



Where leaders are made

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## Memorandum

**To** Current CEEP and Hughes Recipients, Other Eligible Students  
Faculty, Administrators, and Off-Campus Supervisors

**From** Jerome L. Neuner, Associate VP Academic Affairs

**Subject** Application and Re-application for Canisius Earning Excellence Program (CEEP)  
and Hughes Interdisciplinary Research Fellowships

**Date** February 5, 2009

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Please read this memo for information about two competitive student employment opportunities. Note that students presently funded under Howard Hughes or CEEP **must** apply for 2009 - 2010 funding.

**Renewal is not automatic.** Students must have a **3.15 GPA** in order to apply for either award.

- 1) The **Canisius Earning Excellence Program (CEEP)** is seeking applications for employment. **The work period is approximately May 15, 2009 to May 13, 2010.**
- 2) The **Hughes Interdisciplinary Research Fellowships (HHMI)** is seeking applications for employment for **summer 2009 only**. Please note this change.
- 3) Hughes employment is funded under the third **Howard Hughes Medical Institute (HHMI)** grant to Canisius. **HHMI III** has the primary goals of supporting interdisciplinary student research leading to presentation or publication and of increasing the presence of minorities in science and research.
- 4) Hughes awards can go only to full-time students majoring in biology, biochemistry, chemistry, computer science, bioinformatics, mathematics, or physics.
- 5) CEEP awards are for students in all majors and may include work on or off campus.
- 6) The wage scale for the Hughes award is \$9.00 per hour with a maximum of 400 hours, minus taxes, and the rate for CEEP is \$8.00 per hour, minus taxes, for a maximum of 300 hours. Students may not be awarded all the hours requested. **Deadlines for Hughes awards are earlier** because these proposals will be sent to experts outside of the Canisius faculty.
- 7) Hughes award forms have a category requiring the mentor/supervisor to summarize prior experience or performance as a director for undergraduate student research.
- 8) Because of the high demand for both Hughes and Canisius awards, partial awards may be made for hours less than requested by students and mentors.
- 9) Separate forms will be used for Hughes and Canisius awards. Make sure you have the correct packet of forms. **Students who apply for but are not funded by Hughes are automatically considered for CEEP.** No additional forms are required.
- 10) For additional information please refer to the *Frequently Asked Questions* available at:

<http://www.canisius.edu/academics/ceep/hhmi.asp>

## Goals of Programs

### CEEP

- recruit and retain highest quality students
- improve baccalaureate experience
- stimulate faculty scholarship and productivity
- reduce student indebtedness
- attract external funding

### Hughes

- conduct interdisciplinary student research leading to presentation and publication
- increase presence of minorities in science careers and research

## How to Apply

Applications are available at <http://www.canisius.edu/academics/ceephmi.asp>. The student consults with the potential supervisor and fills out the student application. The supervisor fills out the confidential recommendation, seals it in an envelope, signs over the seal, and gives it to the student for submission. The student attaches a copy of the **fall 2008** grade report (**complete transcripts are unnecessary-the student's full name must appear on the grade report**) and submits the package according to the schedule below:

## Deadlines

- **Hughes:** **Thursday, February 26, 2009**  
**to the Biology Department, Health Science Center-Room 306**
- **CEEP:** **Thursday, March 26, 2009**  
**to Kathy Peter, Academic Affairs Office, Bagen 205**
- **Awards:** **Thursday, April 23, 2009** **(announced by mail & postings**  
**outside Academic Affairs Bagen 205,**  
**Financial Aid OM 100, Student**  
**Records BA 106, the Biology Dept.**  
**HS 306 and Student Advising OM**  
**103)**

## Questions

- **Hughes:** Dr. Susan Aronica, Associate Professor/Biology, x 3160
- **CEEP:** Dr. Jerome Neuner, Associate Vice President for Academic Affairs,  
x 2121