

# THE 2022-23 UNCF/MELLON UNDERGRADUATE PROGRAM

## TIMETABLE

### FALL SEMESTER TIMETABLE

#### AUGUST/SEPTEMBER 2022

- ❑ **(Juniors)** Share and review a copy of your Summer Institute prospectus with your mentors.
- ❑ **(Juniors)** Mail or email transcripts to the UNCF/Mellon Programs Office by **September 9, 2022**
- ❑ **(Seniors)** Make sure that transcripts (along with your annual report) were submitted to the Programs Office.
- ❑ **(Seniors)** Submit Junior Summer Project Summaries to the Programs Office by **September 16, 2022**
- ❑ **(Seniors)** Begin the graduate school application process.
- ❑ **All fellows:** Meet with your mentors to discuss summer activities.
- ❑ **All fellows:** Make plans for regular meetings with your mentors.
- ❑ **All fellows:** Discuss with your mentors how you might use your semester stipend toward your research efforts.
- ❑ **All fellows:** Check with the UNCF/Mellon Programs Office to make certain your file is complete.
- ❑ **All fellows:** Mail/Email any updates of prospectuses and research topics by **September 30, 2022**

#### OCTOBER 2022

- ❑ **Mentors Only:** 2022 UNCF/Mellon Programs Conference. Location: Atlanta, GA. **October 6-8, 2022.**
- ❑ **(Juniors)** Begin discussing the graduate school application process with your mentors.
- ❑ **(Seniors)** Plan either a classroom observation or a teaching experience with your mentors.
- ❑ **(Seniors)** Continue working with mentors on the graduate school application process.
- ❑ **All fellows:** Meet with mentors to discuss progress on research.

#### NOVEMBER 2022

- ❑ **Fellows Only:** 2022 MMUF Southeastern Regional Conference, hosted by Howard University: **November 4-6, 2022.** Location: Washington, D.C.
- ❑ **(Juniors)** Begin discussing your summer plans with your mentors.
- ❑ **All fellows:** Encourage qualified sophomores to apply to the MMUF program. Share your experience as a fellow. Applications will be available at [www.uncfmellon.org](http://www.uncfmellon.org) and via mentors, campus coordinators and provosts.

#### DECEMBER 2022

- ❑ No deadlines

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### SPRING SEMESTER TIMETABLE

**ALL fellows are eligible to apply for Scholarly Development Fund; Only SENIOR FELLOWS are eligible for Graduate School Preparation stipends. There is a limited amount of funding for International Travel Projects available to all fellows.**

#### JANUARY 2023

- ❑ **All fellows:** Email or Mail transcripts to UNCF/Mellon Programs Office by **January 13, 2023**
- ❑ **All fellows:** Talk to your mentors about getting involved in teaching-related experiences.
- ❑ **All fellows:** Work with your mentors to identify opportunities to present your research during the Spring semester.
- ❑ Deadline for applications for the Undergraduate Fellowship Program is **January 31, 2023**.

#### FEBRUARY 2023

- ❑ **(Juniors)** Continue discussing summer research plans with your mentors.
- ❑ **(Seniors)** Discuss your graduate school choices with your mentors.

#### MARCH 2023

- ❑ Announcement of new UNCF/Mellon Undergraduate Fellows (**March 17, 2023**)
- ❑ **(Juniors)** Independent Junior Summer Research Proposals are due to the Programs Office by **March 24, 2023**
- ❑ **(Seniors)** Begin wrapping up research projects.

#### APRIL 2023

- ❑ **All fellows:** Make an effort to meet new UNCF/Mellon fellows on your campuses.

#### MAY 2023

- ❑ Junior Fellows' End-of-Year Report due **May 26, 2023** including:
  - ❖ Mentor's statement **and** Fellow's statement
  - ❖ Research Narrative (status of research effort) (2-3 page report)
  - ❖ Transcript
- ❑ Senior Fellows' End-of-Year Report due **May 26, 2023** including:
  - ❖ Mentor's statement **and** Fellow's statement
  - ❖ Research Abstract and Final Mellon research paper
  - ❖ Post-baccalaureate statement
  - ❖ Transcript
  - ❖ Loan Repayment Form (for fellows enrolled in a Ph.D. program)

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### SUMMER SEMESTER TIMETABLE

#### JUNE 2023

- **All fellows:** Annual Reports should have been received by the UNCF/Mellon Program Office. *Fall stipends will be withheld from fellows with missing or incomplete reports.*
- Undergraduate Summer Institute. Location: **Emory University** (June 1-30, 2023)

#### JULY 2023

- **All fellows:** Email or call the Programs Office with any questions, concerns or updates.

#### AUGUST 2023

- **All fellows:** Update the Programs Office about any email, phone number and address changes.