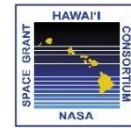


## HAWAI'I SPACE GRANT CONSORTIUM



### NASA SPACE GRANT UNDERGRADUATE UNIVERSITY RESEARCH INTERNSHIP

**Hawai'i, Honolulu, Kapi'olani, Kaua'i, Leeward, Windward**  
(For Spring and Fall Applicants – Community College Campuses)



The Hawai'i Space Grant Consortium (HSGC), as a participant in the National Space Grant College and Fellowship Program, invites applicants for HSGC University Research Internships (URI) to support original research projects in the fields relevant to NASA's goals as defined in its current Strategic Plan. The program expands opportunities for U.S. citizens to 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 focused on understanding the Earth, exploring the Solar System and the universe beyond, creating more secure, efficient, and environmentally friendly air transportation systems, inspiring students to pursue careers in science, mathematics, engineering, and technology, and engaging the public in shaping and sharing the experience of exploration and discovery.

HSGC welcomes student research projects with topics that align with individual senior projects or undergraduate theses. Students engaged in group senior design or research projects can also be supported when their proposed HSGC project significantly exceeds the minimum academic/course project requirements. Please provide the information requested on the HSGC URI cover sheet when applicable.

### PROGRAM DESCRIPTION

An HSGC URI award can have the following forms:

- (1) a one-semester research internship at \$4,000, extending into a second semester for a total of \$8,000 per year, OR
- (2) a two-semester trainee internship at \$1,500 per semester for a total of \$3000 per year, OR
- (3) a one-semester trainee internship at \$1,500 extending into a second semester research internship at \$4,000 for a total of \$ 5,500 per year.
- (4) Additional support are applicable. Travel and supply budget of \$500 per semester for research internships and a \$250 per semester supply budget for trainee internships.

HSGC URI awards will be based on the goals of the proposed research training and/or 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 HSGC URI students and will:

- Be provided training for/mentoring on their projects during the semester.
- Receive stipends and additional funds for travel and/or supplies.
- Commit adequate time for training and research.
  - *Research internship*: 160 hours per semester (10 – 15 hours per semester week)
  - *Trainee internship*: 80 hours per semester (5 – 10 hours per semester week)
- Provide information about received financial aid, studies, employment, and future accomplishments as requested.
- Submit mid-semester, end of semester and final progress reports describing their work and accomplishments.
- Give a project poster or oral presentation each semester at the HSGC URI Symposium.

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 internship. Please keep track of your allocations received, as they may be taxable.

### ELIGIBILITY

Women, under-represented minorities (specifically native Hawaiians, Pacific Islanders, Native Americans, African Americans, and Hispanics), and physically challenged students who have interest in space-related fields are particularly encouraged to apply. Eligible applicants must be: 1) Citizens of the United States. 2) Full-time undergraduates (at least 12 credits per semester) at any of the participating Community College campuses. 3) Sponsored by a mentor who is willing to guide the student for the duration of the award. *Note: Most mentors are faculty on campus but senior researchers or other qualified personnel or elsewhere are eligible.*

### DEADLINE

HSGC URI applications must be submitted by:

- June 15<sup>th</sup> to start in the Fall semester
- December 1<sup>st</sup> to start in the Spring semester

*NOTE: If the date is on a weekend, the deadline will be the following Monday.*

### APPLICATION & QUESTIONS

Visit our website:

<http://www.spacegrant.hawaii.edu/uri.html>

For additional information, please call us at (808) 956-3138

or email us at [hsgc@spacegrant.hawaii.edu](mailto:hsgc@spacegrant.hawaii.edu).

# APPLICATION PROCEDURE

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

- 1) Cover Page, fully completed (pages 5 & 6)  
Fillable form available from the HSGC URI page. (Website link is on the previous page.)
- 2) Abstract (1 page)
- 3) Research/Study Proposal (minimum 4 pages)
- 4) Request for Travel/Supplies Funds (1 page)
- 5) Student's Resume (1 page or less)
- 6) Official Transcripts & Letter of Recommendation (instructions on page 3)

### 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 the information requested, including the **signatures of the applicant, proposed advisor/mentor, and mentor's department chair.**

### I.2 Abstract

A one-paragraph summary of the proposal should be prepared, highlighting the relevance of the proposed work to NASA's goals. Refer to I.3 for instructions related to current NASA Strategic Plan.

### I.3 Research/Study Proposal – Plan of Work

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 contains separate tasks and goals. The proposal must include one or two paragraphs showing how the proposed study is relevant to the goals listed in the current **NASA Strategic Plan** (link available from the HSGC URI page at <http://www.spacegrant.hawaii.edu/uri.html>).

