

**Research Internship Grants 2018**  
**Deadline to Apply: Thursday, March 15**  
**Application must be typed, signed and submitted electronically.**

**About:** The Gatton Academy of Mathematics and Science in Kentucky created the Gatton Research Internship Grant program in 2010. Made possible by a gift from Mr. Carol Martin “Bill” Gatton, the program offers grants to Gatton Academy students between their junior and senior years to support summer research internships at WKU, across the Commonwealth, the USA, and the world. By providing funding, the program directly creates research internships that otherwise would not have existed for Gatton Academy students. Past students have used their internships as a springboard to later apply for prestigious awards such as the Siemens Competition, the Intel Science Talent Search, and the Goldwater Scholarship. Many recipients submit their work for peer-reviewed publication and for conference presentations.

**Application Components:**

- **Part I-** Student/Proposal Information
- **Part II-** Student Essay
- **Part III-** Signed Parental Consent Form
- **Part IV-** Statement from Supervising Mentor form plus a Letter of Support from the Mentor. The LOS should contain the following:
  - The name and a short description of the research
  - The student’s role in the research
  - The specific dates and daily hours the student will be working
- **Part V (optional for students)-** Application for \$1,000 Gatton Research Internship Summer Housing Assistance Grant\*
- **Part VI (optional for WKU Mentors)-** Application for \$500 Gatton Research Internship Supplies Grant\*\*

\*only available to students who require housing at their internship site that requires a rental fee.

\*\*only available to mentors who are full-time Western Kentucky University faculty.

**How to Submit:** All application components should be electronically submitted to Cheryl Kirby-Stokes at [cheryl.kirby-stokes@wku.edu](mailto:cheryl.kirby-stokes@wku.edu) by Thursday, March 15, 2018.

**Eligibility:**

- Be a student in the Class of 2019, eligible at the spring semester’s end for fall 2018 return;
- Be proposing original, mentored research in a STEM discipline for summer 2018;
- Propose a specific research project (including location, date ranges, and description of research objectives) and complete all components of the application;
- Find a STEM professional—with content expertise—who agrees to mentor and supervise the summer research/internship at the hosting location;
- Submit all application components electronically by the **deadline of Thursday, March 15, 2018.**

**Expectations:**

Recipients of awards will be required to:

- Enroll in a 1-hour internship course at WKU. Tuition for this course \$425 will come out of the grant;
- Fulfill all terms of the research/internship experience as set forth in the proposal;
- Receive a grade upon the completion of the experience based off of the evaluation found on the school webpage;
- Write an original Research Report to fit competition standards (feedback and support is provided);
- Submit their research to the Siemens Competition or to another equally prestigious science competition at the end of the RIG period;
- Use the internship experience and written report to submit to conferences, peer-reviewed journals, and other relevant programs and/or competitions.

**Guidelines/Rules/Advice**

- Eight-week, full-time internships are the minimum considered for a *full* grant. Full grants are up to \$2,000. Optional housing assistance (up to \$1,000) and research supplies (\$500) are also available;
- Research hours are limited to 40 hrs/week at all times;

- Budget time in your proposal to work on writing your research report;
- Placements can be in any STEM discipline, anywhere in the world where an applicant finds a STEM professional who will oversee their research--universities, governmental laboratories, and STEM industries are all acceptable. Think big. Both quality and creativity of proposals are important;
- Applications should detail where students will live, eat, and how they will get around to illustrate planning;
- If an applicant is accepted to an internship program that is paid (travel, housing, meals, stipend, etc.), the student is considered ineligible for the award.
- Monetary employment of any kind during the RIG research period stipulated in the RIG application must be approved by the Sponsoring Mentor and Cheryl Kirby-Stokes.
- Any changes to working dates or hours in the RIG proposal must be discussed with the Sponsoring Mentor and Cheryl Kirby-Stokes to receive approval.

**Research Internship Grant  
Application Part I—Student/Proposal Information**

Student Name: \_\_\_\_\_ WKU 800# \_\_\_\_\_

Cell Phone: \_\_\_\_\_ WKU E-mail: \_\_\_\_\_

**Academic and Research History**

WKU GPA: \_\_\_\_\_

If currently involved in research at The Gatton Academy, please list the department and supervising professor.

\_\_\_\_\_

Please describe your current research project (if applicable): \_\_\_\_\_

\_\_\_\_\_

**Information on Proposed Summer Project**

Location and address of proposed summer research: \_\_\_\_\_

\_\_\_\_\_

Name and title of Supervising Mentor: \_\_\_\_\_

Supervising Mentor phone: \_\_\_\_\_ Supervising Mentor email: \_\_\_\_\_

Dates of proposed research/internship: start: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to end: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

List any days within this period that you will not work: \_\_\_\_\_

List start times and end times for each day of work, e.g., 8am to 4:30pm, Monday-Friday. \_\_\_\_\_

How many hours total per week? \_\_\_\_\_

How many hours TOTAL this summer will you be researching/interning on this project? Tabulate this carefully, leaving out any days you will be on vacation or not actively involved in your project. Also, Mentor and Student form responses should match. \_\_\_\_\_

**Note:** Any changes to working hours after acceptance of the RIG must be approved by the Sponsoring Mentor and Cheryl Kirby-Stokes.

