**InFEWS Internship Travel Grant**

**Pre-Approval**

# **Application Form**

 ***All fields are required.***

|  |  |
| --- | --- |
| Project Title (max 10 words): |   |
| Destination Country: |   |
| Student Name: |   | Student Email: |   |
| Faculty Advisor Name & Email: |   | PI Department |   |
| Summary:1-3 sentence summary (up to 200 words) of your internship, naming the organization you will be working with, why you have chosen it, and what you will do with them. |   |
| Partner Organization Name |   |
| Partner Contact Name: (Individual) |   | Partner Contact Email: |   |
| Travel Start | MM/DD/YYYY | Travel End | MM/DD/YYYY |
| Budget request (if any): | $ |

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As part of the InFEWS Internship experience, regardless if you receive travel funding through this mechanism, you will be expected to:

1. Complete a pre-internship reflection document.
2. Communicate with your faculty sponsor and receive their approval.
3. Collect photos/screenshots/video/audio representing the types of work and insights that you have during your internship.
4. Complete a post-internship reflection document.
5. Present insights in seminar or symposium to InFEWS fellows and faculty in the fall semester or annual meeting.

**Submission process:**

Due dates:

For Summer Internships, application must be received by 11:59 pm April 1.

**\*\*\* Please submit this form in PDF format to** **InFEWS@berkeley.edu** **\*\*\***

# **Internship Narrative (No more than 1000 words total). Please address each question separately:**

# **1. What development or low-resource challenge do you seek to address in your internship?**

# **2. How will the internship contribute to your knowledge of Food-Water-Energy systems in a poverty context?**

# **3. What partners (e.g., foreign collaborators/hosts) are involved in your internship? What will they contribute (e.g. financial, partnership, collaboration, mentorship, connections, etc.)?**

# **4. What immediate outcomes do you expect from the proposed travel? In other words, what do you hope to achieve by the end of your grant? How will this support your research goals?**

5. **Are there any extenuating circumstances you would like us to consider?**

**If requesting funds to offset your costs, please fill out this budget template:** Requests should not exceed US $5,000 for international and US $1,500 for domestic travel in allowable line items include air tickets on U.S. air carriers, lodging, ground transport, meals & incidental expenses (while on travel), and expendable research supplies. Awarded amounts will vary based on individual need, location, and circumstances of the internship opportunity.

**Restrictions:** All travel must comply with UC Berkeley travel guidelines, found at<https://travel.berkeley.edu/understand-policy/travel-policy-nutshell>, including lodging or meals & incidental expenses (M&IE) per diems. All travel must comply with the Fly America Act (details in above link). If you expect other classes of expenses that are not listed above, but may be critical for your internship, please contact pyael@berkeley.edu prior to submitting your application.

**All travel and related project costs with the possible exception of flights are expected to be purchased directly by the traveler; expenses will be reimbursed by UC Berkeley following the completion of travel.**

|  |  |  |
| --- | --- | --- |
| ***Expense*** | ***Description & Justification*** | ***Amount*** |
| *Air travel* |   |   |
| *Lodging* |   |   |
| *M&IE* |   |   |
| *Transit* |   |   |
| *Supplies* |   |   |
|  | **Total Costs** |   |
| *Anticipated Partner Support (salary, travel, etc)* |   |   |
| *Other financial support (scholarship, other income, etc)* |   |   |
|  | **Total Other Support** |   |
| **Funds Requested from InFEWS Travel Grant (Costs – Other Support)** | $ |

***Sample Budget***

|  |  |  |
| --- | --- | --- |
| ***Expense*** | ***Description & Justification*** | ***Amount*** |
| *Ticket* | *Roundtrip air ticket from SFO to BOM, on U.S. air carrier, to meet collaborators at IIT Bombay and conduct informal interviews with potential consumers of the technology. Expected dates of travel are 5/28/14-­‐6/12/14* | *$1,400* |
| *Lodging* | *Hostel accommodation in Mumbai, India for 14 days, at a rate of**$50 per day* | *$700* |
| *M&IE* | *Meals at $15 per day plus mobile phone minutes ($50 total)* | *$260* |
| *Transit* | *Hire of a car for 10 days total, at $50 per day, for field visits* | *$500* |
| *Supplies* | *Translator (10 days @ $10 per day); assay kits (50 @ $20 each); laboratory consumables ($200 total); shipping samples ($500 total)* | *$1,800* |
|  | **Total Costs** | $4,660 |
| *Anticipated Partner Support (salary, travel, etc)* | *IBM Research Africa will pay air expense ($1400) and stipend of $2000 for 6-week internship.* | *($3,400)* |
| *Other financial support (scholarship, other income, etc)* | *Campus Fellowship stipend* | *($300)* |
|  | **Total Other Support** | ($3,700) |
| **Funds Requested from InFEWS Travel Grant (Costs – Other Support)** | $960 |