**Research Internship:** The core of the application is a well-formulated proposal describing the proposed research work, its goals, and relation to previous research performed at the University of Hawai'i and elsewhere. The proposal should be four to five typed, double-spaced pages in length, and shall identify and discuss the key elements of the proposed research, objectives, and methods to perform the research. It must include a time flow-chart showing when the student expects each component of the project to be carried out.

**Trainee Internship:** A two-page application should describe the nature of the research education and training to be completed during the trainee's internship. It should indicate where the training will be completed and how the training will benefit the student's education and career. The advisor/mentor should assist the student in completing the application. It must include a time flow-chart showing when the student expects each component of the project to be carried out.

### I.4 Request for Travel/Supplies Funds

Beyond the stipend, additional resources are available for research and trainee internship projects each semester. Students who wish to obtain these resources must complete a request form providing a brief justification for the use of such funds. Funds are generated based on a reimbursable process.

**Research Internship:** \$500 per semester are available to purchase supplies and to support inter-island travel expenses related to the space grant project. Requests to attend a scientific meeting in the continental U.S. to present results of the space grant project is also permissible.

**Trainee Internship:** \$250 per semester are available for the purchase of supplies.

### I.5 Student's Resume

The resume should reflect a short (1 page or less) summary of the applicant's career interests and accomplishments.

An electronic copy of the application with signatures on the cover page and a **complete electronic copy of the proposal** should be submitted by **June 15<sup>th</sup> for the Fall semester** or **December 1<sup>st</sup> for the Spring semester**.

*Note: If the above dates fall on a weekend, the deadline is the following Monday.*

Associate Director(s)	Institution	Contact Information (Phone / E-mail)
Dr. Joseph Wilcox	Hawai'i Community College	(808) 322-4869 / kaikea350@msn.com
Dr. Shidong Kan	Honolulu Community College	(808) 845-9499 / shidong.kan@hawaii.edu
Dr. Bryson Padasdao	Leeward Community College	(808) 455-0251 / brysonep@hawaii.edu
Dr. Radovan Milincic	Kapi'olani Community College	(808) 734-9265 / milincic@hawaii.edu
Dr. Georgeanne Purvinis	Kaua'i Community College	(808) 245-8219 / purvinis@hawaii.edu
Dr. Joseph Ciotti	Windward Community College	(808) 236-9111 / ciotti@hawaii.edu

Applications can also be mailed to their addresses before the deadline. Please go to our Personnel webpage on our HSGC website for campus addresses (<http://www.spacegrant.hawaii.edu/personnel.html>).

## 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 (HSGC) office, Attn: University Research Internships (see website for address).

*Note: Unofficial transcripts are acceptable only if the student has applied for the program in the past.*

### 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 are due by June 15 for URI applicants beginning in the Fall semester, or December 1 for the Spring semester. If the due date (June 15 or December 1) is on a Saturday or Sunday, applications will be accepted the following Monday. The original application and supporting materials should be submitted by these deadlines to the locations listed in the table above. Accepted applicants will be notified by an HSGC staff.

### III.2 Extension

Requests for extensions of a research or trainee internship project for a second semester should be submitted to the HSGC office by June 15 for work continuing in the Fall semester and December 1 for the Spring semester. The extension process varies for Research and Trainee Internships, please see below. *Note: Unofficial transcripts may be requested if the student's academic grades are affected by the program.*

**Research Internship:** The Extension Report form must be completed and signed. The form should be attached to the mandatory end of semester progress report (three to four pages). The progress report should include the research and training scope for the extension and a time flow-chart showing when the student expects each component of the extended project to be carried out.

Requests for a third semester of support for a research internship can be considered if the proposed research project is distinctly different from that previously funded. Research interns applying for a third semester of funding should submit a final written report at the end of their second semester with a detailed summary of the results and conclusions from the first two semesters' work. In addition they must complete a full application form for a new research internship project (see I.3) to be completed during the third semester. Support for more than three research internship semesters is not available.

**Trainee Internship:** The extension request for trainee internships is the same for the initial application (see I.3) except that transcripts and letters of recommendation are not required. Support for more than two trainee internship semesters is not available. Trainee Interns that have already received two semesters of support are eligible to apply for a Research Internship.

### III.3 Inquiries

Questions concerning the preparation & submission of applications and the administration of the HSGC URI should be addressed to the appropriate Associate Director of the institution. Refer to table on Page 3. We advise that students and mentors contact the Associate Director prior to the submission of the proposal in order to ascertain the appropriateness of the intended project.

