

MEMORANDUM

Date: September 14, 2009
To: GSD Students
From: Christian Werthmann, MLA Program Director
Re: Penny White Award Deadline

THE DEADLINE FOR PENNY WHITE PROJECT PROPOSALS IS 12 pm on Monday, Nov. 2, 2009

Winifred G. (Penny) White had just completed her second year of the MLA program when she died suddenly of leukemia in 1976. In her memory, her family established a fund within the GSD to offer financial support for student projects. The projects are to “carry forward Penny's ideal of a culture which emphasizes a close relationship between people and nature in a cohesive living environment.” This memo announces the next deadline for Penny White proposals, and outlines criteria for projects and awards.

According to the original bequest, the fund's objectives are:

- “1. To promote creative thought by providing students with an opportunity to pursue their own projects;
2. To promote the development and dissemination of a land ethic which integrates the preservation and enhancement of natural systems through studies of design, ecology and natural science, and;
3. To provide opportunities for students to diversify their graduate study into areas which might not be available within the normal academic curriculum, in fields such as geomorphology, microclimatology, and soil mechanics.”

All students enrolled in the Harvard Graduate School of Design are eligible for support for any type of project that addresses the broad objectives of the fund. Although all GSD students are eligible, according to the bequest “it is expected that preference will be given to students in the Department of Landscape Architecture.” Students may work individually or in teams, with or without faculty supervision, and in conjunction with or independently of other course work. The only restriction on the work is that it be completed before a student's graduation.

Five copies of the proposal should be submitted to Edna Van Saun in the Landscape Architecture Program Office, room 312, by 12 pm on Monday, November 2, 2009. Proposals received after the deadline will not be considered in this period, but can be considered during the next period if the student requests. The deadline must be absolute for fairness to all proposals and for efficiency in proposal review. The selection committee will meet during the week following the deadline, and awards will be announced Tuesday afternoon, November 10, 2009, by a posted announcement. Any announcement prior to the written one is unofficial, even if by a selection committee member, and may not be accurate.

Students not enrolled in the Master in Landscape Architecture, Master in Architecture, Master in Urban Design, or Master in Urban Planning programs must indicate clearly the relationship of the proposed project to their major research enterprise, including thesis or dissertation studies. Further, these students must indicate other sources and amounts of funding related to such efforts.

Past awards have ranged from \$200 to \$2750, with most around \$700 - \$1400. Although proposals are evaluated without regard to budget, if two or more proposals are equally ranked by the committee, less expensive ones will receive stronger consideration.

Successful applicants may be required to submit a two-page written report to the Department of Landscape Architecture, and may be asked to present the results of their work in a lecture or seminar, such as the Lunchbox Lecture. Two sets of final projects (CDs, written reports, etc. must be submitted to the Landscape Architecture Department (one each for The Loeb Library and the LA Department), and your budget should include funds for their production. Publication in the open literature of especially outstanding material will be encouraged.

(See reverse side for Format Instructions)

Format Instructions

The proposal should have no more than 5 pages of text (Introduction through Anticipated Results), plus supporting figures, tables, bibliography, etc. and should be typed on 8.5 x 11 inch paper. Please follow this format:

TITLE PAGE. Present your project's title, your name, address (GSD as well as home), and social security number, the date, and the total budget request.

ABSTRACT. A brief (1 paragraph) description of the principal objectives and scope of the investigation, proposed methods, and expected product. This section is best if written last.

INTRODUCTION. Describe the general problem, the specific questions that you are asking, any hypotheses to be tested, and the objectives of the proposed project. Each of these items should be dealt with in 1 paragraph, without elaborate justification or explanation, which properly go in the next two sections. Terse statements are persuasive.

BACKGROUND. Support your hypotheses and objectives with a literature review, description of previous work, logical arguments for the hypotheses, historical development, or whatever else is appropriate. Cite literature and graphical work here. This section and the methodology should make the bulk of the proposal.

METHODS. Describe each of the major tasks of the project, and discuss fully the methods you propose to use to accomplish the tasks. Cite earlier work that used or developed particular methods in this section.

ANTICIPATED RESULTS or PRODUCT. Describe the benefits, both to you and to your discipline(s), of the project. Benefits are both tangible and intangible, and can include new insights into design-related issues, technical papers for journal publication, slide collections that address specific concerns, etc.

LITERATURE CITED. List all references in alphabetical order by Author, Date, Title, and Journal or Book.

PERSONNEL. List the investigators involved with your project, contacts you have made who are important for carrying out the tasks, consultants and other resource personnel, and any faculty (or non-faculty) advisors you may have. Faculty advisors are not required.

SCHEDULE. Describe the timetable, including starting and ending dates, for accomplishing the tasks described in the Methods section, and propose a time to present your results to the Department of Landscape Architecture.

BUDGET. Itemize anticipated expenses under line items such as "Supplies", "Travel", "Reproduction", etc. Be as specific and accurate as possible. Applicants need to pay attention to a standard of "reasonableness" with respect to incidental project costs. The fiduciary guidelines indicated support for travel, supplies, and equipment uses, but it is expected that food and other normal "per diem" costs are generally outside the purview of the grants. **Applicants must disclose additional sources of grant funding from GSD sources.**