Are you receiving any reimbursement or pay for the proposed project (i.e. stipend, salary, housing, meals, transportation)? If so, please specify what is provided:

\_\_\_\_\_

*By signing below, I understand that if I am awarded a Research Internship Grant from The Gatton Academy of Mathematics and Science, that I will be expected to carry out the research/internship that I am proposing, in full, to the best of my abilities. I understand that I will be registered into a 1-hour internship course that will be paid for out of my grant and that the course is graded by my on-site supervising scientist. I understand that throughout my research/internship experience, I will prepare a thorough research report (maximum 18 pages) that I can enter in the Siemens Competition and Intel Science Talent Search in the fall semester of my senior year.*

\_\_\_\_\_

Student Signature

Date

Parent/Guardian Signature

**Research Internship Grant**

**Application Part II—Student Essay**

Student Name: \_\_\_\_\_

**Instructions:** Please attach a typed proposal. Please limit your response so that both parts one and two fit onto two, double-spaced pages.

**Part One:** Describe the research project you are proposing and your research objectives (think realistic for a summer and have these approved by the scientist who will oversee you). At the very least, you will want to address the following questions: What is the big-picture problem/question you will research? What contribution do you hope to make to the problem/question this summer? What research goals do you have? What will you do while “on-the-job” each day? What are your personal goals in wanting to complete this project?

**Part Two:** Describe the logistical details of how you’re going to survive a highly independent summer. Where will you live while you work on your research/internship and who will you live with? Where will you eat? How will you get to the location of your research/internship on a daily basis? Fill your essay with details of your proposed experience. A timeline table or chart is recommended (i.e. *Week 1 I will \_\_\_\_ and Week 2 I will \_\_\_\_*).

## Research Internship Grant

### Application Part III—Signed Parental Consent Form

#### About the Gatton Research Internship Grant

Funded by a gift from Carol Martin “Bill” Gatton, the Gatton Academy’s Research Internship Grant was founded in 2010. The program gives selected students from the Gatton Academy’s current rising senior class the opportunity to receive summer research grants in amounts up to \$3,000. Awards are meant to defray the housing, meal, and transportation expenses associated with summer STEM research experiments and investigations. Through the program, students are mentored in designing and carrying out their own original research project. Students create a Research Report that can be entered into some of the nation’s most prestigious high school-level STEM research competitions.

Because this is a highly independent summer, it is important that parents are fully aware precisely what their student is proposing funding for. If any questions at all arise through the application process or beyond, parents are asked to call Cheryl Kirby-Stokes, Academic Opportunities Coordinator, at 270-745-3613 or email [cheryl.kirby-stokes@wku.edu](mailto:cheryl.kirby-stokes@wku.edu).

By signing this form, parents/guardians of applying students agree to the following:

#### Parent/Guardian Initials

\_\_\_\_\_ I have read about the Gatton Research Internship Grant at <http://www.wku.edu/academy/academics/researchgrant/index.php>

\_\_\_\_\_ I have read my student’s completed proposal and support their application.

\_\_\_\_\_ I have made arrangements with my student and we have a plan for where they will be housed this summer and what access they will have to meals and transportation.

\_\_\_\_\_ I understand that The Gatton Academy does not house or supervise students during summers or while they carry out Research Internship Grants.

\_\_\_\_\_ I am aware of who my student’s on-site supervising scientist is.

\_\_\_\_\_ I understand the level of independence my student will have if selected

\_\_\_\_\_ I understand that if selected, my student’s grant will be awarded as a scholarship, that \$425 of their grant will be kept to pay tuition costs for a one-hour WKU research course, and that the remainder of the scholarship is meant to defray costs associated with housing, meals, and transportation to carry out the proposed internship.

\_\_\_\_\_ I understand that my student will be graded at the summer’s end by the supervising scientist using the rubric found at <http://www.wku.edu/academy/academics/researchgrant/index.php>.

\_\_\_\_\_  
**Print Parent/Guardian Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**Research Internship Grant  
Application Part IV—Statement from a Supervising Mentor**

**Instructions to Supervising Mentor:**

- Complete the Application Part IV—Statement from a Supervising Mentor form (next page);
- Attach a Letter of Support explaining the project in which you are agreeing to host a Gatton Academy of Mathematics and Sciences student. The LOS should contain:
  - The name and a short description of the research
  - The student's role in the research
  - The dates and hours the student will be working
- Submit the form and Letter of Support electronically to Cheryl Kirby-Stokes at [cheryl.kirby-stokes@wku.edu](mailto:cheryl.kirby-stokes@wku.edu) by Thursday, March 15, 2018.

