

Ray and Lorna Coppinger Endowment Grants

for student/faculty or student & faculty research projects
in the cognitive or biological sciences

INFORMATION AND APPLICATION GUIDELINES FOR INTERNSHIPS, RESEARCH ASSISTANTSHIPS, & FIELD STUDY

(See other application for Research Projects)

Application Deadline: March 22, 2017 at Noon

Components of Application

1. **Cover Page:** Fill out the cover sheet below and attach it to your application.
2. **Statement of purpose** (single-spaced, 12-pt. type, 3 pages maximum) that:
 - ✓ describes the internship or research assistantship placement you have found and how it pertains to your academic studies and interests;
 - ✓ states the research question you will pursue or what you aim to produce and/or gain through this placement. In other words, describe what you will be doing and what you will get out of it.
 - ✓ describes how the internship or research assistantship placement is consonant with the focus and goals of the Coppinger Fund, or how it fits with and complements your area of concentration or project that is consonant with the focus and goals of the Coppinger Fund.
3. Brief statement of your **background and qualifications** for this work. List relevant courses you have completed, skills you have acquired, and previous research or internships.
4. **Budget.** The budget should list each item, its cost, shipping (if applicable), tax, and its justification, with a total. Your Hampshire faculty supervisor must review and sign off on your budget. All sources of funding should be included (see sample budget below).
5. **Letter of support from your faculty supervisor** stating how this placement fits in with your academic plan.
6. **Letter of support from the organization or site supervisor**, whether it is at Hampshire or off-campus. The letter should state how your work and experience would benefit the inviting organization, what expenses are covered (if any), and include a description of your duties as well as your work hours. Be sure to explain to the organization that the funding is not guaranteed and that you might not be able to participate in the internship should funding be denied.
7. For **Division II students**, a copy of your Division I portfolio evaluation, your Division II contract, and your Division II course evaluations to date. (These documents should be printed from The Hub, not copied into another document.)
8. For **Division III students**, a copy of your Division II evaluation. If your evaluation has not been written, then include evaluations for several relevant courses, printed directly from The Hub. (These documents should be printed from The Hub, not copied into another document.)

Application Deadline: March 22, 2017 at Noon

Late applications will not be accepted

The Ray and Lorna Coppinger Endowment Grants

Application Cover Sheet & Checklist for Internships, Research Assistantships and Field Study

Name _____ Email _____

Box # _____ Mailing Address _____

Project Title _____

Div II project Div III project Hampshire Faculty Supervisor _____

Name of faculty whose lab you will work in _____

Affiliation _____

Proposed start date _____ Proposed end date _____

Location of Project _____

Approvals needed: No, not applicable

IACUC required IACUC letter attached Waiting for IACUC approval

IRB required IRB letter attached Waiting for IRB approval

Laboratory/Project Workspace Use and Safety Approval certification required attached

Other regulatory certification, list & status _____

Checklist of Application Components:

Check each item to confirm that you have included the following in the order listed below:

- This Cover Sheet
- Statement of Purpose
- Statement of background and qualifications
- Budget reviewed and signed by supervisor (see sample below)
- Letter of support from faculty supervisor Requested (if not yet received)
- Letter from site supervisor Requested (if not attached)
- For Div II students, Div I portfolio evaluation, Div II contract and Div II course evaluations to date from the Hub
- For Div III students, Div II evaluation or equivalent evaluations from the Hub

Application Deadline: March 22, 2017 at Noon

Compile all above documents into one PDF file and email it to:
Jane Couperus, CS Dean, at jcouperus@hampshire.edu

Sample Budget

Your budget needs to be submitted in Excel format as part of your complete application. For tax and shipping, simply indicate a \$25 to \$50 ballpark.

Please note whether you are requesting funding from other sources, the amount(s) and what it will cover. Also indicate if the same budget is being submitted to multiple funding sources.

ITEM	COST	DETAILS	VENDOR	JUSTIFICATION
TRAVEL				
Destination: Site Name, City, State, Country	\$300.00		United Airlines via Travelocity	Round-trip Airfare via XXX . Air travel is the most practical way to get to XYZ
Housing for July and August	\$600	\$300/month, utilities included		
Fuel Reimbursement for travel to XYZ2	\$165.00	Mileage rate: \$.54/mile		Use of personal automobile for round-trip journey to and from non-local field site XYZ2.
EQUIPMENT/SUPPLIES				
Glucocorticoid	\$150		Sigma Aldrich	To be purchased by NS
Automatic Feeder (3)	\$90	\$30 per item	Amazon	To be purchased by NS
Phosphate Buffered Saline	\$40.20		Sigma Aldrich	To be purchased by NS
Book 1 (title and author)	\$19.99	Tax & shipping included	Amazon	Used to maintain cells.
Book 2 (title and author)	\$9.85	Tax & shipping included	Amazon	
Tax on Equipment	\$25			
Shipping on Equipment	\$50			
TOTAL BUDGET	\$1450.04			
ADDITIONAL FUNDING REQUESTED	\$500		CBD	For living expenses in XYZ city