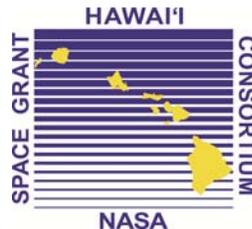


Hawai'i Space Grant Consortium

Undergraduate Fellowship Program

University of Hawai'i at Mānoa and Hilo

Available for Fall and Spring
Semesters



HAWAI‘I SPACE GRANT CONSORTIUM UNIVERSITY OF HAWAI‘I MĀNOA AND HILO CAMPUSES

UNDERGRADUATE FELLOWSHIP PROGRAM SUMMARY

The University of Hawai‘i Space Grant Consortium, as a participant in the National Space Grant College and Fellowship Program, invites applicants for NASA Undergraduate Space Grant Fellowships to support original research projects in the fields relevant to NASA’s goals as defined in the current Strategic Plan for NASA. The goal of the National Space Grant College and Fellowship Program is to expand opportunities for U.S. citizens to understand and participate in NASA’s aeronautics and space programs by supporting and enhancing science and engineering education, research and outreach programs.

Fields relevant to NASA’s goals are mainly those in science, technology, and education that are focused on understanding the Earth, exploring the Solar System and the universe beyond, understanding the origin and evolution of life, understanding how life responds to space, creating a more secure, efficient, and environmentally friendly air transportation system, inspiring students to pursue careers in science, technology, and mathematics, and engaging the public in shaping and sharing the experience of exploration and discovery.

UH Mānoa and Hilo Space Grant fellows have worked in engineering, geology, biology, microbiology, chemistry, physics, astronomy, oceanography, meteorology, mathematics, computer science, medicine, education and other fields.

All full-time undergraduates enrolled at either the University of Hawai‘i at Mānoa or University of Hawai‘i at Hilo who have declared a major are eligible to apply for Fellowships. **Applicants must be U.S. citizens** and must be sponsored by a mentor who is willing to guide the student for the duration of the award. Most mentors are faculty at the University but senior researchers or other qualified personnel at UH or elsewhere are eligible. Fellowship awards will be based on the quality of proposed research/study, appropriateness of proposed research to NASA’s goals, and feasibility of proposed research/study within the planned academic time frame, and the academic qualifications of the student.

Successful candidates will be designated University of Hawai‘i Space Grant Fellows. Fellows are expected to work between ten and fifteen hours a week on their projects during the semester. Financial support includes a stipend of \$4000 per semester and up to \$500 for supplies and/or travel pertinent to their project. **Please note: Due to the Financial Aid Office’s new policies, students under financial aid may be required to give back a portion of their stipend to UH. Please contact the campus Financial Aid Office for more information. UH will also report the funds you receive for your fellowship and supplies/travel to the IRS on a 1099 form, as they may be taxable.**

Women, under-represented minorities (specifically native Hawaiians, other Pacific Islanders, Native Americans, African Americans, and Hispanics), and physically challenged students who have interest in space-related fields are particularly encouraged to apply.

For further information, please visit our website:
<http://www.spacegrant.hawaii.edu/fellowships.html>

APPLICATION PROCEDURE

I. TO BE PREPARED BY THE APPLICANT AND SUBMITTED BY RESPECTIVE DEADLINE:

- 1) Cover Page Fully Completed (Pg. 5)
- 2) Abstract
- 3) Research/Study Proposal
- 4) Request for Travel/Supplies Funds
- 5) Student's Resume
- 6) Official Transcripts & Letter of Recommendation (Pg. 4)

I.1 Cover Page

The form that will be the cover page is included with this packet and must be completed by the applicant. Please be sure to include all information requested, including the **signatures of the applicant, the proposed advisor/mentor, and the Mentor's Department Chair.**

I.2 Abstract

A one-paragraph summary of the proposal should be prepared, highlighting the relation of the proposed work to NASA's goals.

I.3 Research/Study Proposal

The core of the application is a well-formulated research or study proposal describing the proposed work, its goals, and its relation to previous studies performed at the University of Hawai'i and elsewhere. This proposal which should be four to five typed, double-spaced pages, in length should identify and discuss the key elements of the proposed plan and should include a time flow-chart showing when the student expects each component of the project to be carried out. The proposal must include one or two paragraphs showing how the proposed study is relevant to the goals listed in the current Strategic Plan for NASA. The proposed mentor should guide the student in the preparation of this proposal, and the role that the mentor will play in the subsequent studies should be identified. In cases where two or more students are applying to work on closely related topics, it is essential that each proposal contain separate tasks and goals.

