

WYOMING INBRE UNDERGRADUATE INTERNSHIP

Application Checklist, Instructions and Application Form

Please direct questions to:

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Please submit your application containing the following materials via the online application process. Please be sure you have the electronic copies of all the materials listed below prior to starting as you will have to upload them with the application form. Mentor and reference letters can be uploaded separately by the faculty member.

DIRECTIONS:

Application process is online.

Share this link with faculty writing letters of recommendation: <https://secure.jotform.us/form/52295281683159>

Student application (have your proposal and an unofficial copy of your transcript ready for uploading):

<https://secure.jotform.us/form/52295712258156>

PROPOSAL CHECKLIST

- _____ 1. Scholarship Application Form (must be filled out electronically).
- _____ 2. Transcript(s) -- Include transcripts from UW and all other schools attended.
Copies of Transcripts will be accepted. They do NOT need to be official (must be uploaded electronically).
- _____ 3. **ONLY ONE OF THE TWO OPTIONS BELOW** (must be uploaded electronically):
 - a. **Description of Proposed Research** (This should be written by the student). This is required if the student will have completed 60 credits or more by the end of the current term OR has received INBRE funding before. The student must write the description, but the sponsoring faculty should offer guidance and editorial assistance.

Format Requirements: Minimum of 3 pages / Maximum of 5 pages.

Typed, Double-spaced

On standard 8 1/2" by 11" paper

11 or 12-point font size

1-inch margins

OR

- b. **Letter of Intent.** This is required if the student will have completed 59 credits or less by the end of the current term AND has not received INBRE funding before. Letter of intent should include statement of career goals and how research experience will help to meet these goals.

Format Requirements: Minimum of 1 pages / Maximum of 2 pages.

Typed, Double-spaced

On standard 8 1/2" by 11" paper

11 or 12-point font size

1-inch margins

- _____ 4. **Mentor Letter (from the Casper College or UW at Casper faculty mentor). This letter should detail his or her willingness to supervise your research (must be uploaded electronically).**
- _____ 5. **Letters of Recommendation from TWO Additional Faculty Members. These letters could be written by Casper College or UW at Casper faculty members (must be uploaded electronically).**

General Instructions

1. **Application Form** (complete all information).
2. **Transcript(s).** Include unofficial college transcripts from CC and/or UW and all other colleges or universities attended.
3. **ONLY ONE OF THE TWO OPTIONS BELOW:**
 - a. **Description of Proposed Research (≥ 60 credit hours completed).** Your description should be clear and concise. It should demonstrate your understanding of research principles necessary to pursue these interests. Present your research plan with a clear hypothesis or questions to be asked by the research, and how you think these questions may best be answered. Please include a description of protocols and instrumentation that may be used, as well as references cited.

To help you write a competitive proposal, ask yourself these questions:

- Can I state the aim of this research in 10 words?
- Is the background section easily understood?
- Does the importance of the work stand out?
- Does the proposal convey a confidence that I can do the work, and the work has a sound basis?
- Are the experiments logical?
- Is there a clear statement of the information to be learned from each experiment?

OR

b. Letter of Intent (≤ 59 credit hours completed). Your description should include a list of science related courses taken and overall career goals. Please explain why research experience will be beneficial for your education and what you hope to gain from this experience.

To help you write a complete letter of intent, ask yourself these questions:

- Does the letter state why you wish to participate in a research experience?
- Does the letter clearly communicate how the research experience is going to further your education goals?

4. **Letter of Commitment from the CC or UW at Casper Faculty Sponsor**
This letter should provide details of his or her willingness to supervise the research, describing the expected learning experiences, and, if pertinent, describing funds available to support the student's research (equipment and supplies).
5. **Letters of Recommendation from Two Additional CC or UW at Casper Faculty Members.**