

# THE 2023-24 UNCF/MELLON UNDERGRADUATE PROGRAM

## TIMETABLE

### FALL SEMESTER TIMETABLE

#### AUGUST/SEPTEMBER 2023

- ❑ **(Juniors)** Share and review a copy of your Summer Institute prospectus with your mentors
- ❑ **(Juniors)** Email your transcript (which includes your Spring 2023 grades) to the UNCF/Mellon Programs Office ([info@uncfmellon.org](mailto:info@uncfmellon.org)) by **September 8, 2023**
- ❑ **(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 15, 2023**
- ❑ **(Seniors)** Begin the graduate school application process. There is funding available to you for GRE Prep and Ph.D. Application Fees. Please review the Graduate School Preparation section on our website for more information  
<https://uncfmellon.org/mmuf-opportunities/>
- ❑ **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 29, 2023**

#### OCTOBER 2023

- ❑ **Mentors Only:** 2023 UNCF/Mellon Programs Conference. Location: Atlanta, GA, **October 5-7, 2023**
- ❑ **(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
- ❑ **Fellows Only:** 2023 MMUF Southeastern Regional Conference, hosted by Duke University: **October 27-29, 2023**. Location: **Durham, NC**

#### NOVEMBER 2023

- ❑ **(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 <https://uncfmellon.org/undergraduate-application/>

#### DECEMBER 2023

- ❑ No deadlines

# THE 2023-24 UNCF/MELLON UNDERGRADUATE PROGRAM

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### SPRING SEMESTER TIMETABLE

#### JANUARY 2024

- ❑ **All fellows:** Email your transcript (which includes your Fall 2023 grades) to the UNCF/Mellon Programs Office ([info@uncfmellon.org](mailto:info@uncfmellon.org)) by **January 12, 2024**
- ❑ **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
- ❑ **(Juniors)** Begin researching summer research programs (*UNCF/Mellon Fellows completing the junior year are eligible to receive a summer stipend in the amount of \$4,500.00, to be used on a project or projects that will help to facilitate their research and/or graduate school research activities. We strongly encourage you to participate in a summer research program. The Programs Office will email details of some summer programs to you*)
- ❑ **(Seniors)** Complete the Post Baccalaureate Plans survey. This survey will be emailed to you this month
- ❑ Deadline for applications for the Mellon Mays Undergraduate Fellowship Program is **January 31, 2024**

#### FEBRUARY 2024

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

#### MARCH 2024

- ❑ Announcement of new UNCF/Mellon Undergraduate Fellows (**March 18, 2024**)
- ❑ **(Juniors)** Junior Year Summer Research Stipend requests are due to the Programs Office by **March 22, 2024**
- ❑ **(Seniors)** Begin wrapping up research projects

#### APRIL 2024

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

#### MAY 2024

- ❑ **All Fellows:** Begin thinking about a paper that you would like to submit to the MMUF Journal office for publication consideration. This is an opportunity for MMUF Fellows to share their work with the MMUF community. More information will be sent out this month
- ❑ **Junior Fellows'** End-of-Year Report due **May 31, 2024** 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 31, 2024** including:
  - ❖ Mentor's statement **and** Fellow's statement
  - ❖ Research Abstract and Final Mellon research paper
  - ❖ Post-baccalaureate statement
  - ❖ Transcript

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### SUMMER SEMESTER TIMETABLE

#### JUNE 2024

- **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.*
- **(Incoming rising Junior Fellows)** Undergraduate Summer Institute. Location: **Emory University** (June 1-30, 2024)

#### JULY 2024

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

#### AUGUST 2024

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

### FUNDING AVAILABLE TO UNCF/MELLON FELLOWS

<https://uncfmellon.org/mmuf-opportunities/>

#### ▪ **JUNIOR YEAR SUMMER STIPENDS**

UNCF/Mellon Fellows completing the **junior year** are eligible to receive a summer stipend in the amount of \$4,500.00. The summer stipend can be used on a project or projects that will help to facilitate their research and/or graduate school research activities.

#### ▪ **SCHOLARLY DEVELOPMENT FUND**

All UNCF/Mellon Mays Fellows may request up to \$800.00 per year for scholarly development. Fellows may use this stipend to assist with expenses related to travel and/or research.

#### ▪ **INTERNATIONAL RESEARCH TRAVEL GRANT**

The International Research Travel Grant is designed to support the international/global scholarly interests of UNCF/Mellon Fellows and/or participation in intensive language study programs approved by the UNCF/Mellon Programs Office. A limited number of grants of up to \$3,000.00 per Fellow will be awarded each academic year. **All** Fellows are eligible to apply.

#### ▪ **GRADUATE SCHOOL PREPARATION FUND (SENIOR FELLOWS)**

(\$1,000 for GRE Preparation and \$300 for Ph.D. Program Application Fees)

**Senior** fellows may request a GRE Preparation stipend of up to \$1,000.00. In addition, Fellows may request an additional \$300 to cover up to three application fees to Ph.D. programs.

**You must submit a request to our office in order to receive these funds. All stipend request forms may be found on our website: <https://uncfmellon.org/mmuf-opportunities/>**