I.4 Request for Travel/Supplies Funds

In addition to the Fellowship stipend, an additional \$500 per student per semester is available to support inter-island travel, supplies, and related activities necessary to the proposed project. Students who wish to be considered for these monies must write a request providing a brief justification for the use of such funds. These funds may also be used for travel to scientific meetings in the continental United States to present the results of research projects.

I.5 Student's Resume

The resume should provide a short (one-page or less) summary of the applicant's career interests and accomplishments.

The original copy of the application with signatures on the cover page and three complete copies of the proposal should be submitted to arrive by June 15th for the Fall semester or December 1st for the Spring semester. **Note: If these dates fall on a weekend, the deadline is the following Monday.* For Mānoa students, all application materials should preferably be hand carried to the Hawai'i Space Grant Office in the POST building, room 501. For Hilo students, it should be delivered to Dr. Ken Hon, Geology Department, CH C-202. Applications can also be mailed to arrive before the deadline.

For UH Mānoa Students send to:
Undergraduate Fellowship
Hawai'i Space Grant Consortium
University of Hawaii at Mānoa
1680 East West Road, POST 501
Honolulu, HI 96822

For UH Hilo Students send to:
Dr. Kenneth Hon
Undergraduate Fellowship
Natural Sci Div, Geology Dept, CH C-202
Hilo, HI 96720-4091

II. TO BE SENT INDEPENDENTLY TO THE SPACE GRANT OFFICE

In addition, the following items are required and should be sent directly to the Hawai'i Space Grant Consortium (HSGC) office [not given to the student] to be received by the relevant deadline. **An application is not complete until the following materials are received.**

1) Transcript

The student should arrange to have original transcripts of all college-level work sent to the Hawai'i Space Grant Consortium office, Attn: Fellowship Program.

2) Letter of Recommendation

The proposed Mentor or reference must provide a letter of recommendation commenting on the acceptability of the student for the program and the nature of any past experience with the student. It should also contain a clear statement of the advisor's willingness to supervise the student.

III. SUBMISSION

III.1 Initial Application

Applications for work beginning in the Fall semester are due by June 15; for work beginning in the Spring semester the deadline is December 1. If the due date (June 15 or December 1) is on a Saturday or Sunday, applications will be accepted the following Monday. **Note: The original and three copies of all application materials should be submitted by these deadlines to the address on the previous page.* Selected applicants will be notified by the HSGC Fellowship & Traineeship Selection Committee.

III.2 Renewal

Requests for renewal should be submitted to the Hawai'i Space Grant Consortium office by June 15 for the Fall semester and December 1 for the Spring semester. The Renewal Request form must be completed, signed, and should be attached to the (three to four pages) progress report and renewal request on the initial project.

Requests for a third semester of funding cannot be considered unless the proposed research project is distinctly different from that previously funded. Fellows applying for a third semester of funding should submit a final written report at the end of their second semester, and complete a full application form with a detailed summary of the results and conclusions from the first two semesters' work.

III.3 Inquiries

Questions concerning the preparation and submission of applications and the administration of this Fellowship Program should be addressed to Associate Director, Dr. Ed Scott at (808) 956-3955 or Ms. Marcia Rei Nii at (808) 956-3138 from University of Hawai'i at Mānoa. Hilo students should contact Associate Director, Dr. Ken Hon at (808) 974-7302. We advise that students and mentors contact the HSGC Office prior to submission of the proposal in order to ascertain the appropriateness of the intended project.

IV. RESPONSIBILITIES OF A FELLOW

Students are required to briefly summarize their progress in their mid-semester report to be signed by the mentor.

Fellows are required to attend the Undergraduate Fellowship and Traineeship Meeting, which is held towards the end of both the Spring and Fall semesters and must prepare an oral presentation on their project.

At the end of the semester, Fellows on their second semester of funding or completing their project should submit a final written report describing their accomplishments. This report must be six to eight pages in length and should include results of the student's research, and note, if applicable, presentations made, papers published, or relevant activities attended. Two copies of the final report (manual & electronic) should be sent to the Hawai'i Space Grant Consortium office email address (hsgc@higp.hawaii.edu). If the quality of the Fellowship final report is comparable to a university level Fellowship report, it will be included in the Fellow's Final Report volume. Fellows who are funded to work simultaneously on closely related topics must give separate oral presentations and submit separate progress and final reports.

In addition, students are also required to fill out a simple online form that tracks the student's progress after graduation and a questionnaire on the Fellowship Program. These last responsibilities are important to complete to help improve on the program and to include in our annual report to NASA.

