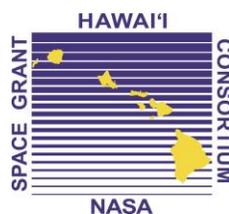


Hawai'i Space Grant Consortium

Undergraduate Traineeship Program

*Hawai'i Community College
Honolulu Community College
Kapi'olani Community College
Kaua'i Community College
Leeward Community College
Windward Community College*

Available for Fall and Spring



**HAWAI‘I SPACE GRANT CONSORTIUM
UNIVERSITY OF HAWAI‘I
PARTICIPATING CAMPUSES**

**UNDERGRADUATE TRAINEESHIP
PROGRAM SUMMARY**

The University of Hawai‘i Space Grant Consortium, as a participant in the National Space Grant College and Traineeship 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.

Undergraduates enrolled at the University of Hawai‘i Community Colleges 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 but senior researchers or other qualified personal at UH or elsewhere are eligible. Awards will be based on academic qualifications of the student, the quality of proposed research study and the relevance to NASA’s goals. Trainees receive a stipend of up to \$1200 for working five to ten hours per week during the semester. Traineeships are awarded for one semester but may be renewed for a second. **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 traineeship. Please keep track of your allocations received, as they may be taxable. Please relay tax questions with your preparer.**

Women, under-represented minorities (specifically Hawaiians, Filipinos, 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)
Fillable form available from the HSGC Fellowship Page. (Website link is on previous page.)
- 2) Abstract
- 3) Two page research proposal
- 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 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 Proposal – Plan of Work

The student should describe, in a two-page report, the nature of the research to be performed during the traineeship. What/Where will be done and how will the training benefit the student's education and career? Will the work be performed? The proposed advisor should help the student complete this section. 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. (Link available from the HSGC Fellowship page at: <http://www.spacegrant.hawaii.edu/fellowships.html>) 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.3 Student's Resume

The resume should provide a list of 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 should be submitted to the appropriate Associate Director listed below in the table 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.* Applications can also be mailed to the designated institute to arrive before the deadline. Addresses are available at our web page: <http://www.spacegrant.hawaii.edu/personnel.html>

Associate Director(s)	Institution Name	Phone	E-mail
Dr. Joseph Wilcox	Hawai'i Community College	322-4869	jfwilcox@hawaii.edu
Dr. Shidong Kan	Honolulu Community College	845-9499	shidong.kan@hawaii.edu
Dr. Bryson Padasdao	Leeward Community College	455-0254	brysonep@hawaii.edu
Dr. Radovan Milincic	Kap'iolani Community College	956-0857	milincic@hawaii.edu
Dr. Georgeanne Purvinis	Kaua'i Community College	245-8219	purvinis@hawaii.edu
Dr. Joseph Ciotti	Windward Community College	236-9111	ciotti@hawaii.edu

II. TO BE SENT INDEPENDENTLY TO THE SPACE GRANT OFFICE

In addition, the following items are required and should be sent directly to the Space Grant Consortium office (not given to the student) to be received by the relevant deadline. Check our website for the appropriate Associate Director's office information. **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 associate director on your campus, Attn: Traineeship Program. **Addresses are available at our web page: <http://www.spacegrant.hawaii.edu/personnel.html>** 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 originals of all application materials should be submitted by these deadlines to the address on the previous page or to specific institutes from our website.* Selected applicants will be notified by the Institute's Associate Director.

III.2 Renewal

Request for renewal must be submitted to the Hawai'i Space Grant Consortium by June 15 for Fall semester renewal and December 1 for Spring semester renewal. The same procedure needs to be followed for renewal requests, although transcripts and letters of recommendation are not required. *Note: Unofficial transcripts may be requested if the student's academic grades are affected due to the program.*

III.3 Inquiries

Questions concerning the preparation submission of applications and the administration of this Traineeship Program should be addressed to the respective Institute Associate Director (see previous page). Students and Faculty Mentors are strongly urged to contact the Space Grant Consortium Office prior to submission of the proposal in order to ascertain the appropriateness of the intended project.

IV. RESPONSIBILITIES OF A TRAINEE

During the semester, work should be carried out within the time-frame of the UH academic terms. The advisor 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. A poster presentation is required during these meetings, in which further details will be provided to reach this requirement.**

The Associate Director will inform each Trainee in their letter of appointment of their stipend, the availability of funds for supplies and travel, the minimum of hours per week that they should work on their project, the length of their final report, and the minimum number of credit hours for courses taken during the semester.

At the end of the semester, Trainees must submit a final written report describing their accomplishments. This report should include results of the student's research, and note, if applicable, presentations made, papers published, or relevant activities attended.

Trainees who are funded to work simultaneously on closely related topics should 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 Traineeship Program. These last responsibilities are especially important to improve on the program and for HSGC's annual report to NASA.

