R.W. KERN CENTER

## Spring 2021 Student Grant Application Guidelines

The R.W. Kern Center (RWKC) is seeking applications for student grants for Spring 2021. RWKC grants fund research or projects relating to an aspect of the RWKC'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, humanities, arts, etc.). If you are unsure if your project qualifies or have questions about the grant requirements or application process, please contact Claire Shillington at cshillington@hampshire.edu.

Applications are due on a rolling basis. Priority will be given to students in the order that applications are received. **The final day to submit an application is Friday, February 26, 2021. We strongly encourage applicants to submit their applications as soon as they can.**

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### About the R.W. 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 RWKC 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 RWKC 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 RWKC 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 RWKC/LBC
  - **If you can make the case for your project to be funded by the RWKC, apply!**
- Project must not have been funded previously by the RWKC.
- Project must not yet be completed; the RWKC cannot fund projects retroactively.
- Grant requests may not exceed **$1,500**.

**Application Contents**

1. **Application Form:** Complete and attach the [Application Form](#) as the first page of your proposal. You **must** check off each item you include (we recommend completing the fillable form in Adobe Acrobat), assemble your application in the order listed on the application checklist, and combine all items as one PDF for submission. Completed applications must be emailed to [cshillington@hampshire.edu](mailto:cshillington@hampshire.edu).

2. **Project Proposal Description:** Include the following sections (2 pages max, single spaced, 11-pt font)

    a. **Introduction**: Briefly describe your proposed project plan or research idea. Clearly state the ways your project engages the RWKC's mission and contributes to your field.

    b. **Research Question/Project Topic (WHAT): Describe your proposed project or research idea.**
       - What is the problem statement, hypothesis, or specific question your project will address?

    c. **Purpose & Goals (WHY): 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 RWKC?
       - Has other research been done in this area? Support your proposal with citations from relevant literature and prior findings.

    d. **Method & Work Plan (HOW): 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. **Preparation: 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. **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 RWKC upon completion), conference fees, and travel expenses for field study or 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](#) for formatting guidelines.

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. **Supporting Documentation**:

    a. **Supporting Letters**: Include a letter of support from your Division II or Division III Chair (as applicable) and from the faculty member supervising your project (if different) stating your academic strengths, the appropriateness of this project for your Division II or III, and your project's relevance to the RWKC. The letter must include reference to their review and approval of your budget. Supporting letters may either be included in the PDF submission of your application, or emailed to cshillington@hampshire.edu.

    b. **Divisional Contract**: Include your Division II or Division III contract (as applicable) printed directly from the HUB (screen print the HUB pages; do not paste text into a separate document).

    c. **Evaluation(s)**: If you in Division III, include a copy of your Division II evaluation. If you are in Division II or if you Division II contract is not yet available, include 2 to 3 evaluations from courses that are relevant to your project (screen print the HUB pages; do not paste text into a separate document).

**Application Timeline**

Grant applications for Spring 2021 are due on a rolling basis. Priority will be given to students in the order that applications are received. **The final day to submit an application is Friday, February 26, 2021. We strongly encourage applicants to submit their applications as soon as they can.** Applications must include all required materials. Late or incomplete applications will not be considered.

**Budget Examples**

**Proposed RWKC Grant Budget for XYZ Project**

| Item & Supplier | Cost | Justification |
|---|---|---|
| Survey Monkey: Gold Plan 3 months @ $25 per month | $75.00 | To run and facilitate online opinion survey component for the duration of study |
| Participant payment: 25 participants x $10 | $250.00 | To compensate interview participants for their time |
| Cortisol assay kits $325 x 2 + $50 shipping | $700.00 | Project supplies |
| Final poster, printed by Duplications | $50.00 | To display results for presentation at Really Important conference & Div III Showcase |
| **TOTAL REQUESTED** | **$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:

