Research Internship Grant 2024
Deadline: Friday, March 8
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 Regeneron STS, the Intel Science and Engineering Fair, and the Goldwater Scholarship. Many recipients submit their work for peer-reviewed publication and for conference presentations.

- **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 (LOS) 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 up to $1,200 Gatton Research Internship Summer Housing Assistance Grant*
- **Part VI (optional for WKU Mentors)-** Application for up to $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: cheryl.kirby-stokes@wku.edu by **Friday, March 8, 2024.**

Eligibility:
- Be a student in the Class of 2024, eligible at the spring semester's end for fall 2023 return;
- Be proposing original, mentored research in a STEM discipline for summer 2023;
- 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 Friday, March 8, 2024**.

Expectations:
Recipients of awards will be required to:
- Enroll in a 1-hour internship course at WKU. Tuition for this course ($463) 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 Regeneron competition or to another equally-rigorous 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 $1,200) and research supplies (up to $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 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 in short (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: _____/_____/ 2023 to end: _____/_____/ 2023

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

List start times and end times for each day of work, e.g., 8:00am 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 Gatton 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 20 pages) that I can enter in the Regeneron Science Talent Search in the fall semester of my senior year.

_____   _____   _____

Student Signature   Date   Parent/Guardian Signature

Application Part II—Student Essay

Student Name: _____

Instructions: in a separate document that you will send along with the PDF Gatton RIG Application, please answer Part One and Part Two, following the directions exactly.

Part One: Your response to **Part One** should be no more than one page. Sentence structure, grammar, and your ability to convey the information in a succinct and logical manner will be part of the review rubric.

Describe the research project you are proposing and your summer research objectives by answering 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: Your response to **Part Two** should be no more than one page. Sentence structure, grammar, and your ability to convey the information in a succinct and logical manner will be part of the review rubric.

Describe the logistical details of how you're going to survive a highly-independent summer by answering the following questions:
- 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?

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 $3,200. 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 to have funded. If any questions 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.

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 that student recipients are still held accountable to the behavioral standards of Gatton Academy's handbook while completing or being housed for their internship.

_____ I am aware 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 $463 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 (LOS) 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 by **Friday, February 24, 2023**.
- Mentor responsibilities include:
    - Providing consistent mentorship, including regularly-scheduled progress meetings, throughout the RIG contract period;
    - Working with students one-on-one on the written research report;
    - Not turning mentorship of the student intern over to Graduate Assistants or others in the research lab;
    - At any time throughout the RIG contract period, reporting to The Gatton Academy concerns about the student intern's performance.

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. 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 Regeneron competition for high school STEM research, not to exceed 20 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.

2023 Timeline
- Now – First week of February: Students discuss potential summer research internships with Mentors. NOTE: Students should be involved to the extent possible in the project's origin and design.
- February 24, 2023: Deadline for complete student applications
- March 3, 2023: Last possible date for selection notifications
- March 10, 2023: Required RIG Orientation
- May 8, 2023 or later: Research Start Dates: Varies by student's arrangement with Mentor
- June 9, 2023: Introduction and Lit Review Section of Research Report Due
- July 7, 2023: Materials and Methodology Section of Research Report Due

- August 4, 2023: Final Draft of Complete Research Report Due
- August 9, 2023: 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

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_____/_____/ 2023 to End_____/_____/ 2023

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., 8:00am 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 2023. Your Letter of Support and the completed Supervising Mentor form should be submitted electronically to Cheryl Kirby-Stokes at cheryl.kirby-stokes@wku.edu by Friday, February 24, 2023.

(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 $1,200 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.

_____   _____   _____
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 **Friday, February 24, 2023** 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. The Gatton Academy is unable to hold these Supplies Grants waiting for a new fiscal year (i.e., funds must be transferred prior to July 1).

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**