

Graduate Student Training Enhancement Grants (GSTEG)

IMPORTANT UPDATE: In compliance with the Duke COVID-19 response regarding travel and other restrictions, we have temporarily suspended the Graduate Student Training Enhancement Grant (GSTEG) review process. We will retain all applications already submitted, and will contact applicants directly to inform them about the suspension, and any updates that emerge. The Formstack portal will remain live through the original deadline of March 23 to allow the completion of any in-process applications. // 3.18.20

Overview

The goal of this grant competition is to expand the opportunities for graduate students to augment their core research and training by acquiring additional skills, knowledge, or experiences that are not available at Duke and that will enhance their capacity to carry out original research. We believe such experiences will lead to better preparation/training, whether for academic positions or other career trajectories. Supported activities include:

- 1) a summer internship with a community organization, government agency, NGO, or cultural institution, related to the student's area of study (doctoral students only);
- 2) participation in a cognate training workshop; or
- 3) a field research opportunity that includes specific training.

For the 2020 competition, **proposals from doctoral students for summer internships** will receive particular attention. Please note that we will only provide funding for experiences with not-for-profit hosts, such as NGOs, cultural institutions, foundations, and government agencies. Applicants will need to demonstrate how the activities associated with the proposed research experience aligns with their fields of study and research interests.

The [GSTEG resource page](#) includes information and advice about how to explore research experiences eligible for GSTEG support.

Restrictions and Parameters

- Grant funds may not be used for attendance at conferences, nor for internships by masters or professional students.
- We encourage potential applicants for training experiences to consult the 2020 [Duke Graduate Summer Academy](#) offerings (updated by Feb. 1) to see if those short courses can address their needs.
- Summer internships may be proposed for one, two, or three months – successful applicants will receive a standard per-month stipend. Doctoral applicants for these internships may include a

separate budget request for travel costs if the internship will take place outside commuting distance from Durham, North Carolina. Living expenses, however, should come out of the stipend.

- Doctoral students who wish to explore a summer internship outside North Carolina may encounter additional obligations concerning tax filing in the jurisdiction where the internship takes place. We encourage any doctoral students who wish to propose an internship outside North Carolina to pay close attention to the tax information provided on the GSTEG resource page.
- International students who wish to apply for a summer internship should consult as soon as possible with Duke Visa Services for assistance with filing applications for Optional Practice Training and any other visa-related requirements.
- Recipients of GSTEG funding for a summer internship cannot receive other Duke summer funding.

Eligibility

- All current graduate students (post-undergraduate, including masters, professional, and doctoral students) in any program at Duke University may propose graduate training enhancement activities, aside from internships, which are only available to doctoral students.
- All internships and cognate training experiences proposed must be performed outside of Duke (i.e., may not involve research, training, or other engagement with a Duke unit).
- Previous GSTEG awardees may not apply.

Selection Criteria and Review Process

Proposals should specify the type of GSTEG award being sought (summer internship, cognate training opportunity, or fieldwork opportunity that includes a training component), describe the nature of activities, and explain how the experience will contribute to the student's intellectual trajectory and impact their dissertation research or capstone project. Successful past applications have made a compelling case for how the proposed experience would amplify the student's intellectual agenda beyond the standard offerings within their program and otherwise available at Duke. The review process of submitted proposals will be overseen by the Vice Provost for Interdisciplinary Studies and the Executive Vice Provost.

Scope and Duration

The proposed experience may last for up to three months in the summer. In the case of proposals for a cognate training workshop or field research opportunity that includes specific training, awards are capped at \$5,000 (though past awards of this type have averaged approximately \$2,000). For summer internships, awards are capped at \$2,700 per month, in addition to any travel expenditures to get to the location of the host organization.

Proposal Requirements

The Provost's Office uses Formstack to submit [applications](#). You will be asked to provide the following information:

- An updated **CV (maximum two pages)**;
- A brief **narrative (maximum three pages)** that articulates the proposed activities, how the experience will contribute to amplifying research training, and how it fits with overall academic, research, and professional plans, and that also explains why the experience is not available at Duke;
- In the case of summer internship applications, a **letter from the prospective host** that offers details about the anticipated project or projects and identifies the person within the organization to whom the doctoral student would report;
- In the case of summer internship applications, a brief **plan (maximum one page)** for any complementary training/research activities that a doctoral student will undertake during the course of the engagement with the host (such as other specific research activities or dissertation writing);
- A proposed **budget (maximum one page)** for up to \$5,000 for cognate training and field research with a training component, and up to \$2,700 per month for a summer internship plus any direct travel costs, and timeline for use of the funds;
- A **letter or e-mail of support from your primary faculty mentor**, sent separately to Amy Feistel, amy.feistel@duke.edu, indicating how the proposed activities will enhance the student's intellectual trajectory;
- For **international students** applying for a summer internship, a **description (maximum one page)** of how the proposed activities align with visa requirements;
- A **listing of all other concurrent proposals for funding** to support the proposed activities (if applicants receive news about other funding proposals after the submission deadline, they should provide updated information to Amy Feistel, amy.feistel@duke.edu. Awardees will be asked to provide an update when any additional funding for the proposed activities is awarded/received.

To apply, visit dukeinterdisc.formstack.com/forms/gsteg_2020.



