

Butterfoss Community-Based Research Endowed Fellowship

About the Award

Dr. Butterfoss, a HPEB alumna ('93) and expert in building and sustaining community change, established an endowed fund in 2017 to support the training and research efforts of HPEB graduate students focused on community-based research.

The goal of the Butterfoss Community-Based Research Endowed Fellowship is to help recipients pursue their research and training in community organizing and community-based public health.

Eligibility

- Currently enrolled as a student in a HPEB masters or doctoral program
- Successful completion of 9 credit-hours in the HPEB program.
- Be in good academic standing.

Allowable Costs

- Research: Seed money to assist with data collection and/or analysis (e.g., computer software, incentive money to participants, production of surveys and materials, and other materials not listed here).
- Professional development: Money to attend workshops and summer institutes that will enhance the student's public health training in community-based research (e.g., pre-conference workshops, CDC training, software training, grant proposal training, etc.).
- Conference presentations: Costs associated with conference travel where the student is presenting community-based research.

Unallowable Costs

- Materials to be used on graduate assistantship (GA) or practicum projects.

- Living expenses, tuition and fees, or course materials (e.g., textbooks, software, etc.)

Award Amount

Fellowships awarded will be in the amount of \$500. Students can only receive the fellowship once during their master's or doctoral program.

Application Requirements

- Completed application form
- Unofficial USC transcript
- 1-page (maximum) proposal (single-spaced) that includes the following components:
 - Description of proposed research, professional development experience, or conference presentation, noting how the proposed activity will enhance the student's expertise in community organizing or community-based research.
 - Description of how the money will enhance training, marketability, and/or timely degree completion.
- Current CV or resume
- Detailed budget and justification for how the funds would be used
- A list of other current sources of support for the project or activity
- A completed recommendation form from an HPEB faculty member that knows the student and can speak to their qualifications for the fellowship. Ph.D. students should have their doctoral advisor complete their recommendation form.

Application Submission

Submit the application materials to the HPEB faculty member completing your recommendation form. The HPEB faculty member completing the

recommendation should then forward the application materials (including the recommendation form) as **one** file via e-mail to the Chair of the HPEB Scholarship and Awards Committee.

Application Deadline

September 30th and February 15th, annually.

Selection Process

The HPEB Scholarship and Awards Committee will review each request and make decisions based on the following criteria:

- The project or training has a focus on community organizing or community-based research.
- The likelihood that receipt of the fellowship will enhance the student's training, marketability, and/or ability to complete his/her degree in a timely manner.
- Academic performance
- The quality of the proposal
- Support from a HPEB faculty member
- Prior financial support from HPEB

If you have questions concerning eligibility, procedures, or criteria for selection, please contact Dr. Emily Mann (emily.mann@sc.edu).



**Health Promotion,
Education, and Behavior**
Arnold School of Public Health
UNIVERSITY OF SOUTH CAROLINA

Application Form

Butterfoss Community-Based Research Endowed Fellowship

Deadline: September 30th and Feb 15th, annually

Student Name: _____

Master's degree program: MPH MPH/MSW Ph.D.

VIP ID: _____

Credit Hours Completed in current HPEB Program: _____

Date of Expected Graduation: _____

E-mail: _____

Nature of Request (2-3 sentences): _____

Amount Requested: _____

Please create a single pdf file that includes your current CV/resume, unofficial transcripts from USC, a 1-page (maximum) proposal (single-spaced) describing research and/or professional interests in community organizing or community-based research as well as how funds from this fellowship will enhance your training, marketability, and/or ability to complete your degree in a timely manner, and, on a separate page, a detailed budget and budget justification (also list other current sources of support for this project/activity). You can find an example budget and justification template on the SPARC Graduate Research Grant Program's website at USC.

The HPEB faculty member writing your recommendation form must complete their recommendation and then submit all materials via e-mail as ONE PDF file to Dr. Emily Mann (emily.mann@sc.edu), Chair of the HPEB Scholarship and Awards Committee.

Letter of Recommendation Form

Butterfoss Community-Based Research Endowed Fellowship

Name of Reference: _____

Occupation Title: _____

E-mail: _____

Date Completed: _____

How long have you known the student? _____

How well do you know the student? _____

In what capacity do you know the student? _____

REFERENCE RATINGS

	Excellent	Good	Average	Fair	Poor	N/A
Critical Thinking						
Interpersonal Relations						
Community Engagement						
Leadership						
Oral Communication						
Written Communication						
Professionalism						
Overall Public Health Potential						

How strongly do you recommend this applicant (select one)?

Not at all strongly

Somewhat strongly

Moderately strongly

Very strongly

A letter of recommendation is not required. However, if you would like to include one, please attach it to this application and submit as one PDF file.