APPLICATION GUIDELINES

The R.W. Kern Center is seeking applications for student grants for Spring 2019. Kern Center grants fund research or projects relating to an aspect of the Kern Center's systems, mission, and/or to the Living Building Challenge. Please read the full description and requirements below to learn more.

We encourage applications from all disciplines (social sciences, natural sciences, arts, etc.). If you are unsure if your project qualifies or have questions about the grant requirements or application process, please contact to Sara Draper at sdraper@hampshire.edu, x4959.

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About the Kern Center

The R.W. Kern Center is the 17th certified Living Building, an embodiment of Hampshire's sustainability and educational values in practice. The Kern Center contributes to a more sustainable, equitable, and ecologically restorative world by modeling positive transformation of the built environment. Through research, education, innovation, and operation, we share this mission with our campus community, building and design professions, and the general public.

Who can apply?
- Applicants must be Hampshire students in good academic standing. Students on academic probation and students on leave are ineligible for funding; students on field study may apply.
- Students who have received Kern funding for past projects may apply, as long as it is for a different project. Preference may be given to students who have not previously received funding.

What kind of project/research can be funded?
- Project must engage an aspect of the Kern Center or Living Building Challenge (LBC). Examples include:
    - Research on a building system or component (greywater processing, ventilation, composting toilets, raingardens, energy use)
    - Critical analysis of LBC values, process, or outcomes
    - Developing educational materials to teach others about the Kern Center/LBC
    - **If you can make the case for your project to be funded by the Kern Center, apply!**
- Project must not have been funded previously by the Kern Center.
- Project must not yet be completed; the Kern Center cannot fund projects retroactively.
- Grant requests may not exceed **$1,500**.

Project Application Contents:

1. **Application Form:** Complete and attach as the first page of your proposal. You **must** check off each item you include, assemble your application in the order listed on the application checklist, and bind all items as one PDF for submission.

2. **Project Proposal Description**: Include the following sections (2 pages max, single spaced, 11-pt font)
   a. <u>Introduction</u>: Briefly describe your proposed project plan or research idea. Clearly state the ways your project engages the Kern Center's mission and contributes to your field.

   b. <u>Research Question/Project Topic (WHAT)</u>— **Describe your proposed project or research idea.**
      • What is your hypothesis, problem statement, or specific question your project will address?

   c. <u>**Purpose & Goals (WHY)**</u>— **Describe your project's context and impact.**
      • What do you hope to accomplish with this work?
      • What skills or knowledge do you hope to acquire?
      • How is this project/research relevant to the Kern Center?
      • Has other research been done in this area? Support your proposal with citations from relevant literature and prior findings.

   d. <u>Method & Work Plan (HOW)</u>—**Describe how you will execute your project or research**.
      • What are the steps and milestones for this project (include a timeline if necessary)?
      • How and where will you conduct your research?
      • What methods/models will you use?
      • What labs, research sites, or studio spaces will you use for this work?
      • If you will use a questionnaire or survey, attach it (or a draft version) to this proposal.

   e. <u>Your Preparation</u>—**Describe how you have prepared to do this work.**
      • What do you already know about this topic/research area?
      • What is your previous research or internship experience and skills?
      • What relevant courses have you completed? (attach a list as an appendix)

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

4. **Supporting Documentation**:
   a. **Supporting Letters:** Letter from your Div II or Div III Chair and from the faculty member supervising your project (if different) stating your academic strengths, the appropriateness of this project for your Div III, and your project's relevance to the Kern Center. The letter must include reference to their review and approval of your budget.
   b. **Div II or Div III Contract:** A copy of the filed contract printed directly from the HUB (screen print the HUB pages; do not paste text into a separate document).
   c. **Div II Evaluation (for Div II applicants only):** A copy of your evaluation printed directly from the HUB, or if the evaluation is not yet on the HUB, a letter from your Div II Chair and two or three evaluations of courses relevant to your project (screen print the HUB pages; do not paste text into a separate document).