Timeline

RFP released	1/14/2020
RFP deadline for submission	03/20/2020
Grant recipients notified	04/15/2020
Funds made available (or sooner upon request)	05/01/2020
Funds to be expended by	06/30/2021

Resources

The [GSTEG resource page](#) provides:

- Advice for doctoral students who wish to explore an individualized/custom summer internship;
- Information about tax implications of internships occurring outside of North Carolina;
- Information about visa implications of internships undertaken by international doctoral students; and
- Links to information about past GSTEG awardees.

Contact

For any questions related to the online application and/or other logistical questions, please contact Amy Feistel, amy.feistel@duke.edu. For questions about whether to pursue a GSTEG application, or to talk through specific ideas for a proposal, such as identifying a potential summer internship host and developing a proposed plan of summer internship activities, the following individuals can provide guidance:

- Melissa Bostrom, Assistant Dean, Graduate Student Professional Development, Duke Graduate School, melissa.bostrom@duke.edu (any discipline, PhD students and research master's)
- Rachel Coleman, Associate Director, Duke Career Center, rachel.coleman@duke.edu (all areas of knowledge)
- Heather Nickel, Senior Career Specialist, Office of Biomedical Graduate Education, heather.nickel@duke.edu (biomedical sciences)
- Maria Wisdom, Director of Graduate Student Advising and Engagement for the Humanities, maria.wisdom@duke.edu (humanities and interpretive social sciences, including interested SJD and ThD students)



FAQ

When is a good time to pursue a GSTEG application?

We have seen strong applications from early-phase graduate students and those who are much later in their program. The key is to articulate how the proposed experience will enhance your training in a substantial way, that the timing makes sense in light of where you are in your program, and that you cannot get the experience at Duke.

Who is available to discuss whether a GSTEG proposal makes sense for me this year?

As with so many questions that confront graduate students, it's a good idea to get input from multiple sources, though the mentors and sounding boards that make sense for individuals will vary. Your professors, your program's DGS, key staff members with expertise about professional development, and peers can all be helpful; and of course you will need to discuss any proposal with your faculty advisor, since she/he will need to write a letter of endorsement on your behalf.

I'm a master's student and would like to apply for a grant to fund a research internship.

We're sorry – grants to support internships are only available for doctoral students.

I'm a doctoral student who is intrigued by the possibility of developing a proposal for a summer internship, but don't have a good sense of how to get started. Who might be able to help me think about possible internships linked to my course of study and research interests, and guide me in reaching out to potential hosts and conceptualizing a proposal?

If possible, you will want to attend an information session about the GSTEG internship opportunity. There will be two sessions this January, each with lunch provided – January 21, 249 Rubenstein Library, 12 – 1pm AND January 23, 349 Rubenstein Library, 11:30am – 12:30pm.

Several doctoral students around Duke have had internships. The [GSTEG resource page](#) includes links to reflections from these students, as well as some more general tips. In addition, there are several individuals who can help you think through this process, including:

- Melissa Bostrom, Assistant Dean, Graduate Student Professional Development, Duke Graduate School, melissa.bostrom@duke.edu (PhD and research master's students in any area of knowledge)
- Rachel Coleman, Associate Director, Duke Career Center, rachel.coleman@duke.edu (all areas of knowledge)
- Heather Nickel, Senior Career Specialist, Office of Biomedical Graduate Education, heather.nickel@duke.edu (biomedical sciences)

- Maria Wisdom, Director of Graduate Student Advising and Engagement for the Humanities, maria.wisdom@duke.edu (humanities and interpretive social sciences, including interested SJD and ThD students)

How long should internships be?

The appropriate amount of time for an internship can vary, depending on the nature of the research project(s) that you would be undertaking with your host organization and constraints related to your course of study and obligations within your program. We are willing to consider proposals for shorter-term internships of only one month; but in many cases a duration of two or three months is necessary for interns to get to know collaborators, gain exposure to organizational culture, and complete a more substantial piece of work. (As a reminder, GSTEMG internships may last up to three months).

How should I think about the location of an internship?

As you consider different hosts for a potential internship, the most important consideration in putting together a GSTEMG application is how that experience will enhance your intellectual development. You want to find a host that will offer you the opportunity to engage with research projects that both provide value to the organization and will be relevant for your course of study. It's also crucial that the host provides you with a clear supervisor and that you are based at the organization, so that you have a window on organizational culture and decision-making.

An internship with an organization near to Duke has some obvious benefits, such as the lack of any need to relocate or sublet housing in Durham, and ongoing proximity to Duke resources. It also has a less obvious benefit – the bureaucracy of taxation will be straightforward, since any additional taxed income will be the result of undertakings that occur within North Carolina.

For many doctoral students, though, there may be distinctive research opportunities with an organization elsewhere in the United States or in another country that align extremely well with your course of study and intellectual path, and that give you access to resources not available locally (e.g., labs with knowledge of particular techniques; proximity to communities for fieldwork; proximity to archives). In such circumstances, give careful thought to any travel or other logistical challenges. As one example of the latter – if you take an internship outside North Carolina, you may need to file a separate income tax return with the relevant jurisdiction.

Why do international students who want to pursue an internship need to reach out to Duke Visa Services?

International students need to remain in compliance with the terms of their student visas. Duke Visa Services can assist those students with fulfilling any additional requirements related to Optional Practical Training provisions or other aspects of adhering to visa-related obligations and limitations.