**Katherine C. Lee Memorial Fund**

To honor the memory of Kathy Lee, who graduated in 1991 and studied in Dijon in 1990, her family and friends have endowed a fund to be awarded to students enrolled at the University of Puget Sound who are participating in an affiliated study abroad program in France, with preference given to students enrolled in the Dijon Program. While amounts may vary, $1000 to $2000 is available yearly and applied to the student’s account.

The award is to allow students to extend their stay in France in order to pursue a research project, complete a special project or a course of study **necessitating additional time in France**.

Application for the award is in the form of a short proposal (2 to 4 pages) that outlines the scope of the project to be pursued, the length of time expected, the places to visit, and the anticipated cost. See below.

Deadline: November 15 each year. Send to: Diane Kelley

Applicants must:

* Develop an intellectually compelling and feasible project or justification for pursuing a proposed project. A strong, feasible and compelling project that justifies the on-site experience is the most important aspect of a successful application.
* Demonstrate the need for the project to be undertaken in France while on the Dijon semester, and the connection of such a project to their course of study.
* Briefly describe the goals for your study abroad program as a whole and more specifically the project you hope to accomplish with the help from the Kathy C. Lee Memorial Fund. (This summary should be on a separate sheet of paper.)
* Include a project budget for the period of time that would be covered by the Fund.

Successful applicants will be asked to formalize their commitment to the award by signing a statement obligating them to provide a written report on the results of their research or project, no later than mid-term of the fall semester following their return. This report is to be provided to the French faculty director of the project. Students will also be required to make a public campus presentation of their research project in the fall semester.

Helpful Tips for the Proposal

The statement of your proposal should address the following points:

1. What do you propose to do, and why do you want to undertake this project?  
  
2. Why does the project have to be conducted in France?  
  
3. What is innovative, important or significant about the project?  
  
4. How will your project help further your academic or professional development?  
  
5. Do you have the requisite academic/field-specific background to undertake the proposed research or project? Explain in detail.  
  
6. Do you have sufficient language skills to undertake the proposed project?  
  
7. With whom do you propose to work? Why?  
  
8. Will you base your work on specific theoretical goals and methodologies? Explain.  
  
9. When will you carry out the project? Include a rough timeline.   
  
10. Where in France do you propose to conduct your study or research? Why was this particular location chosen?  
  
11. Will the resources in France support the project?  
  
12. How do you plan to use the available funds? Include a brief cost breakdown.  
  
13. Are there any possible feasibility concerns that the project could provoke?  
  
14. What additional support could you provide in your application?