

## **Padma Desai Research/Internship Grants in Russia Proposal Guidelines**

These grants, supported by a grant from the Padma Desai Fund, are meant to support Middlebury undergraduate students who wish to conduct an internship or research in Russia as part of their Middlebury College experience. The Fund will provide for expenses related to the internship or independent research in Russia, such as transportation, lodging, and costs specific to the approved project. Students awarded grants from the Fund will be known as Padma Desai Scholars and will be required to submit a report at the conclusion of the internship or independent research abroad.

In consultation with a Middlebury College faculty mentor, students should develop proposals for an internship or independent research to take place in Russia either during or immediately following study abroad in Russia. Depending on the specifics of the proposed project, grants will range between \$1000 and \$2800. Students should specify the internship/research costs that will be funded by the grant. Faculty should indicate that they have agreed to work with a designated student who will be studying at the Middlebury C.V. Starr School in Russia.

### **March 31 – Deadline for the following:**

- Proposals from students studying in Russia during the current academic year and wishing to conduct an internship or research in Russia during study abroad or immediately after;
- Proposals from students planning to study in Russia during the following academic year and wishing to conduct an internship or research in Russia during study abroad or immediately after;
- A letter of support from the faculty member endorsing a student's proposal, including information about their role in overseeing the proposed internship or research.

### **October 17 – Deadline for the following:**

- Proposals from students studying in Russia during the current academic year and wishing to conduct an internship or research in Russia during study abroad or immediately after;
- A letter of support from the faculty member endorsing a student's proposal, including information about their role in overseeing the proposed internship or research.

**Students** should submit proposals by these deadlines to [rcga@middlebury.edu](mailto:rcga@middlebury.edu).

**Faculty members** should email letters by these deadlines to [rcga@middlebury.edu](mailto:rcga@middlebury.edu).

### **Documents required from students (please submit together, as email attachments):**

Application form (page 2 of this document): Please fill in completely.

Budget form (page 3 of this document): Please fill in completely.

Research or internship project description (page 4 of this document): No more than 1000 words.

Research projects should: (1) Include statement of topic, research question(s), objectives and significance of the project, methodology, bibliography, and project timeline. (2) Address the feasibility of the project, including logistical issues. (3) Indicate how students will incorporate their research into senior work. Internship projects should: (1) Provide the following about the proposed internship organization: name, industry/field, location, description (mission, goals, size, etc.), web link, supervisor/mentor. (2) Define your proposed responsibilities, learning goals, intended skills acquisition, application of your liberal arts learning, timeframe and hourly commitment.

Resume/CV: This should normally be one to two pages.

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**PADMA DESAI RESEARCH/INTERNSHIP GRANTS IN RUSSIA APPLICATION FORM**

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Name:	
Date:	
Student ID Number:	
Grant amount requested (total from attached budget form):	
Undergraduate institution:	
Anticipated graduation date:	
Major, with disciplinary focus if applicable:	
Campus address:	
Telephone:	
Email address:	
Nationality:	
Title/brief synopsis of your project (15 words or less):	
Name and location of the program(s) where you will be studying abroad and during which semester(s):	
Timing of proposed project (indicating whether it will occur during study abroad and/or immediately after):	
Language(s) needed for project and your proficiency in each:	
Name and contact information of your faculty mentor for this project:	

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## BUDGET FORM

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Please print or type neatly in the allotted spaces below.

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| <p>1. Travel (estimated cost of all air and ground transportation: please break down the aggregate figure below, providing as much detail as possible. This budget line will usually <i>not</i> include international travel, since grantees will already be abroad at the study abroad site).</p>  |
| <p>2. Food and lodging (estimated cost of food and lodging per day multiplied by number of days; please break down the aggregate figure below, providing as much detail as possible. These expenses will normally be outside of the study abroad room and board charges that students will incur as part of their study abroad program.).</p> |
| <p>3. Miscellaneous (please break down the aggregate figure below, providing as much detail as possible. Examples of miscellaneous expenses include but are not limited to supplies, entrance/admissions fees, and materials acquisition.)</p>  |
| <p>4. Have you applied or will you be applying for other funding sources for this project? If so, please list all funding sources and requested amount, including but not limited to the following: student organizations to which you belong, your Commons, fundraising activities, and any personal contributions you will make.</p>        |

<b>TOTAL FUNDS REQUESTED (1+2+3):</b>
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**Expenditures in each of these categories will vary dramatically from project to project, as well as from location to location.** The RCGA Advisory Committee realizes that many students will be drafting a budget for the first time. We strongly encourage you to consult your faculty mentor or Charlotte Tate ([tate@middlebury.edu](mailto:tate@middlebury.edu)) with questions about budgetary issues.

**Research or Internship Project Description:**