



# VFIC MEMORANDUM

**TO:** Chief Academic Officers

**CC:** VFIC Corporate and Foundation Officers

**FR:** Mary-Beth Johnson, COO

**RE:** Proposals for 2018 Mednick Fellowships  
**Deadline – February 28, 2018**

---

**The VFIC Mednick Memorial Fellowships Committee is now inviting proposals for 2018 awards. The \$2,100 fellowships are designed to encourage the professional development of college teachers and improve their academic competence through research and advanced study. The deadline for receiving proposals is February 28, 2018.**

*The Maurice L. Mednick Memorial was created in 1967 in honor of a young Norfolk industrialist who died from accidental causes and whose family and business associates wished to perpetuate his name by establishing a memorial that would emphasize his and the donors' strong interest in higher education. Administration of the Mednick Memorial Fund is vested in the Virginia Foundation for Independent Colleges.*

The \$2,100 fellowship awards will be distributed in July 2018. A committee of VFIC business trustees and college presidents oversee the selection of research proposals for funding on an annual basis. The committee encourages each of the colleges to submit a proposal. The committee will accept only one proposal from each member college.

Attached are files (1) which outline the program and limitations on the use of the awards, (2) application materials, and (3) final report information. Once you have selected a candidate for the 2018 award, please have them submit their application materials by February 28, 2018 via email to me at [johnson@vfc.org](mailto:johnson@vfc.org).

Should you have any questions about the Mednick program, please contact me at [johnson@vfc.org](mailto:johnson@vfc.org) or 804.288.6609.



## **2018 Mednick Memorial Fellowship Award**

### **Guidelines**

Inquiries and questions should be directed to Mary-Beth Johnson at [johnson@vfic.org](mailto:johnson@vfic.org).

#### **Mednick Grant Proposal Information**

The committee maintains a flexible policy with regard to the number and size of grants from year to year. Proposals should be developed using the following:

- A. Each proposal must be accompanied by a letter of endorsement from the president or the chief academic officer commenting briefly on the merit of the proposal in terms of the future interests of both the institution and the applicant.
- B. Deadline for applications - February 28. Applicants will be notified in April and the awards will be available by July 31 through the sponsoring institutions' business office.
- C. It is the obligation of the sponsoring institution to:
  - ensure that funds granted to its applicant are used exclusively in support of the purposes for which the grant was requested and approved, and
  - by May 31 of the year following the award, advise the VFIC of the status of the project for which the grant was made.
- D. The committee will accept only one proposal from each member college.

Grants may be requested to supplement other available research funds. Grants will NOT be made for any of the following:

- Faculty members engaging in normal course work leading toward a degree
- Stipends or other compensation to be paid to faculty members, students, consultants or other personnel. This also includes clerical and administrative research assistance for the research project (i.e., typing, filing, proofreading, transcription services, etc.)
- Travel not directly related to the research project
- Tuition and registration fees
- Purchase of supplies other than for the research project
- Purchase of capital equipment (i.e. computers, laptops, LCD projectors, etc.) An exception may be reasonable scientific equipment needed to conduct research pertinent to the project. All requests of this nature are subject to review by the committee. Please inquire prior to sending in such a proposal.

#### **Timeline**

- November 2017 - Announcement & Application Available
- February 28, 2018 - Deadline for Applications
- April 20, 2018 - Notification of Awards
- July 2018 - Distribution of Funds
- May 31, 2019 - Final Report Deadline for **2018** grant recipients.



2018 Mednick Memorial Fellowship Award  
Virginia Foundation for Independent Colleges

**DEADLINE: February 28, 2018**  
Send applications to [johnson@vfic.org](mailto:johnson@vfic.org)

**Please submit the application package in the following order:**

- Page 1**      **Letter of Endorsement** – from the President or Dean of the College/University.
- Page 2**      **Application Form**
- Pages 3 & 4**   **Narrative/Timeline** - Please provide a full description of the background, objectives, methodology, significance of the project, description of your specific activities/strategies using a brief timeline.
- Page 5**      **Budget** - line item descriptions with amount/cost of the expected use of the fellowship money (travel, lodging, supplies, materials, meals, incidentals, transportation).
- Pages 6-8**    **Curriculum Vita/Resume**



# VFIC Mednick Memorial Fellowship 2018 Application

**DEADLINE: February 28, 2018**  
Send applications to [johnson@vfic.org](mailto:johnson@vfic.org)

## I. Grantee Contact Information

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

School \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## II. Grantee Request Information

Project Title \_\_\_\_\_

Endorsed By \_\_\_\_\_

Amount Requested \_\_\_\_\_

Project Start Date \_\_\_\_\_

Project End Date \_\_\_\_\_

In **two** sentences or less, please summarize the purpose of your research and how you will utilize the funds. (*i.e.* *The purpose of my research is to examine the phylogeographic and population genetic patterns in eastern newts throughout the southeastern United States (North and South Carolina, Georgia, Virginia and eastern Tennessee.) Funds are need to help with transportation, lodging and meals to these areas and for general collection supplies.*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



2018 Mednick Award Reporting  
Virginia Foundation for Independent Colleges

**2018 Mednick Memorial Fellowship Award Reporting**  
**For fellowships awarded in 2018**  
**(Due May 31, 2019)**

**Mednick Memorial Fellowship Award - Final Report**

1. Findings/Results/Accomplishments - Describe the outcomes from your research and the impact the work has had or will have on your professional development.
2. Expenditure of Funds - Please provide a detailed accounting of how the funds were expended.
3. Dissemination of Results and Publication - Please list how and where your research project's results will be disseminated, shared and/or published.
4. Timeline for Completion, if work is still in progress - Describe the specific activities that are still in progress or scheduled to be completed that directly relate to this project.
5. Future Work - Please provide any plans for future work directly related to this project.

Submit report to [johnson@vfic.org](mailto:johnson@vfic.org). Any questions, please contact Mary-Beth Johnson at [johnson@vfic.org](mailto:johnson@vfic.org).