

PROPOSAL GUIDELINES FOR THE FREEDMAN PRIZE AWARD
Academic Year 2026-27 (beginning July 1, 2026)

- ☐ **DEADLINE is to March 27, 2026 at 11:59 p.m. (no late submissions)**
- ☐ **Submit electronically** to the [Google form here:](https://docs.google.com/forms/d/e/1FAIpQLSdm3OZxmbVISYSBUtb5Z1NL93gaEDRwQtAldI-QBWXhQIYJhQ/viewform)
<https://docs.google.com/forms/d/e/1FAIpQLSdm3OZxmbVISYSBUtb5Z1NL93gaEDRwQtAldI-QBWXhQIYJhQ/viewform>

DESCRIPTION AND ELIGIBILITY

The Freedman Prize: Established by Drs. Allen and Judy Freedman in 2002, the Freedman Prize recognizes superior *student-faculty collaborative work* that can prepare for a senior project. Although the Freedman Prize has a long history of supporting original student-faculty collaborative research, other types of original creative academic work are also supported by the Open Freedman Prize.

Who's Eligible: All Hartwick College students in good academic standing (GPA of 2.0 or higher, completed sufficient credits to be on schedule for 4-year graduation), and with no account holds are eligible to apply for the *Open Freedman Prize*. Those projects specifically related to Earth sciences are supported by the *Freedman Prize in Applied Geosciences*. All projects must involve original work and include a faculty collaborator. A signed faculty commitment letter is required.

The Award: Awards provide **up to \$4000** in support of the project. The Freedman Committee encourages proposals with *smaller budgets* as well. The final number of awardees will be determined based on both requested and available funds.

Timing: All complete proposals must be submitted electronically by *March 27, 2026 by 11:59pm*. Proposals will be evaluated for academic merit, content, and feasibility. **Top applicants** will be invited for **interviews with the committee** in *mid-April 2025*. **Finalists** will be notified by *late April 2026*.

Obligations: All Freedman Prize winners must present their work at the *Annual Student Showcase (May 2027)*. In addition, all prize winners will meet with Drs. Judy and Allen Freedman in the early Fall 2026 to discuss their proposed projects.

Questions: Dr. David Griffing, griffingd@hartwick.edu

Required Proposal Components:

- 1. Project title:** Clear *and* concise as possible.
- 2. Applicant(s) and Faculty Collaborator Information:** Name, Major, Year, Department, and contact information (email).
- 3. Project Abstract (≤ 200 words):** Provide a concise summary of the proposed project. It should include a brief statement of the objectives, a short description of the methodological approach(es) you will use, and a concluding sentence about the significance of the project.

4. Introduction and Background (≤ 500 words): This section should *describe exactly what you plan to do* (clear detailed goals). You must include the background and relevance of the project based on a researched *literature review*. This proposal section should provide information about why the chosen topic and questions are interesting and worth examining; what has been done; how your proposed project will contribute to the field; and clearly explain the significance of your project. Make sure that your writing is clear and easily understood by a college-educated audience who is not necessarily an expert in your field; avoid or at least define field-specific jargon. Sources must be cited.

5. Project Plan (≤ 500 words): This section should *describe how you will complete the project*. Include specific methods and procedures (plus materials, equipment, reagents, species, tissues, computer hardware, software, etc.) that you plan to use. Clearly outline any experimental designs, sample sizes, replication, quality control measures, locations, and statistical analysis (if applicable). Include a *detailed timetable* for the completion of your project. Provide a *backup plan* if your primary plan does not work out, or your first experiment fails. Assure the committee that you will be able to deliver your proposed project. Cite your sources.

If you are working with animals, you will need an Animal Protocol form (see below) with approval by the Animal Care Committee. Personal Safety and Hazardous Materials also need to be discussed and any required permits need to be listed (see below). Also note that any reusable equipment purchased with Freedman Prize money remains Hartwick College property after the completion of the project work.

6. Reference List (literature cited): You should have a minimum of 10 primary sources that are cited in your proposal. Cite all sources in the text (but do not list references that are not cited in the text). In addition to the primary sources, you can include secondary sources, such as newspaper and magazine articles, websites, etc.

Reference List format examples (in general, author(s) name, year, title, journal, edition, and page numbers should be listed):

Articles: Hodgens, L. L. L. Hodgenns, and L.L.L. Hoodgens. 2005. Repetitive DNA families in the Green Iguana, *Iguana iguana*. *Journal of Irreproducible Results* 46:25-36.

Books: Loops, I. 1994. Computer programming for the complete idiot. Academic Press, New York.

Book Chapter: Walters, A. 1983. The rings around Uranus. *In: Introduction to Astronomy* (K. Sheldon, and R. Hamilton, eds.), pp 11-63. Oxford University Press, London.

Websites with authors: Cyberman, I. 2007. Is it alive? <http://www.cyberman.edu> (retrieved on 3 March 2008).

7. Faculty Commitment Letter (required): You must request a short letter of committed support from the faculty advisor and collaborator who will work with you on the proposed project. This letter should clearly outline the role and responsibilities of the collaborating faculty member, state the feasibility of the project, and provide support for troubleshooting to ensure a successful project. *These letters must be signed by the faculty member and directly emailed to Heather Conroe, conroeh@hartwick.edu.*

8. A Statement of Goals: Describe how your proposed project is related to your academic, career, and life goals.

9. Dissemination Plan: Include a statement explaining how you will share your experience with the campus community and any other venues. Presenting at the Hartwick *Student Showcase* is required. There will be a specific oral presentation session for Freedman winners.

10. Detailed budget (required): Use the attached budget template. **The maximum award is \$4000.** You can include money for materials (consumables) and small instruments/equipment needed for the completion of your proposed project, travel expenses for field trips, or professional visits (but not for conferences). Use the provided template:
https://docs.google.com/spreadsheets/d/1_KctTc3poXs9xzhjpKIVfGdAqTUQ3gUH/edit?usp=sharing&ouid=114342045170659913398&rtpof=true&sd=true

11. A Press Release (≤ 200 words): A summary of the proposed project should be written to the *general public as the audience* who are interested in your research. This short summary should briefly describe the project, include who is doing the work (student and faculty collaborator), how, where, and when it will be completed, and why it is significant and interesting to do.

12. Permits/Licenses: Identify any special permits or licenses required (if applicable) and how you will attain them. Discuss with your faculty collaborator to make sure all of the permit/license requirements are fulfilled before you start your project.

13. Personal Safety and Hazardous Materials (if applicable): *Include a table* that lists any chemicals/materials that you use, their hazards and toxicity, personal protective equipment required for handling them, what the storage requirements are, how you are going to dispose of the generated waste if applicable, and what you need to do if a mishap/accident happens. Familiarize yourself with the Safety Data Sheets (SDS) and where you can find them – they can be electronic, but accessible.

14. Animal Care Protocol (if applicable): If your proposed project involves working with vertebrate animals, you need to contact the Animal Care Committee's chair Dr. Jeanne Hansen (hansenj@hartwick.edu). Written approval needs to be obtained by the start of the project.