Fall 2016 Brown School Masters Research Fellowship Program Summary

Masters Research Fellowship (MRF) Program Details:

- MRF appointments guarantee paid part-time employment that includes a strong mentorship component and opportunities to participate in research activities and events, as defined the faculty sponsor or designee.

- MRF appointments are funded by the faculty sponsor or research center’s individual resources (grant or contract funds, faculty funds, or other sources). Federal work-study funds may not be utilized to support an MRF.

- Fellow is expected to work an **average of 10 hours per week** during the academic year at the rate of **$12.00 per hour** payable on a biweekly basis; therefore sponsor’s basic financial commitment is **approx. $4,500 per academic year**.

- Additional time and compensation (i.e. summer months and/or > 10 hours average during academic year) is at the discretion of the faculty sponsor or designee.

- MRF appointment also includes coverage of the student’s annual student health and wellness fee of $320 in the form of additional remission funded by the Brown School.

- Initial MRF appointment term is **AY 2016-2017**. Student must enroll in the FL16 cohort, remain in full-time status and good academic standing, and comply with job performance and conduct standards. Appointment is renewable for the subsequent academic year upon mutual agreement between the faculty sponsor or designee and the student.

**Anticipated Timeline and Responsibilities:**

- The Brown School Office of Admissions & Recruitment will coordinate available MRF opportunities for the FL16 incoming cohort; MRF opportunities will be promoted to applicants beginning in mid-December, 2015.

- The MRF online application will be available to students January through mid-March, 2016. The Admissions team will monitor application status and field applicant questions as needed during the application process.

- Applications will be available for electronic review by MRF sponsor or designee as they are submitted. Sponsor and/or designee is responsible for reviewing their respective applications, coordinating and conducting interviews, and providing a final ranking of desired applicants to the Admissions team **NO LATER THAN APRIL 10, 2016**. *(Further instruction on this process will be provided)*.

- The Brown School Office of Admissions & Recruitment will coordinate ranked offers and notify applicants in a ‘first-round’ selection the **week of April 11, 2016**; student will be given a short period of time to accept appointment and confirm intent to enroll at the Brown School. Additional rounds of selection will occur as needed.

- Upon receipt of the student’s verbal acceptance of the MRF appointment – and confirmation of intent to enroll at the Brown School – the Admissions team will notify the sponsor and/or designee and handover for completion of the official appointment letter and hiring process. *(Further instruction on this process will be provided)*.

- MRF sponsor and/or designee is then responsible for collecting the signed appointment letter, coordinating payroll process, arranging schedule and activities for the fellowship, and communicating with the student moving forward.

**TO SPONSOR AN MRF OPPORTUNITY, PLEASE SUBMIT THE MRF SPONSOR COMMITMENT FORM.**

Please note that the following information will be required in the sponsor commitment form:

- Name of Faculty Sponsor
- Associated Research Center (if applicable)
- Administrative Contact (if applicable)
- Fellowship Title (**Masters Research Fellow in ...**)  
- Number of Positions Available
- Brief Description of Fellowship Objective*
- Special Skills or Qualifications Required*
- List of General Tasks and Responsibilities*

*If your MRF was offered in fall 2015, you may opt to use the same description.*