



JOHNS HOPKINS

KRIEGER SCHOOL
of ARTS & SCIENCES

Woodrow Wilson Fellowship Program PARTICIPANT AGREEMENT

Name:

Date of Birth:

Social Security #:

A. I accept the offer of the Woodrow Wilson Fellowship from the Krieger School of Arts and Sciences at Johns Hopkins University. I agree to: (Please initial each item below to indicate that you have read the commitment, fully understand it, and will comply with it)

_____ Routinely check and respond within 48 hours to all e-mails and texts related to Woodrow Wilson, and make use of my official JHU email account for all Woodrow Wilson-related correspondence.

_____ Meet with the Director of Undergraduate Research at least every six weeks, or more frequently as needed, and meet with my mentor (in person or by phone or Skype) at least once a month.

_____ Attend the 2-3 Woodrow Wilson workshops held every semester. These workshops are scheduled at the beginning of each semester, usually via a Doodle poll to ensure as many fellows as possible are available; I will make it a top priority to be available for these events, and understand that only an emergency or documented illness is a valid excuse for missing.

_____ Have a faculty mentor selected and confirmed by the end of my first full semester in the program. I understand that my official mentor must be a tenure-track faculty member at Hopkins, unless I have received a special exception from the Director of Undergraduate Research.

_____ Present my research findings at the annual meeting of the National Council on Undergraduate Research or an approved field-specific research conference.

_____ Participate in the Senior Poster Presentation in the fall of my senior year, which will entail creating a poster detailing my project and its results.

_____ Write a final paper of at least 20 pages detailing the results of my project, and seek academic publication. (Alternative final projects may be approved by the Director.)

B. I understand that I will be awarded funds to conduct my research, and that I must abide by the following guidelines:

_____ My project must be completed by graduation; on the last day of that semester, any unspent funds will be recalled. (If I am participating in a joint Bachelors/Masters program like SAIS, my project must be completed by the end of the undergraduate portion of my studies.)

_____ This award is only valid as long as I am a major in the Krieger School of Arts and Sciences; I recognize that changing majors to a program like Engineering would require me to leave the Woodrow Wilson Program.

_____ All Woodrow Wilson funds must be spent on allowable expenses as included in my approved budget, and any significant changes to that budget must be approved by both my mentor and the Director of Undergraduate Research.

_____ I understand that Woodrow Wilson funds can only be used for travel to approved sites with an established research connection, or to conferences at which I will be presenting my Woodrow Wilson research. All travel requests will be made at least 60 days in advance for within the US, and 90 days in advance for international travel; I further understand that where applicable, I may need to attain a research visa, not simply a tourist visa, for Wilson-funded international travel.

_____ I must provide copies of receipts for all expenses within 30 days of the expense; if I fail to do so, the expense will be charged back to my student account. I understand that extreme or repeat infractions could result in the retraction of my award.

C. I understand that Johns Hopkins University and the Woodrow Wilson staff has the right to terminate my participation in the program, and will adhere to the code of conduct as follows:

_____ If my project includes any interaction with human subjects, including any interviews, I must apply for and receive approval from the JHU Institutional Review Board (IRB).

_____ I understand that my decorum as a Woodrow Wilson participant is most important. I will be expected to act in a professional manner during both on and off campus activities and that respecting staff members is an absolute requirement.

_____ If my Woodrow Wilson thesis is also used or presented for another class or final project, that must be approved in advance in writing by both the Director of Undergraduate Research and the instructor or director of the other class or project. I recognize that failure to disclose the reuse of my own work is against the Student Life Policy, and is a form of academic dishonesty.

_____ I recognize that while many undergraduate researchers work as part of a lab team, it is essential that all my reports and write-ups carefully differentiate my own independent research project from the broader work of the lab team. (While my own project will of course complement the lab's work, it is important that my own contribution be clear.)

_____ I will notify Woodrow Wilson staff at least 24 hours in advance of any appointment cancellations, or within 24 hours after a missed appointment due to personal emergency. I understand that it is disrespectful to staff and to other students to miss meetings, and there is almost no acceptable reason to do so without advance notice, whether that notice be through email (preferred) or even by phone or text; therefore, I agree that any missed appointments without notice are grounds for dismissal from the program.

_____ I will complete and submit any evaluation forms/surveys as requested throughout the program and upon request from the Woodrow Wilson staff. I also agree to respond to follow-up contact on the part of the Woodrow Wilson staff regarding my academic and career progress after I graduate.

_____ I consent to allow Woodrow Wilson staff to use photographs and recordings of my participation in the program for promotional materials, and to allow Woodrow Wilson staff to continue to track my academic progress for at least ten years following my participation in the program; I understand that my Social Security number (above) may only be used for this type of academic tracking.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date specified adjacent to their respective signatures below:

Student Signature Date

Parent/Guardian Signature (if student is under 18) Date

Natalie Strobach, Ph.D. Date