**Other Funding Requested for XYZ Project**

| Item | Cost | Funding Source | Funding Status | Justification |
|---|---|---|---|---|
| Project supplies | $350.00 | CS grant | Requested, not confirmed | Handheld recorder and microphone for interviews |
| Transportation | $700.00 | ECG grant | Confirmed | Car rental for travel to interview sites: $150/week x 4 weeks + insurance |
| Conference Registration | $500.00 | NSF grant | Requested, not confirmed | Registration costs for Really Important conference to present work |
| **TOTAL REQUESTED** | **$1550.00** | | | |

**R.W. Kern Center Funding Conditions**

*These funding conditions are included as a reference. Please note that if your project is funded, you will receive updated conditions which may include different deadlines.*

**Required Documentation**
Documentation of your project is an important part of communicating our impact to the R.W. Kern Center community. The following documentation is required as a condition of your funding:

☐ **Project profile and bio – due by March 12, 2021**

Provide a brief (1-2 paragraph) introduction to yourself and your project for the R.W. Kern Center blog. This will be used in a post on the Spring 2021 grant recipients. Please include a photo (headshot, project imagery, etc.), and commentary on how your project relates to the R.W. Kern Center.

☐ **Progress documentation for social media: once per month**

Provide at three pictures/videos/quotes/etc. for social media. These should show your process and progress, and be suitable for posting (or re-posting) on the RWKC Twitter, Instagram, Facebook or blog.

☐ **Final Reflection – due by April 30, 2021**

Provide a final reflection on your project for the R.W. Kern Center website. This can be in the form of a written post, video, audio clip, or other media as agreed. This piece should include reflection on your project process, final result, and the role of the R.W. Kern Center in your work.

☐ **Public Showcase (optional)**

You may have the opportunity to present your project as part of a R.W. Kern Center showcase or other campus event. Details will be agreed upon with the R.W. Kern Center Coordinator.

**Ownership and Usage**
All materials and equipment purchased under this funding award are and will remain the property of the grantee (you). You give the R.W. Kern Center permission to use photos, videos, or other materials related to the final product of your project on their website or in other communications.

**Funding Credit**
Please include the following funding credit in your project presentations/publications: "*This project was supported by a grant from the R.W. Kern Center and Leona and Ralph W. Kern Foundation.*" If you use the credit more than once, you can abbreviate it to "*the R.W. Kern Center.*"

**R.W. Kern Center Style Guidelines**
When referring to the R.W. Kern Center in written work, the full building name should be used (not "Kern Center" or "Kern"). For repeated references to the building, you may use the short form RWKC.

## Spring 2021 Student Grant Application Form

Student Name: _____     Email: _____

Expected Graduation Date: _____     Division: _____

Project Title: _____

What RWKC/LBC systems or themes does your project address?

_____

Project Synopsis: Provide a brief 2-3 sentence description of your project and how it relates to the RWKC/LBC.


_____

Name of Divisional Chair: _____     Name of Project Supervisor (if different): _____

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

Amount Requested from RWKC: $_____     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
☐ Budget with Justification (including expenses covered under other funding sources)

IRB (Institutional Review Board) Approval:

☐ Yes, my approval letter is attached.
☐ No, I do not need approval as no human subjects will be used.

IACUC (the Institutional Animal Care and Use Committee) Approval:

☐ Yes, my approval letter is attached.
☐ No, I do not need approval as no animal subjects will be used.

Laboratory/Project Workspace Use & Safety Approval:

☐ Yes, my approval letter from the lab/workspace manager is attached.
☐ No, I do not need approval as lab/workspace is not needed.

Supporting Letter from Divisional Chair

☐ Included in Application Packet
☐ Emailed to cshillington@hampshire.edu

Supporting Letter from faculty member supervising project (if different from Div Chair)

☐ Included in Application Packet
☐ Emailed to cshillington@hampshire.edu

☐ Divisional Contract
☐ Division II Evaluation (if unavailable: 2-3 relevant course evaluations)