

## Summer 2011 Research Internship Support Proposal Form

**DUE DATE: Friday, February 17, 2012**

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### 2008 HHMI Undergraduate Science Education Program Grant

#### Merck Internships for Excellence in Science Program

#### Edwin M. Linton Endowment

for internships at the Marine Biological Laboratory at Woods Hole, MA

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To be considered for funding for a biologically-related internship during Summer 2012, you must meet the following criteria in addition to completing the steps below:

- **History of academic excellence (minimum 3.0 GPA)**
- **Minimum of eight courses in Natural Sciences and Mathematics, of which at least four must be laboratory sciences, by the May preceding the internship.**

**Note: for internships with a focus on mathematics, computational biology, or bioinformatics, students may substitute relevant MTH and ITL courses. Contact Dr. Wong or Dr. Holland-Minkley for more information.**

1. **Identify research laboratories in which you would like to intern.**  
For ideas, see the “Search for Internships” listing on the Biology Home Page. Also, check with your academic advisor, and Dr. DeBerry, for possible host laboratories.
2. **Write an e-mail introducing yourself, listing your qualifications** (including relevant coursework, course-based or independent research experiences, laboratory skills, poster presentations, etc.), and **inquiring about a possible internship position**. Dr. DeBerry can supply you with a sample of an inquiry e-mail. Ask a faculty member to read and make suggestions on your inquiry e-mail before you send it to prospective host labs – you need to make the best possible first impression, so your e-mail should be concise, complete, and completely free of typos and grammatical errors.
3. **Send your inquiry e-mail to the PIs** (principal investigators) **of the laboratories in which you would like to intern to determine whether they would be willing to host you for a Summer research internship.**
4. Once you have found a host laboratory, **work with the PI** (or their designated representative) **to develop and write a proposal for your research**. The proposal must include background information about the research topic, the question(s) to be addressed in your research, and the experiments and techniques that will be used to address them.

5. **To apply for funding from W&J's HHMI grant, W&J's Merck Internships for Excellence in Science Program, or the Edwin M. Linton Endowment, complete the attached form and submit it to Dr. DeBerry by 5 pm Friday, February 17, 2012.**

**For your application to be complete, it must include:**

- **Application form** (signed by you and your academic advisor)
- **Transcript** (printout from WebAdvisor is fine)
- **Two letters of recommendation**
- **Current courses grades form**
- **Research proposal (with literature cited section)**
- **Preparation statement**
- **Off-campus supervisor signed form**

HHMI notes

For funds from the College's 2008 HHMI Undergraduate Science Education Program Grant, priority will be given to proposals that match the focus of the grant, specifically:

- research in genomics/proteomics/bioinformatics/computational biology
- research in long-term ecological modeling
- research that will be continued on-campus as a collaboration with a W&J faculty member (Student-Mentor-Faculty Collaborations)

Members of the HHMI grant Internal Advisory Board (HHMI IAB) are not able to write letters of recommendation for students applying for HHMI funds, as they will be evaluating all applications. The faculty on the HHMI IAB are Drs. Bayline, Contreras, DeBerry, East, Holland-Minkley, Lee, Rembert, and Wong.

Merck notes

For funds from the College's Merck Internships for Excellence in Science program, proposals must be for research in biomedical sciences. Note that this is not limited to human health (in Summer 2010, a W&J Merck Scholar did research on sperm viability for artificial insemination in cattle), and includes areas outside of the traditional discipline of biology, such as medicinal chemistry, medical informatics, medical imaging, medical mathematics, and biomedical engineering.

Members of the Merck Selection Committee are not able to write letters of recommendation for students applying for Merck funds, as they will be evaluating all applications. The faculty on the Merck Selection Committee are Drs. DeBerry, Bayline, Harris, Lee, and Malinak.

Linton notes

Funds from the Edwin M. Linton Endowment can only be used for research internships at the Marine Biological Laboratory (MBL) at Woods Hole, Massachusetts. The number of available stipends and the level of funding is determined by the MBL.

6. **THE FUNDING PROCESS IS COMPETITIVE.** There are a limited number of stipends available from the HHMI grant and the Merck program, and funds from the Linton endowment are limited.

Therefore,

**ALL STUDENTS APPLYING FOR FUNDING FROM HHMI, MERCK, OR LINTON SOURCES ARE URGED ALSO TO APPLY FOR FUNDING THROUGH W&J'S MAGELLAN PROJECT.**

The HHMI IAB and Merck Selection Committee will meet after the applications are submitted to review the proposals and will inform you whether you will be awarded funding.

**The stipends from the HHMI grant and Merck program are \$5000 for 10 weeks of work at a minimum of 40 hours per week in a research laboratory.**

**The number of stipends and the level of funding from the Edwin M. Linton Endowment are determined by the Marine Biological Laboratory at Woods Hole.**

**You are responsible for arranging your housing, food and transportation.** The principal investigator and laboratory personnel may be able to help you make arrangements.

7. During your internship, you will be expected to **e-mail Dr. DeBerry with weekly updates about how the project is proceeding** – [cdeberry@washjeff.edu](mailto:cdeberry@washjeff.edu)

Other requirements:

- **Keep a detailed daily journal, turned in to Dr. DeBerry at the end of the internship.** This is not a lab notebook, but a journal/diary of your thoughts and experiences.
- **Present a poster on campus during the Summer Research Internships Poster Session in October following your internship. This presentation will be open to the College community.**
- **Present a poster or oral presentation during the spring following your internship at the Undergraduate Biology Symposium for Western Pennsylvania**
- **Students whose internships were funded by W&J's HHMI grant must also present a poster to the HHMI grant External Advisory Board (HHMI EAB) at their annual on-campus meeting during the spring following their internship.**

Note that details of due dates regarding journals, poster drafts, and other materials from your internship will be communicated after you are notified of funding.