## IV. RESPONSIBILITIES OF THE STUDENT

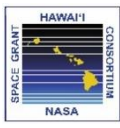
**Research Internship:** Students are required to briefly summarize their progress in a mid-semester report (to be signed by their mentor) to document progress towards research goals and the schedule outlined in the student's proposal. At the end of the semester, Research Internship students on their second semester of funding or completing their project should submit a final report describing their accomplishments. This report must be six to eight pages in length and include results of the student's research and note, if applicable, presentations made, papers published, or relevant activities attended. An electronic copy (word doc format) of the report should be sent to the HSGC office email address (hsgc@higp.hawaii.edu). The quality of the Research Internship final report must be adequate to be included in the Research Internship Final Report volume. Students who are funded to work simultaneously on closely related topics must give separate oral presentations and submit separate progress and final reports.

**Trainee Internship:** Students must have their mentor complete a form at the middle of the semester describing their progress. At the end of the semester, the Trainee Internship student 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.

**All funded students are required to attend the Undergraduate HSGC URI Symposium, which is held towards the end of both the Spring and Fall semesters and must give an oral (Research Internship) or poster (Trainee Internship) presentation on their project.**

**In addition, all students are required to complete a simple online form that tracks the student's progress after graduation and a questionnaire on the Research and Trainee Internship experience. Progress of HSGC URI students after completion of the program is included in our annual report to NASA. Responses to the questionnaire assist in improving the HSGC URI.**

**\*NASA Logo - Disclaimer statement: "The material contained in this document is based upon work supported by a National Aeronautics and Space Administration (NASA) grant or cooperative agreement. Any opinions, findings, conclusions or recommendations expressed in this material are those of the author and do not necessarily reflect the views of NASA."**



**University of Hawai'i - Hawai'i Space Grant Consortium  
NASA Space Grant Undergraduate  
University Research Internships  
Application Cover Page**

**PROPOSAL DUE BY**  
June 15<sup>th</sup> – Fall  
December 1<sup>st</sup> – Spring  
For U.S. Citizens only

**Applying for:**  
 URI Research  
 URI Trainee

### Applicant Information

**Student Full Name:** \_\_\_\_\_  
*Last First M.I.*

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Gender:**  Male  Female  
*Month/Day/Year*

**Current Address:** \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

**Permanent Address:** \_\_\_\_\_  
*If different from above (current address), or residency is not in the State of Hawai'i*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Community College Campus:**  Hawai'i  Honolulu  Kapi'olani  Kaula'i  Leeward  Windward

**Current Undergrad. Academic Standing:**  Freshman  Sophomore  Junior  Senior

**Current Cumulative GPA:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_  
*Month/Year*

### Proposal

**Title of Proposed Study:** \_\_\_\_\_ **Proposed Semester(s):** \_\_\_\_\_  
*Term/Year*

**Proposed Mentor:** \_\_\_\_\_ **Dept./Office:** \_\_\_\_\_  
*Print Name Dept./Bldg., Room No.*

**Mentor's Contact:** \_\_\_\_\_  
*Phone Ext. Email Address*

**Mentor's Dept. Chair:** \_\_\_\_\_  
*Print Name Phone Ext. Bldg., Room No.*

### Certification and Signatures

- I am a citizen of the United States and I will be a full-time undergraduate student taking a total of at least 12 credit hours at one of the University of Hawai'i Community Colleges during the period covered in the attached proposal.
  - If selected for an HSGC URI award, I agree to provide HSGC information about my studies, employment and/or publications upon request beyond the term of the award. (This is part of a NASA requirement to track the long-range effectiveness of the program.)
- My proposed HSGC Research project topic aligns with my senior project or undergraduate thesis.  Yes  N/A
- My proposed HSGC Research project is related to a group senior design or research project.  Yes  N/A

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mentor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dept. Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

HSGC URI students will be selected on merit without regard to race, color, religion, national origin, sex, or age. However, to determine and report accurately the degree to which members of the diverse segments of the population are reached by this announcement, HSGC would appreciate your input to fill in the appropriate blocks and information. Please mark all that apply below.

<b>Student Demographics</b>	
<b>Ethnicities:</b> <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other: _____ <input type="checkbox"/> I do not wish to provide information	<input type="checkbox"/> Latino <input type="checkbox"/> Hispanic <input type="checkbox"/> None <input type="checkbox"/> I do not wish to provide info.
<b>Physically Challenged:</b> <input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Mobility/Orthopedic Impairment <input type="checkbox"/> Visual Impairment <input type="checkbox"/> None <input type="checkbox"/> Mental Impairment <input type="checkbox"/> Other: _____ <input type="checkbox"/> I do not wish to provide information	<b>Veteran:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you currently receiving financial aid and/or scholarships funding from other sources?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>How did you hear about this opportunity?</b>          	
<b>Have you participated in any Space Grant programs before? If so, please list your involvement(s):</b>          	

*IMPORTANT: Please complete and attach this cover sheet to the proposal with other required application material as described in the instructions.*