

**CBD INTERNSHIP & RESEARCH
ASSISTANTSHIP PLACEMENTS**

**CBD GRANTS ARE DUE WEDNESDAY,
MARCH 25 AT NOON**

**TURN IN TO THE CS MAIN OFFICE, FIORST
FLOOR ADELE SIMMONS HALL (ASH)**

**(NO LATE OR EMAIL APPLICATIONS
WILL BE ACCEPTED)**



Foundation for Psychocultural Research-Hampshire College
Program in Culture, Brain & Development (CBD)
cbd@hampshire.edu, (413) 559-5730

GUIDELINES: CBD Funding for INTERNSHIP AND RESEARCH ASSISTANTSHIP Placements

Student Eligibility:

- Applicants must be in good academic standing; **students on academic probation may not apply**
- Students may be at any stage of their divisional work

Internship/ Research Assistantship Eligibility:

- Must engage two of the three components of **culture, mind/brain, and human growth and development**
- Funding requests for placements outside of Hampshire College may not exceed \$3,000
- Funding requests for placements at Hampshire College or with Hampshire College Faculty may also include a stipend of \$125 per week for up to 12 weeks (see #9 below for more information)

Internship and Research Assistantship Funding Applications Must Include:

1. **CBD Internship and Research Assistantship Proposal Coversheet & Checklist:** Complete and attach the coversheet to your proposal. You must check off each item you include, and assemble your application in the order listed on the coversheet.

2. **Proposal:** Address to a general academic audience; format in single-spaced, 12-point type, and do not exceed two pages. **Please use paper clips and NOT staples to assemble your application.**

Include the following sections:

- a. **Statement of Purpose:** Describe the internship or research assistantship placement you have found, and how it pertains to your academic studies and interests.
- b. **CBD Research Goal:** State the research question you will pursue or what you aim to produce and/or gain through this placement. **Explain how engaging at least two of the three components of culture, mind/brain, and human growth and development will help you achieve your goal.** If your placement involves close research in a particular field, explain how that research ties in to your CBD research goal.
- c. **Preparation:** Include a statement of your preparation for this work: list relevant courses you have completed, skills you have acquired, and previous research or internship experience.

3. **Bibliographic References:** List all references that you cite in your proposal in bibliographic format; do not list non-cited references (one page maximum).

4. **CV:** This is your curriculum vitae or resumé (contact CORC if you need assistance).

5. Letter(s) of Reference: Provide at least one letter from a Hampshire faculty member who is familiar with your work and the placement you have secured, i.e., your Divisional Chair. The letter must address your particular academic strengths, state the appropriateness of this placement for you, and confirm that your placement is relevant to the areas of CBD inquiry.

6. Course & Divisional Evaluations: Include evaluations from two or three courses that are appropriate to your CBD research goal (include grades if courses were completed at another college or university). In addition, Div II students must include a copy of their Div I Evaluation and Div III students must include a copy of their Div II Evaluation. All evaluations **MUST BE SCREEN PRINTED FROM THE HUB** (do not paste text into a separate document).

7. Letter of Acceptance or Agreement: Include a copy of the acceptance letter you received from your internship program or the agreement letter you received from your research assistantship supervisor. If you have applied to a placement but have not received a letter of acceptance (as of the funding application deadline) please state this. In this case funding will be contingent upon receiving a letter of agreement from your placement.

8. Complete Budget and Justification: List each item, its cost, and a justification for its purpose in your project. (See the CBD Budget Format, next page).

If you are applying for funding from other sources for other placement-related expenses, include a complete budget listing these expenses and all other funding sources. (See the CBD Budget Format, next page).

Costs that are eligible for CBD funding include: travel and commuting expenses (including airfare, train and bus travel, and fuel reimbursement), visa fees for foreign travel, housing and accommodation costs and some project-related supplies. CBD cannot pay for groceries or meals. **PLEASE CHECK WITH US IF YOU'RE NOT SURE YOUR EXPENSES ARE ELIGIBLE FOR REIMBURSEMENT.**

9. Stipends for Placements at Hampshire College: Students in placements at Hampshire College and/or with Hampshire College faculty are eligible for a stipend of \$125 per week for a maximum of 12 weeks (total stipend not to exceed \$1,500; total request for funding not to exceed \$4,500). CBD cannot issue stipends to students in placements outside of Hampshire College.

See Next Page for Sample Budget Format

If you have questions about the application process, or about your placement and its adherence to CBD guidelines, email cbd@hampshire.edu or call x5730.

