2008 HHMI Undergraduate Biological Science Education Program Grant
Intersession 2010 Research Internship Support Proposal Form

To be considered for an HHMI-funded biologically-related internship in Intersession, you must meet the following criteria in addition to completing the steps below:

- History of academic excellence (minimum 3.0 GPA)
- Minimum of six courses in Natural Sciences and Mathematics, of which at least four must be laboratory sciences, by the December 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.
   See the “Biologically-related Internships” listing on the Biology Home Page, or in the “Biologically-related Internships” binder in DP104. Also, check with your academic advisor, and Dr. DeBerry, for possible host laboratories.

   Priority will be given to proposals for the following:
   - research in 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)

2. Contact the PIs (principal investigators) of these labs to determine whether they would be willing to host you for a January research internship.

3. 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.

4. To apply for funding from W&J’s HHMI grant, complete the attached form. An e-copy of this form, one printed and signed copy of this form, and one copy of your transcript are due to Dr. DeBerry by 5 pm Friday November 20.

5. Using copies of the form on page 9, have two faculty members or other professionals write letters of recommendation. Letters of recommendation are due to Dr. DeBerry by 5pm Friday November 20.

Note: Members of the HHMI grant Internal Advisory Board (HHMI IAB) are not able to write letters of recommendation for students, as they will be evaluating all applications. The faculty on the HHMI IAB are Drs. Lee, DeBerry, Contreras, Bayline, Rembert, Wong, East and Holland-Minkley.
6. The funding process is competitive. The HHMI IAB will meet in late November or early December to review the proposals and will inform you whether you will be awarded funding. The funds cover expenses for three weeks of work at a minimum of 40 hours per week in a research laboratory (up to a maximum reimbursement of $400/week). Expenses could include gasoline reimbursement, parking fees, public transportation costs, housing, and meals. You will be expected to arrange your own housing 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 call or e-mail Dr. DeBerry with weekly updates about how the project is proceeding – (724) 223-6120 or 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 or oral presentation on campus during the spring following your HHMI-funded internship. This presentation will be open to the College community.
- Present a poster or oral presentation during the spring following your HHMI-funded internship at the Undergraduate Biology Symposium for Western Pennsylvania
- Present a poster to the HHMI grant External Advisory Board (HHMI EAB) at their annual on-campus meeting during the spring following your HHMI-funded internship.

8. Students who receive HHMI funding for an Intersession internship will receive academic credit and a letter grade for an Internship (BIO 299J). If funded, you must follow the guidelines under “Internships” on the Student section of the Academic Affairs website and file your proposal immediately after you are notified of funding by the HHMI IAB.
PLEASE TYPE AND SUBMIT ELECTRONICALLY

Application form for HHMI-funded Internships

Personal Information

Name: 

Student ID#: 

Major: 

Phone Number: 

2nd major/minor: 

Year (Sr., Jr., Soph.): 

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 investigator about your project? (Give specific dates)

Have you sent the investigator 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 four weeks?

How safe is the location?

How far is it from the laboratory?

Does it have laundry facilities?

**Travel**

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

What is the approximate mileage (one way)?
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?

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 HHMI 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. Be specific re: topics and techniques involved in your research proposal.
A copy of this page should be given to individuals
writing letters of recommendation
for students applying for HHMI funding for internships

Note: Members of the HHMI IAB are not able to write letters of recommendation for students, as they will be evaluating all applications. The faculty on the IAB are Drs. Lee, DeBerry, Contreras, Bayline, Rembert, Wong, East and Holland-Minkley.

Please write an evaluation of the student’s potential as a candidate for an HHMI-funded Research Internship. (Use letterhead stationery.)

The student should have discussed with you the research project s/he plans to do if support is awarded.

Please submit your letter of recommendation by November 20 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
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 November 20 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
cedeberry@washjeff.edu  (724) 228-3802 (FAX)

I will serve as off-campus supervisor for __________________________ (name of student) during January 2010. 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 approximately 40 hours a week for four weeks.

In addition, I give permission for the student to present the research they conducted in my laboratory as a poster at the following: HHMI External Advisory Board meeting at W&J College in Spring 2010; Annual Undergraduate Biology Symposium for Western Pennsylvania in Spring 2010, Student Projects Poster Session at W&J College on the last day of classes in Spring 2010 (specific dates TBD).

I will supply a short written evaluation of the student and assign a letter grade for the work he or she completed. The evaluation and grade are due to Candy DeBerry by February 1, 2010.

I expect the student to be familiar with the following topics and laboratory techniques before they arrive for the internship:

Signature __________________________________________ Date ___________________

Phone ________________________________

E-mail ________________________________