collaboration with the faculty advisor. 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. Reimbursement requests must be made through the Doane Hall Building Coordinator. 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 March 1*
Application for the Thomas Lord Charitable Trust Fellowship

Name: _________________________________ Class of: ___________

Major: ________________________ Cumulative GPA: ___________

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, 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 requirements of the Fellowship. The information presented on this application is accurate.

Signed: _____________________________________________

Please return to the Chair of Chemistry by March 1.