CBD SAMPLE BUDGET FORMAT

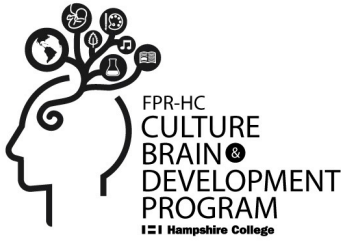
ITEMIZATION of CBD GRANT EXPENSES

INTERNSHIP: TRAVEL		
ITEM	COST	EXPLANATION
Destination: Site Name, City, State, Country	Round-trip Airfare via XXX Airlines \$300.00	Air travel is the most practical way to get to XYZ; rate found on Travelocity.com
Mileage Reimbursement for travel for internship	\$165.00	Use of personal automobile for round-trip journey to and from non-local field site XYZ2.
SUBTOTAL TRAVEL	\$465.00	
INTERNSHIP: HOUSING		
Item	Cost	Justification
Destination: City, State, Country	Housing: \$500/month X 2 months =1000.00	Necessary accommodations for duration of internship. Sublet reflects average housing costs in area.
1 Overnight stay at The Local Hotel in XYZ2 Town, State	\$125.00	Hotel cost for overnight stay while conducting research at non-local field site XYZ2; price found on Hotels.com
SUBTOTAL HOUSING	\$1125.00	
TOTAL EXPENSES	\$1590.00	
TOTAL REQUEST TO CBD	\$1590.00	

*For placements that include travel outside of the USA, contact CORC and the Global Education Office for more information about requirements for traveling, living and working abroad.

If you are applying for funding from other sources for other placement-related expenses, include a complete listing of those expenses and all other funding sources. See example below:

OTHER EXPENSES				
Item	Cost	Funding Source	Funding Status	Explanation/Notes
Project Supplies	\$350.00	CS grant	Confirmed	Hand held recorder and microphone for interviews.
Housing	\$500.00	Coppinger grant	Requested, not confirmed	One month sub-let near lab facility
TOTAL OTHER FUNDING	\$850.00			



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Application for Internship & Research Assistantship Placements

APPLICATION COVER SHEET

Student Name: _____ Box Number: _____ Email: _____

Division (please circle one) I II III When will you graduate? _____

Name and Location of Placement: _____

Name of Internship/ Research Supervisor: _____

Summarize the primary goal/s of your research/internship: _____

Which CBD Priorities does your project address? (You must have at least 2 of the 3)

___ Human Culture/s ___ Mind/Brain ___ Human Growth/Development

Project Synopsis: (please use this space to provide a brief description of what you plan to do and why you think it relates to at least 2 of the 3 CBD priorities; **YOU MUST DESCRIBE HOW YOUR WORK RELATES TO CBD FOCUS AREAS.**)

Name of Advisor or Divisional Chair: _____

Dates of Placement: from _____ to _____

Amount Requested from CBD: \$ _____ Total Funds Needed for Placement: \$ _____

Total Funds requested from other sources (if any) \$ _____

CHECKLIST OF APPLICATION COMPONENTS:

*USE an (X) to confirm that you have included the following in the order listed below:

- Proposal (2 pages, single-spaced, 12pt type): see guidelines for more information
- Statement of Purpose
- CBD Research Goal
- Preparation
- Bibliographic References
- CV
- Letter(s) of Reference
- Course Evaluations
- Divisional Contract (if filed)
- Letter of Acceptance/ Placement Agreement
- Complete Budget and Justification
- Stipend Request for Placement at Hampshire College and/or with Hampshire College Faculty

(CBD cannot issue stipends to students in placements outside of Hampshire College)

Project Proposal Description: CBD Project Funding Application

(Attach 2 pages max, format as single spaced and in 12-pt type)

- 1. Purpose & Goals—In clear and plain language, please describe your proposed project plan or research idea.**
 - State the hypothesis you will test, or the specific question your research/ project will address.
 - What do you hope to accomplish with this work? What skills or knowledge do you hope to acquire?
 - How is it relevant to CBD? Describe the ways your project crosses disciplinary boundaries, and engages 2 of the 3 components of the study of culture, mind/brain, and human biological development.
 - Has other research been done in this area? If so, please describe. (Include citations from relevant literature and prior findings.)
- 2. Method & Work Plan—Describe how you will approach your project, or execute your research:**
 - How and where will you conduct your research?
 - What methods/models will you use?
 - Include the names of any labs, research sites, or studio spaces where you will be conducting your work.
 - If you will use a questionnaire or survey, attach it (or a draft version) to this proposal
- 3. Your Preparation—Describe how you have prepared to do this work:**
 - What do you already know about this topic/research area?
 - Describe previous research or internship experience and skills.
 - Provide a list of relevant courses you have completed.

Bibliographic References: List all references that you cite in your proposal in bibliographic format; do not include non-cited references (1-page max)

CBD GRANT BUDGET (feel free to add more rows if needed)

Item/Expense	Cost	Explanation
Total Request to CBD	\$	Signed by Division Chair _____ Date _____

****If you're applying for other grants, please fill out this form****

OTHER EXPENSES				
Item/Expense	Cost	Funding Source	Funding Status	Explanation/Notes
TOTAL OTHER GRANT FUNDING	\$			