

## Boeing/Presidential Scholarship Guidelines and Contract

*The following information outlines the requirements of your award. Please read these pages carefully, and discuss them with your advisor. Once you have read and understood these requirements, please sign and date the bottom section and return the entire contract, to the Early Identification Program office.*

### Scholar Seminar

Although the primary goal for you as a Scholar is to actively immerse yourself within the research process, successfully completing your work, it is our hope that your experiences will be further enhanced by a coherent series of Scholar Seminars throughout the year. Fundamentally, these seminars are a chance for the entire group of scholars to get to know one another and provide collegial support to each other throughout the year. Additionally, these seminars will also provide you with detailed support and assistance in preparing your research for presentation, and solving any challenges that may come up during your year of work.

Scholar Seminars will be scheduled at least once a month starting in November to February. And starting in March, you will be schedule to meet at least twice a month, and in April, you are required to meet nearly every week. Seminars will be scheduled so that they are convenient for all Scholars. You will be required to attend (and fully participate in) all seminars, unless you receive prior permission from the Seminar preceptors to be absent.

**Comment:**  
Purpose of the Seminar get to know each other and support each other.

**Comment:** You'll meet often.

### Scholarship Payments

Your award is paid to you in three installments at the beginning of each quarter. *In order to receive payment directly, or on your behalf, you must be enrolled each quarter.*

**Comment:** How you'll get paid.

### Guidelines for Completion of Project

It almost goes without saying that students must complete their projects. However, in the past, there have been considerable problems with some of the students not completing their projects and following through on scholarship agreements. Please understand that when a project is not completed, it becomes difficult for EIP/McNair to secure scholarship funding for future students. Therefore, please carefully discuss your project with your advisor on a regular basis. Do not hesitate to update your advisor of your progress as often as necessary. Remember that your advisors are extremely busy individuals, and you will likely have to take the initiative throughout the year to make certain your advisor is aware of your progress, and has answered all of your questions.

**Comment:** You must finish.

*A completed project is simply one that, to the best of your ability, has honored the proposal and timeline you and your advisor submitted at the beginning of the scholarship period. On occasion, there will be slight revisions to the project during the year, or your advisor may request that you curtail or change a particular part of your project. As your advisor, such decisions are at his or her discretion.* Because of the potentially mercurial nature of this arrangement, it is expected that you will discuss all of the requirements of your project clearly with your advisor, making certain that both of you understand one another. Remember that this is intended to be a collegial process, one that allows you and your advisor to discuss and, at times, debate the merits of particular approaches to your inquiry. Enjoy this process, but at the same time, be collegial by making certain your expectations of one another are clearly understood.

**Comment:** You must finish on time.

*By the end of the scholarship period, both you and your faculty advisor must agree that your research has been completed according to your mutual satisfaction. This is the primary basis for determining completion of your project. Additionally, you are required to prepare, at minimum,*

**Comment:** Your faculty advisor will have to agree you've finished.

an oral presentation for the Undergraduate Research Symposium, and present your work at the Annual EIP/McNair Conference. Furthermore, you are required to submit a completed paper by the end of exam week during Spring quarter to your advisor for evaluation (and signature), and to the EIP/McNair Staff.

Comment: You must present.

**Satisfactory Academic Progress**

Beginning of each quarter, your faculty advisor must e-mail the Associate Director of the Early Identification Program confirming your satisfactory academic progress (your faculty advisor's definition) concerning your research project.

Comment: Quarterly confirmation from your advisor.

**University Subjects Review Committee**

All projects must be conducted in accordance with the University's formal guidelines for the ethical and humane treatment of subjects. You must inform yourself of these guidelines and, under no circumstances, deviate from them. Any necessary Subjects Review Committee approval (or exemptions) should be discussed with and arranged through your advisor as soon as possible.

Comment: You must be ethical <http://www.washington.edu/research/h sd/>

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*I have read, and understand, all of the above guidelines and requirements. I agree to comply fully with all requirements and guidelines outlined in this contract, and to ensure that my advisor understands the guidelines and requirements of this award. In addition to the above guidelines and requirements, I understand and agree that the Early Identification and McNair Programs reserve the right to obtain any pertinent information regarding my enrollment status, and to contact my faculty advisor and/or me in order to get updates on the progress of my project.*

*I understand and agree that any failure to fulfill the guidelines and requirements outlined above (as determined by EIP/McNair in consultation with my faculty advisor) will result in the immediate termination of my scholarship and stipend, and will require me to repay to the University (according to its guidelines) any amount previously awarded to me under the auspices of this award.*

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Scholar Name

Signature

Date