



## **C. FARRELL SCHOLARSHIP FOR RESEARCH AND FINE ARTS**

### ***I. Description***

The C. Farrell Scholarship is given to honor the memory of Dr. and Mrs. S.M. Farrell and Dennis Farrell of Ellensburg, Washington.

#### **A. PURPOSE**

The scholarship shall be given to full-time sophomore, junior, and senior students enrolled at Central Washington University who demonstrate superior scholastic or creative achievement and who are:

1. Fine art majors (i.e., in art, theatre, creative writing, music, dance or film & video studies) planning to undertake a specific creative project in connection with their majors

OR

2. Attempting to accomplish a specific research project in archeology, geology, or history of the Kittitas Valley.

#### **B. AWARD PROCEDURE**

The scholarship may be awarded for a period of up to three consecutive academic quarters for the payment of tuition, books, supplies, and research/project costs (where appropriate). Research/project costs are handled through the CWU Foundation Office: Barge 115, phone: (509) 963-2760. [See page 4, **Application Guidelines**, paragraph B. CREATIVE PROJECTS/RESEARCH EXPENSES]. Living expenses will not be funded. In the case of limited funds, priority will be given to eligible candidates whose project proposals demonstrate a benefit to themselves, to the University, and who have not received a C. Farrell Scholarship previously.

Recipients will not receive funds directly. Tuition and book allowance will be credited to a C. Farrell recipient's account through the Financial Aid Office at the beginning of each quarter. If a student's financial aid package is adjusted to reflect the scholarship award, a new award letter will be sent to the student to notify her/him of the changes.

#### **C. ELIGIBILITY**

Applicants shall:

1. Be full-time, matriculated students at CWU Ellensburg campus, with sophomore, junior or senior status during the scholarship period;
2. Have a cumulative GPA of at least 3.0;

3. Satisfy requirements with respect to research/creative project activity specified above (See **A. PURPOSE**);
4. Secure faculty sponsorship for the research/creative project;
5. Devote at least 1/3 time during the award period to class work, research or creative activity directly related to the project (i.e., one academic quarter out of three, or 1/3 of credits undertaken during a specific quarter);
6. Demonstrate a record of good character and scholastic ability, and indicate the likelihood of successful project completion.

## ***II. Application Guidelines***

Applications are available from the Financial Aid Office in Bouillon Hall Room 106 at the beginning of fall quarter. Applicants should return completed applications to the Chair, C. Farrell Scholarship Committee, **c/o CWU Scholarships, Bouillon Hall Room 106 or Campus Mail Stop 7495** by the quarterly deadline. After review of all the applications by the selection committee, each applicant will be notified by the Scholarship Coordinator of his/her acceptance or denial.

### **A. APPLICATION PROCESS**

#### **1. Purpose**

Clearly describe the intent of your project. Your statement should be thought out carefully and should discuss what it is that you wish to accomplish, why you wish to pursue this project, and how you propose to achieve your goal. The statement should be approximately 400-600 words, one page in length. This is the first step in the application process and it should be done in close coordination with your faculty sponsor.

#### **2. Time Schedule**

Be realistic about the amount of work that you propose to accomplish. Discuss this aspect with your sponsor before writing the final draft of your proposal. Be specific about what you will accomplish, when each step will be completed each quarter, and detail it in your timeline. Proposals turned in past the deadline will not be considered.

#### **3. Project Budget**

This is an area of proposals that needs special attention to accuracy. The budget needs to be carefully researched, organized, and thought out. Glaring errors overestimating and/or inflating of expenses can place a proposal in jeopardy. Do not turn in an application that has an incomplete budget. The C. Farrell Scholarship does not allocate funds for services rendered by CWU staff or faculty, hardware such as computers, or instruments or sound equipment. These items can, however, be rented. Do not list tuition or required books (these are automatically accounted for), and books or other materials that can be found in the CWU library. Equipment, books, materials, and photos purchased with C. Farrell funds become property of the state and must be returned to the sponsoring department (unless otherwise directed).