**PLEASE TYPE**

**I wish to be considered for funding from:** (check all that apply)

- W&J's HHMI grant**
- W&J's Merck program**
- Linton Endowment**

**Personal Information**

Name:

Student ID#:

Major:

Last 4 digits SSN:

2<sup>nd</sup> major/minor:

Phone Number:

Year of graduation (expected):

Birth Date:

Career Objective:

Have you had a previous research internship?

If yes, list the PI, institution, research topic, and dates below.

**Project Information**

Principal Investigator (PI) with whom you wish to work:

Name:

Title:

Address:

Phone Number:

E-mail:

Major areas of research in the laboratory:

What do you hope to accomplish by working in this laboratory?

References that you will read before starting the project:

Basic concepts that you will review before starting the project:

When have you talked/emailed the PI about your project? (Give specific dates)

Have you sent the PI a copy of your transcript?

Date sent:

Are you willing to have your name given to other students interested in doing a similar project so that they can learn about your internship experience?

### **Accommodations**

Where will you stay?

What will be the approximate cost for ten weeks?

How safe is the location?

How far is it from the laboratory?

Does it have laundry facilities? Cooking facilities?

### **Travel**

How will you travel to and from your housing and the internship location?

What is the approximate mileage (one way)?

What will be the approximate cost for ten weeks (gasoline, tolls, parking, etc.)?

**Food**

Will you have access to a kitchen for preparing meals? If not, where will you eat?

Will you have a meal plan with the research institution? If not, where will you eat?

What will be the approximate cost for ten weeks?

**Other Considerations**

Do you have any health conditions, dietary restrictions or other considerations that you will need to consider?

Would you be able to participate in this internship if you did not receive funding?

Please list the name, relationship to you, and phone number(s) of two persons to contact in case of emergency during your internship.

**Signatures**

Student's Signature: \_\_\_\_\_

Academic Advisor's Signature: \_\_\_\_\_

Off-campus Research Internships Director's Signature: \_\_\_\_\_  
(Candy S. DeBerry, Ph.D.)

**Research Proposal**

Write a proposal for the research that you will do during your internship. Include references and cite them in the proposal. (Note that this is not a personal statement.)



**Preparation Statement**

Explain how your previous course work, laboratory work, internships, and other related experiences have prepared you for this internship. Include specific information re: topics and techniques involved in your research proposal.

**Current courses grades form: to be completed by current course instructors**

\_\_\_\_\_ (student name) is applying for funding from W&J's 2008 HHMI grant to support an off-campus biologically-related internship during **Summer 2012**.

Eligibility for funding includes being in good academic standing in current courses.

Please complete the information below for your course and return to the student.

Thank you for your assistance.

\_\_\_\_\_

Course prefix and number \_\_\_\_\_ Course name \_\_\_\_\_

Student's current grade in the course \_\_\_\_\_

Comments:

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Course prefix and number \_\_\_\_\_ Course name \_\_\_\_\_

Student's current grade in the course \_\_\_\_\_

Comments:

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Course prefix and number \_\_\_\_\_ Course name \_\_\_\_\_

Student's current grade in the course \_\_\_\_\_

Comments:

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Course prefix and number \_\_\_\_\_ Course name \_\_\_\_\_

Student's current grade in the course \_\_\_\_\_

Comments:

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit with your application form by February 17, 2012 to:**

Candy S. DeBerry, Ph.D.  
Associate Professor of Biology  
Director of Off-campus Research Internships  
Washington and Jefferson College  
60 South Lincoln Street  
Washington, PA 15301  
(724) 223-6120  
[cdeberry@washjeff.edu](mailto:cdeberry@washjeff.edu)

## To be completed by the Off-Campus Supervisor for an HHMI-Sponsored Internship

Please complete this form and return (fax or e-mail) by **Friday, February 17, 2012** to:

Candy S. DeBerry, Ph.D.  
Associate Professor of Biology  
Director of Off-campus Research Internships  
Washington and Jefferson College  
60 South Lincoln Street  
Washington, PA 15301  
[cdeberry@washjeff.edu](mailto:cdeberry@washjeff.edu) (724) 228-3802 (fax)

I will serve as off-campus supervisor for \_\_\_\_\_ (name of student) during **Summer 2012**. The student and I have discussed the research project and the reading and preparation he/she will do before the internship begins. I have received the student's proposal, have a copy of his/her transcript, and feel that this student will be adequately prepared for the internship. The student will work a minimum of 40 hours a week for ten weeks.

In addition, **I give permission for the student to present the research they conducted in my laboratory as a poster at the following:** Summer Research Poster Session at W&J in October 2012; HHMI External Advisory Board meeting at W&J College in Spring 2013 (if internship is funded by W&J's HHMI grant); and the Annual Undergraduate Biology Symposium for Western Pennsylvania in Spring 2013 (specific dates TBD).

**I will supply a short written evaluation of the student and assign a letter grade for the work s/he completed. *The evaluation and grade are due to Candy DeBerry by September 1, 2012.***

### **PLEASE COMPLETE THE QUESTIONS BELOW**

**1. Who will be the direct supervisor(s) for this student?**

**2. How frequently will the student have contact with this person(s)?**

**3. I expect the student to be familiar with the following before they arrive for the internship:**

**Topics**

**Laboratory techniques**

**Research articles**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_