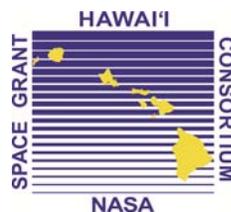


# Hawai'i Space Grant Consortium

*Undergraduate  
Traineeship 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 TRAINEESHIP  
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 Traineeships to support studies in the field 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.

All full-time, undergraduates enrolled at the University of Hawai‘i at Mānoa or University of Hawai‘i at Hilo are eligible to apply. **Applicants must be U.S. citizens** and must be sponsored by a mentor who is willing to guide the trainee for the duration of the award. Most mentors are faculty at the University but senior researchers or other personnel at UH or elsewhere are eligible. Awards will be based on academic qualifications of the student, the quality of proposed research study and its relevance to NASA’s goals. Trainees receive a stipend of \$1500 for working at least five to ten hours per week during the semester. Traineeships are awarded for one semester but may be renewed for a second. **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 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) Two page research proposal
- 3) Request for Supply Funds (Budget)
- 4) Student's resume
- 5) 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 Research Proposal – Plan of Work

The student should describe, in a two-page proposal, the nature of the work to be performed during the traineeship. What will be done and how will the training benefit the student's education and career? Where will the work be performed? The proposed advisor should help the student complete this section. The proposal should contain a clear statement of how the research work will relate to NASA's goals.

#### I.3 Request for Supply Funds (Budget)

In addition to the Traineeship stipend, an additional \$250 per student is available to support the purchase of supplies 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.

#### I.4 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 15 for the Fall semester or December 1 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 HSGC 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 the address below to arrive before the deadline.**

#### **For UH Mānoa Students send to:**

Undergraduate Fellowship  
Hawai'i Space Grant Consortium  
Hawai'i Institute of Geophysics and Planetology  
School of Ocean and Earth Science and Technology  
1680 East West Road, POST 501  
Honolulu, HI 96822

#### **For UH Hilo Students send to:**

Dr. Kenneth Hon  
Undergraduate Fellowship  
University of Hawai'i at Hilo  
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 (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, Attn: Traineeship Program. NOTE: Unofficial transcripts are acceptable only if the student is renewing for another semester.

### 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 Hawai'i Space Grant Fellowship/Traineeship Selection Committee.

### III.2 Renewal

Request for renewal must be submitted to the Hawai'i Space Grant Consortium office by June 15 for Fall semester renewal and December 1 for Spring semester renewal. The same procedure need to be followed for renewal requests, although transcripts and letters of recommendation are not required.

### III.3 Inquiries

Questions concerning the preparation and submission of applications and the administration of this Traineeship 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 TRAINEE

The mentor is asked to complete a form at the middle of the semester describing the trainee's progress. At the end of the semester, the trainee is required to write at least a two-page report explaining what was done, what was learned, how the work relates to NASA's goals, and how it might help their future career.

**Trainees are required to attend the Undergraduate Fellowship and Traineeship Meeting, which is held towards the end of both the Spring and Fall semesters and present a poster on their project.**

**In addition, students are also required to fill out a simple online form that tracks the student's progress after graduation and questionnaire on the Traineeship Program. These last responsibilities are especially important to improve on the program and for HSGC's annual report to NASA.**

