

## **Kranzke Guidelines**

### **STUDENTS ARE REQUIRED TO BE FULL-TIME TO RECEIVE THE SCHOLARSHIP**

The Robert Joseph and Wilhelmina Ann Kranzke Research Scholarships are awards of up to \$5,000 per year for research and study of psychedelic/entheogenic plants or substances; up to two awards may be made each year if appropriate projects are selected by the Kranzke Committee. Scholarships are for institutional tuition credit only, and are not a cash award. The research project can be made from a range of perspectives, including psychology of consciousness, historical, literary, ethnographic, shamanic, spiritual, therapeutic, indigenous or traditional healing practices, educational, and others to be determined by the Kranzke committee. Application Deadlines: **Fall Awards: June 15; Spring Awards: Jan. 15**

#### **Eligibility**

Any registered student in a CIIS doctoral program in good standing and who has satisfactorily completed at least one semester of full-time academic work can apply for the Kranzke Research Scholarship. In addition, recipients cannot be in default or owe a refund for any federal financial aid program. Students must also have at least one year remaining in their doctoral program before applying for the Kranzke scholarship.

#### **The Application**

The dissertation proposal will serve as the larger core document for the Kranzke proposal. The Kranzke proposal will be an abbreviated version (typically 15-25 pages) of a typical dissertation proposal and will comply with all of the dissertation guidelines provided by the student's department and these guidelines should accompany the Kranzke application. In addition to the above guidelines, the Kranzke proposal should consist of the following elements, with section headings as indicated below:

- \*Cover page: Kranzke Research Scholarship Application from the CIIS Financial Aid Office
- \*Dissertation Chairperson letter (see below)
- \*HRRC Approval Letter (see below)
- \*Dissertation Approval Form
- \*Title page: the proposed project should have a clear descriptive title
- \*Sections headed as follows:
  1. Introduction and Statement of Purpose; (include statement of significance).
  2. Literature Review (Background, Context; and/or Theoretical Perspectives).
  3. Methodological Approach; (include data/information gathering and analysis)
  4. Applicant's Qualifications and Prior Knowledge of Subject (include previous research experience and/or coursework in research methodologies)

#### **Letter of recommendation from Dissertation Chairperson**

The student's dissertation chairperson should write a letter recommending the student's Kranzke application, based on the student's completed or emerging dissertation proposal, for the Kranzke scholarship award. This recommendation letter should also indicate that the student's dissertation research proposal and Kranzke research application will address the same research literature, topic(s), question(s) and methodology. This letter should also estimate the time needed for the

student to complete the dissertation. Department forms should accompany this letter that indicate that the dissertation chairperson is formally chairing the student's dissertation. The dissertation proposal need not be fully approved by the chairperson and dissertation committee at the time the Kranzke application is made but the recommendation letter needs to state that the proposal is sufficiently complete that it is clear to both the chairperson and student that the dissertation research will be conducted as specified in the Kranzke application. If the chairperson cannot make this assurance in writing then the Kranzke application should be deferred until such an assurance can be affirmed.

#### HRRC Review

Before an HRRC application is submitted for HRRC review the dissertation chairperson and student should contact using email the co-chairperson of the HRRC committee, Frank Echenhofer [fechenhofer@ciis.edu](mailto:fechenhofer@ciis.edu), to discuss the specific Kranzke application in terms of the level of risk, whether the proposed Kranzke research requires an HRRC application review, whether the HRRC review can be waived, and related matters. All Kranzke applications must follow this procedure, even ones that do not involve human subjects. This is to insure that all Kranzke research applications are reviewed by the HRRC committee. Kranzke research proposals determined to require an HRRC application review should follow the HRRC guidelines and timelines.

#### Completed Application

Submit your signed application and all required documents to [fechenhofer@ciis.edu](mailto:fechenhofer@ciis.edu). Documents should be in PDF format.

#### Application Deadlines

Applications will be accepted twice each year:

January 15, 2017 (for Spring, 2017 semester)

June 15, 2017 (for Fall, 2017 semester)

#### Awarding of Kranzke Funds

The Kranzke award will be made in two installments. Half of the funds will be initially awarded and the remaining half of the funds will be awarded upon review of the awardee's Kranzke research progress report.

The progress report must be submitted to [fechenhofer@ciis.edu](mailto:fechenhofer@ciis.edu) by :  
[Documents should be in PDF format.]

February 12 (for Spring disbursement)

September 24 (for Fall disbursement)

Scholarships are for institutional tuition credit only, and are not a cash award.

Recipients must be currently enrolled at the time of each disbursement and maintain all eligibility requirements. The award of the Kranzke awards will be on the same day as the financial aid disbursement dates.

#### Written Reports

The dissertation will serve as the final Kranzke research report. The report will contain the following sections:

\*Title page: (including student's name, program, and sponsor)

\*Sections headed as follows:

1. Introduction and Statement of Purpose; (include statement of significance).
2. Literature Review (Background, Context; and/or Theoretical Perspectives)
3. Methodological Approach; (include data/information gathering and analysis)
4. Results
5. Discussion

All completed dissertations reporting the proposed Kranzke research will be sent to the Financial Aid office to be kept on permanent file and the Library will have them available to see upon request (may be made available to prospective applicants).