#### **4. Letters of Recommendation**

Two letters of recommendation are required. (1) Your faculty sponsor must indicate in the letter that s/he agrees to sponsor and supervise your project. (2) The other letter should address your scholastic/creative ability, character, and the likelihood of successful project completion. It is important to remember that faculty members do not receive extra compensation for working with individual study students and undertake sponsorship of projects on a voluntary basis. If a student is granted a C. Farrell Scholarship and fails to complete the project as outlined in the proposal, the

scholarship committee will not accept any further candidates recommended by the faculty member who sponsored the project.

## 5. Quarterly Progress Reports and Final Project

Students must agree in their proposal to submit a progress report to their faculty sponsor at the end of each quarter of their award period.

The **final project** must be a written document detailing the achievement of the goals that you set for yourself in this proposal and must be accompanied by appropriate documentation of all work completed. **This final project is due within a month of the last quarter of the award period. Three copies of the final project** (one for the sponsoring department, one for the CWU Library, and the third one for the Ellensburg Public Library) **must be submitted** to the C. Farrell Scholarship Committee, c/o the Scholarship Coordinator. **THE SCHOLARSHIP AWARD IS BASED ON COMPLETION OF YOUR PROJECT. FAILURE TO SUBMIT YOUR FINAL PROJECT WILL REQUIRE THE REPAYMENT OF YOUR SCHOLARSHIP AWARD.**

## 6. Joint Project Proposals

Students from **one or more academic disciplines** may submit a joint project proposal, provided that:

1. each individual meets the minimum requirements of the award (GPA, class standing, etc.);
2. each individual's portion of the proposed project meets the minimum standards of the award;
3. each individual's portion can be submitted on its own in the event that other portions of the project are not completed;
4. each individual submits a separate proposal to the Committee for approval, including separate budget detail;
5. each individual's portion of the project is clearly outlined in the proposal;
6. the project as a whole is clearly outlined in the proposal;
7. and it is apparent to the Committee that each individual portion is substantially similar in workload and import to the overall joint project.

## B. CREATIVE PROJECTS/RESEARCH EXPENSES

1. **Reimbursement to Student:** Invoices or receipts should be submitted along with a completed Request for Payment form to the CWU Foundation, Barge 115 for reimbursement of project costs. Approximate processing time is 7-10 days.
2. **Payment for Service:** A completed Request for Payment form and a W-9 should be submitted to the Foundation in order to process payment to an individual for a service performed. If the amount to be paid is over \$500, a personal services contract must be completed. Faculty and staff of CWU cannot be paid for C. Farrell Scholarship involvement. Contact the Foundation if you need this form.
3. **Advance:** Advances for project costs are allowed in some circumstances. After approval by the Foundation office, a Request for Payment form must be completed and submitted. Receipts must be submitted back to the Foundation office within 10 days of completion of the purpose of the advance.

4. **Credit card:** The Foundation has a Visa card for certain circumstances. Prior approval must be granted by the Foundation, you may call 963-2760 or email [Juliana.Lowe@cwu.edu](mailto:Juliana.Lowe@cwu.edu). The student should then place orders. Students should then notify the Foundation with the name of the company, phone number, order reference number and approximate dollar amount. The Foundation will contact the supplier and provide him/her with the Visa information.
5. **CWU Bookstore:** Items can be purchased at the CWU Bookstore for the project. Contact the Foundation to acquire a signed bookstore charge form. After completing the purchase, the goldenrod copy of the form must be returned to the Foundation Office.
6. **Other CWU Services:** Most CWU services can be used for the C. Farrell project. Contact the Foundation office for additional information on directions for the services needed. Examples: Dining Services, Duplication, Mail Services, Media Center, Motorpool, Purchasing, etc.

**C. SYMPOSIUM ON UNDERGRADUATE RESEARCH & CREATIVE EXPRESSION (SOURCE)**

- D. Farrell Scholars are encouraged to participate in the annual symposium on Undergraduate Research. A call for papers is announced during spring quarter (usually with a deadline near the end of April) and the Symposium usually occurs in mid May. The Symposium is intended to provide a unique opportunity for students to present their research as undergraduates and to generate a common ground for interdepartmental and interdisciplinary communication. For more information, visit the CWU Undergraduate Research Program at <http://www.cwu.edu/~source/>