**About the Research Internship Grant**

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**Credit/Grading**

Gatton Academy Research Internship Grant recipients will earn one college credit hour through Western Kentucky University for Honors: Independent Research (Honors 303). Students who do research at Western Kentucky University will be graded on a traditional grading scale. Students whose research is away from WKU will be graded on a Pass/Fail basis. At the end of the summer, you will send the grade for the student you worked with that will go on their official high school and university transcripts to The Gatton Academy. The grade is based off of the following: 1) an evaluation of the student that you complete and return (50%), and 2) the student's completion of a research report, following guidelines from the Siemens Competition for high school STEM research, not to exceed 18 pages (50%). The complete grading criteria/rubric will be provided to all supervising scientists of Research Internship Grant recipients at the onset of the experience, but may also be viewed in advance at: <http://www.wku.edu/academy/academics/researchgrant/index.php>.

**2018 Timeline**

- Now – First week of March: Students discuss potential summer research internships with Mentors. NOTE: Students should be involved to the extent possible in the project's origin and design.
- March 15, 2018: Deadline for complete student applications
- April 5, 2018: Last possible date for selection notifications
- May 15, 2018 or later: Research Start Dates: Varies by student's arrangement with mentor
- June 15, 2018: Lit Review and Introduction Section of Research Report Due
- July 15, 2018: Materials and Methodology Section of Research Report Due
- August 15, 2018: Final Draft of Complete Research Report Due
- August 15, 2018: Research Mentor Reports Student Grade to The Gatton Academy

Contact Cheryl Kirby-Stokes at The Gatton Academy with questions; 270-745-3613, [cheryl.kirby-stokes@wku.edu](mailto:cheryl.kirby-stokes@wku.edu)

**Research Internship Grant**

**Application Part IV—Statement from Supervising Mentor**

Student Name: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_ Professional Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

**Please answer the following questions:**

What are the dates the student will work? Start \_\_\_\_ / \_\_\_\_ / 2018 to End \_\_\_\_ / \_\_\_\_ / 2018

How many hours per week will the student be expected to work (40 max)? \_\_\_\_\_

List start times and end times for each day of work, e.g., 8am to 4:30pm, Monday-Friday.  
\_\_\_\_\_

How many hours total this summer is the student expected to work? Mentor and Student form responses should match. \_\_\_\_\_

Is your company/agency/department paying or reimbursing the student in any way (i.e. providing housing, meals, transportation, salary, or stipend)? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide details: \_\_\_\_\_

Have you talked with the student about the logistics of where they will live during the project, where they will eat, and how they will get to and from their work place each day? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please attach a signed Letter of Support that describes the project you have agreed to supervise for Summer 2018. Your Letter of Support and the completed Supervising Mentor form should be submitted electronically to Cheryl Kirby-Stokes at [cheryl.kirby-stokes@wku.edu](mailto:cheryl.kirby-stokes@wku.edu) by Thursday, March 15, 2018.**

**Gatton Research Internship Grant**  
**Application Part V—Gatton Research Internship Summer Housing Assistance Grant**  
**(optional)**

**About:** Students may complete Gatton Research Internship Grants at WKU, across the Commonwealth, the USA, and the world. Some students may live at home for summer or with a trusted relative or friend.

**Eligibility:** Other students may require housing with a rental fee in order to carry out their proposed Gatton Research Internship Grant. The Gatton Research Internship Summer Housing Assistance Grant provides up to \$1,000 awards to students who require such rental housing. This funding is limited to students who do not have the option to live with parents/guardians or a trusted relative or friend during their summer research period.

**Note:** Students completing their RIG on the campus of WKU are required to stay in on-campus housing if they apply for the Housing Assistance Grant.

\_\_\_\_\_ To complete my Gatton Research Internship Grant proposal, I require summer housing with a rental fee.

Please list your summer housing location and address.

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Student Signature

Date

Parent/Guardian Signature





**Gatton Research Internship Grant  
Application Part VI—Gatton Research Internship Supplies Grant**

**(optional)**

**About:** Western Kentucky University faculty who mentor a Gatton Academy student on a Gatton Research Internship Grant are eligible to apply for up to \$500 to purchase supplies or materials to advance the student's summer research internship goals. The money will be attributed to the WKU account that the Mentor indicates below.

**Timeline:** This optional component of the application is due by Thursday, March 15 with the student's Gatton Research Internship Grant application. Funds will be transferred to the faculty mentor by the start of the summer research internship.

**Part I: To be completed by Gatton Academy student:**

Student Name: \_\_\_\_\_ WKU 800#: \_\_\_\_\_

Dept. Hosting Gatton Research Internship Grant: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Gatton Academy Student**

**Date**

**Part II: To be completed by WKU Faculty Mentor:**

*Please verify the above information, answer the following questions, and return form to Academy student.*

Amount applying for (maximum \$500): \_\_\_\_\_

Please indicate what supplies the Gatton Research Internship Supplies Grant will be used to purchase/help pay for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If approved, you will be notified by e-mail and the funds will be transferred to the BANNER account that you indicate. BANNER Budget Account # (required) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of WKU Faculty Mentor**

**Date**