



## STRI Internship Opportunities

Online application guidelines for the Programs:

### Research Experience in the Tropics STRI-SENACYT Internship for Panamanians Robert Stimming Internship

The following information is intended to help applicants prepare their application. Note that incomplete applications, or those that fail to follow the guidelines, will not be considered.

- Interns will be selected based on merit and potential for achievement.
- Placement depends upon the availability of a match between the applicant's interest and a new or ongoing project supervised by a STRI staff scientist.
- Prior to submitting the formal application, applicants must consult with the staff scientist they are interested in working with to determine if that scientist will be available to serve as a research mentor.
- Internships are intended for undergraduates, recent graduates (post-bachelor's) and beginning graduate students.
- Applicants will be notified of acceptance into the program approximately 6-8 weeks after each application deadline.
- Our competitive paid internships offer a monthly stipend of \$1000 for up to three months (up to 5 months for the STRI-SENACYT Program) to cover your living expenses in Panama. STRI will not cover travel to Panama or research costs for interns.
- Our paid internships are highly competitive, so you may also want to consider securing your own funding to do an internship here at STRI. If you have your own funding, you would follow the same process of contacting the scientist and

securing a project with him or her. In this case, you would let them (and us) know you have your own funding. If the scientist is willing to host you, we will need to hear directly from him or her before granting you Intern status at STRI. In this case, the duration and conditions of your internship will be established with your STRI host.

- All persons visiting STRI, including interns, must have health insurance during their time here. Upon acceptance into the internship program, you will be asked about health insurance. If you do not have health insurance, or if your coverage does not extend to Panama, you can purchase insurance through STRI.

Before starting the online application, read the description of the current internship opportunities at STRI to see which one fits your interests on our website:

[http://stri.si.edu/english/education\\_fellowships/internships/index.php](http://stri.si.edu/english/education_fellowships/internships/index.php)

## REQUIRED INFORMATION FOR THE ONLINE APPLICATION

Smithsonian Online Academic Appointment System (SOLAA)

1. **Basic personal information.**
2. **Professional resume or CV** that contains your background information and relevant experience.
3. **Essay:** A two-to-four page statement of your interest in pursuing this position. Your statement is very important during application evaluations, and should mention the following points:
  - Your past and present academic history and other experiences that you feel have prepared you for an internship, including living and working in the tropics.
  - What you hope to accomplish through an internship, and how it would relate to your academic and career goals.
  - What about STRI particularly interests you and leads you to apply for an internship.
4. **Transcripts** from your current and previous institutions. Unofficial transcripts are acceptable. Transcript or academic credits may be submitted in English or Spanish. If transcripts or other materials are not in English or Spanish, the applicant should provide translations to English.

5. **Two letters of reference.** You will need the names and email addresses of two academic references. Through SOLAA you will send a request email to these referees so they can provide letters through the web. You may submit your application before your references have been received, but you need to make sure to click the "Send Email link" PRIOR submitting your application, otherwise your application will be incomplete. The proposed advisor and co-advisor cannot provide the recommendation letters. Letters may be written in English or Spanish.
6. **Name of the proposed advisor/mentor and co-advisor (if applicable).** Your application will be considered only to work with the advisor(s) selected. Applications without the support of an advisor will not be considered.
7. **Project description:** Must be provided from your proposed advisor/supervisor. Applicants should contact their proposed supervisors and confirm that it was submitted.
8. **Project or research title and name of the Internship program:** Consult with your advisor the research title. Also indicate the name of the Internship Program.

If you wish to apply for the Robert Stimming Internship make sure to specify it on your application.

Applications that do not specify the internship program will be considered for the Research Experience in the Tropics program. Note that each program has different deadlines throughout the year (see [website](#)).

Please note that only the following types of documents, also known as file extensions, are supported in the Online Application System: .bmp, .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .rtf, .tif, .tiff, .txt, .xls, and .xlsx

**ALL documents must be received on or prior the stated deadline.**

## ONLINE APPLICATION INSTRUCTIONS

Ready to apply? Use the Smithsonian Online Academic Appointment System ([SOLAA](#)) following these steps:

1. Go to: <https://solaa.si.edu>
2. Select "*New to SOLAA? Create Account Here*" and complete the information to create an account.
3. Once you create your account and provide the information required you can select the type of appointment you are interested in. Choose as follows:

*Program Type: "Internship"*

*Unit of interest: "Smithsonian Tropical Research Institute"*

*Program: "STRI Internship Program" for ALL STRI internship opportunities*

4. Fill in the application questions
5. Upload the required documents
6. Request the reference letters, giving sufficient time for referees to submit them.  
It is your responsibility to send the email request to your recommenders and check in the system that the letters have been submitted.
7. Submit the application

Inquiries should be sent to:

E-mail: [fellows@si.edu](mailto:fellows@si.edu)

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