5. **IRB or IACUC Approval**: If you are using human or animal subjects in your project attach a copy of your IRB or IACUC approval.

   Under federal law the College Institutional Review Board (IRB) must approve all research involving human subjects. IRB Applications are submitted to the Dean of Faculty Office. If you are using animal subjects in your research attach a copy of your IACUC (Institutional Animal Care and Use Committee) approval.

   Please indicate if you have not received, or are pending approval, as your funding will be contingent upon providing a copy of your approval letter.

6. **Laboratory/ Project Workspace Use & Safety Approval**: If you are working in a research lab or designated project workspace, attach a letter of permission from the lab/workspace manager.

7. **Budget with Justification**: List each item, supplier, cost, and its purpose in your project.

   Eligible expenses include: lab materials, project-related supplies, payments to research subjects, small equipment and software (to become property of the Kern Center upon completion), and travel expenses for field study/off-site research.

   If you are applying for funding from other sources for other project-related expenses, include a complete budget listing these expenses and all other funding sources to which you have applied.

   *Consult the budget examples on the next page for formatting guidelines.

Application Timeline

Grant applications are due January 17th, 2019, and must include all required materials. Incomplete applications will not be considered. Successful applicants will be notified by January 22, 2019.

BUDGET EXAMPLES

Proposed Kern Center Grant Budget for XYZ Project

Item & Supplier	*Cost*	*Justification*
Survey Monkey: Gold Plan 3 Months @ $25/ month	$75.00	To run and facilitate online opinion survey component for the duration of study
Participant Payment: $10 x 25 participants	$250.00	To compensate interview participants for their time
Project Supplies	$700.00	Cortisol assay kits ($325 X 2 + $50 shipping)
Final Poster, printed by Duplications	$50.00	To display results for presentation at XYZ conference and at school Div III Showcase
Total Request	**$1075.00**	

If you are applying for funding for this project from any other funding sources, please list source and amount requested, along with any notes or comments. Use the budget below as a guide:

Proposed Total Budget for XYZ Project

Item	Cost	Funding Source	Funding Status	Justification/Notes
Project Supplies	$350.00	CS grant	Requested, not confirmed	Hand held recorder and microphone for interviews.
Transportation	$700.00	ECG grant	Confirmed	Car rental for travel to interview sites. 4 weeks X $150/week, plus insurance
Conference Registration	$500.00	NSF grant	Requested, not confirmed	Registration costs for Really Important conference to present work
TOTAL OTHER FUNDING	**$1550.00**			

APPLICATION FORM

Student Name: _____ **Email:** _____

Division: _____ **When will you graduate?** _____

Project Title: _____

What Kern Center/Living Building Challenge systems or themes does your project address?

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Project Synopsis: Provide a 2-3 sentence description of your project and how it relates to the Kern Center.

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Name of Divisional Chair and Project Supervisor: _____

Dates of Project Activity: _____

Are you applying for funding for this project from any other funding sources?   ☐ **Yes**   ☐ **No**

Amount Requested from Kern Center: $_____   **Total Funds Needed for Project:** $_____

APPLICATION CHECKLIST
Confirm that you have included the following in the order listed below:
☐ Project Proposal Description (see application guidelines for more information)
☐ Bibliographic References
☐ Complete Budget and Justification (including expenses covered under other funding sources)
☐ Supporting Letter from Division II or Division III Chair
☐ Supporting Letter from the faculty member supervising your project (if different from Div Chair)
☐ Div II or Div III Contract as applicable
☐ Div II Evaluation (for Div III applicants only; if evaluation is not yet available, 2-3 course evaluations)

IRB (Institutional Review Board) Approval:
☐ YES, approval letter is attached
☐ NO, approval is not needed as no human subjects will be used
IACUC (the Institutional Animal Care and Use Committee) Approval:
☐ YES, approval letter is attached
☐ NO, approval is not needed as no animal subjects will be used
Laboratory/ Project Workspace Use & Safety Approval:
☐ YES, a letter of approval from the lab/workspace manager is attached
☐ NO, I do not need approval as lab/workspace is not needed