

## **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 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 letter of recommendation 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 write their letter of recommendation.

### **Application Submission**

Submit the application materials to the HPEB faculty member writing your letter of recommendation. The HPEB faculty member writing your letter of

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

### **Application Deadline**

September 30<sup>th</sup> and February 15<sup>th</sup>, annually.

### **Selection Process**

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

- The project 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

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If you have questions concerning eligibility, procedures, or criteria for selection, please contact Dr. Brie Turner-McGrievy (brie@sc.edu).



**UNIVERSITY OF  
SOUTH CAROLINA**

**Application Form**

**Butterfoss Community-Based Research Endowed Fellowship**

**Deadline: September 30<sup>th</sup> and Feb 15<sup>th</sup>, annually**

Student Name: \_\_\_\_\_

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

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).

The HPEB faculty member writing your letter of recommendation must complete their recommendation and then submit all materials via e-mail to Dr. Brie Turner-McGrievy (brie@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
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Critical Thinking

Interpersonal Relations

Community Engagement

Leadership

Oral Communication

Written Communication

Professionalism

Overall Public Health Potential

On the following page, please comment to the student's qualifications for this fellowship and the extent to which the receipt of the fellowship will enhance the student's training, marketability, and/or ability to complete his/her degree in a timely manner.

In preparing your statement, please review the student's proposal, CV/resume, and academic transcripts. You may prepare the statement in a Word document and paste it into the fillable box on the next page.

