

CCS Summer Undergraduate Fellowships 2021

How to Apply

Applications must be complete in order to be considered. A complete application consists of the following FIVE components:

1. Project Proposal
2. Signed Application Form (download or fill in via Docusign at <http://bit.ly/sufform21>)
3. Faculty Director Support Form (<http://bit.ly/sufdirector21>)
4. CCS Faculty Advisor Support Form (<http://bit.ly/sufadvisor21>)
5. Applicant Data Form (<http://bit.ly/sufapply21>)

Application materials for summer 2021 fellowships are due no later than **April 19, 2021** at 11:59 PM. It is the applicant's sole responsibility to ensure that all five application components are submitted by the deadline. Late or incomplete applications will not be considered.

Please carefully read the following instructions for each application component.

1. PROJECT PROPOSAL

A one to two page document written by the APPLICANT in consultation with the FACULTY DIRECTOR with a description of the proposed project, which must address each of the following items:

- Brief background and significance of the project
- Rationale and general approach to the proposed project
- Expected outcomes or goals

Submission:

- File naming format an applicant named Jane Gaucho:
applicantlast_applicantfirst_proposal.pdf; example: gaucho_jane_proposal.pdf
- Submitted by the APPLICANT via the online data form (see 5 below)

2. *SIGNED* APPLICATION FORM

Submission Option 1:

- Fill out form using Microsoft Word - See "Files" on the CCS SUF website to download a fillable form.
- Obtain Faculty Director signature - Docusign is a useful tool for this. Please do not rely on "I approve" emails for this process.
- File naming format: applicantlast_applicantfirst_app.pdf; example:
gaucho_jane_app.pdf
- Submitted by the APPLICANT via the online data form (see 5 below)

Submission Option 2:

- Fill out form using the template available through Docusign -
<http://bit.ly/sufform21>

- Obtain Faculty Director signature by providing their contact information directly in the Docusign template
- Rename the finished file that you will receive from Docusign. File naming format: applicantlast_applicantfirst_app.pdf; example: gaucho_jane_app.pdf
- Submitted by the APPLICANT via the online data form (see 5 below)

3. FACULTY RESEARCH DIRECTOR ONLINE SUPPORT FORM

APPLICANTS are to provide the Faculty Director with your completed application form, and project proposal in advance. Please allow them sufficient time to read and respond to your proposal before the deadline. THEN request that they fill out the Faculty Research Director Online Support form. Please allow them sufficient time to complete and submit the form by the deadline.

Again, the Faculty Director must be a member of the UCSB faculty, but need not be a member of the CCS faculty.

Faculty Directors will need to be logged into their UCSB Connect Email Account in order to fill out this form - <http://bit.ly/sufdirector21>

4. CCS FACULTY ADVISOR ONLINE SUPPORT FORM

Submitted by the applicant's CCS FACULTY ADVISOR. At the time that you request that your CCS Faculty Advisor (the CCS faculty member who signs your yellow slip every quarter) fills out the CCS Faculty Advisor Support Form, provide them with a copy of your completed and signed fellowship application and project proposal. THEN request that they fill out the form. Please allow them sufficient time to complete and submit the advisor form by the deadline.

CCS Faculty Advisors will need to be logged into their UCSB Connect Email Account in order to fill out this form - <http://bit.ly/sufadvisor21>

5. APPLICANT ONLINE DATA FORM

Submitted by the APPLICANT. Be sure to have both the (1) Project Proposal and (2) the signed Application Form scanned as pdfs and the files properly named before you begin the Online Data Form as it will require you to upload both. Note: applicants must ensure they AND their Faculty Director have signed the application prior to submission.

Applicants must be logged into their UCSB Connect Email Account to fill out this form - <http://bit.ly/sufapply21>

Questions? Email create@ccs.ucsb.edu