



Educación para un Futuro Sostenible... Education for a Sustainable Future

Internships, Research Affiliation, Faculty-in-Residence, and Volunteer Opportunities at the Monteverde Institute

The Monteverde Institute offers several opportunities for individuals who would like to work with the Institute independently or in a small group. These opportunities fall into the following categories: interns, junior/senior research affiliates, faculty-in-residence, and volunteers.

Specific opportunities will depend on the interests of the Monteverde Institute and the applicant, the particular skills and experiences the applicant brings, the level of supervision required, the proposed duration and Spanish language ability. Each inquiry and application will be evaluated on a case-by-case basis.

Please note that all of these opportunities are self-funded; you will be required to cover your travel expenses, living expenses, international health insurance, and MVI fees. MVI can assist you in finding housing either with a local family or independently. MVI fees help cover the direct costs of your endeavor as well as support our local educational and research activities.

General Information

Travel, Accommodations, and Cost of Living in Monteverde

Travel

The tourist high season in Costa Rica is November to April. Additionally, June to August also sees an increase in travel to the country, as it corresponds to summer break in the U.S. and other countries. Airfare during high season can be up to twice as much as a low season fare.

There are two international airports in Costa Rica: one located in the capital of San José, known as the Juan Santamaría International Airport, approximately 150 km. (100 miles) from Monteverde; and one to the north in Liberia, known as the Daniel Oduber International Airport, approximately 140 km. (88 miles) from Monteverde. Because of road conditions, travel time ranges from 4-5 hours to/from San José by bus or private vehicle, and approximately 2.5-3.5 hours to/from Liberia. There are a number of travel options to/from San Jose, from inexpensive public transport (approximately \$5 each way) twice daily, to private taxi (approximately \$125 each way). Private shuttle buses also come up to Monteverde, and cost approximately \$35-\$45 each way. Travel from the Liberia airport is easiest by private transport; note that airfare to/from Liberia tends to be higher. Note that the airport exit tax is \$26 from either airport, and must be paid when you leave Costa Rica.

It is important to note that if you want to arrive in Monteverde the same day as your flight, it is best to arrive before noon. The only way to get up to Monteverde from an evening arrival is by private taxi.

Around Monteverde expect to walk quite a bit on uneven terrain. Taxi service is widely available, and typically costs around \$3 a trip from the town of Santa Elena to the Monteverde Institute. Public transport around Monteverde costs around \$0.50, with buses running every hour.

Insurance

You are required to carry international health insurance during your time at the Monteverde Institute and will be asked to provide coverage confirmation before arrival. While not required, we also recommend that you obtain travel insurance, and if you are bringing a laptop or other expensive equipment we highly recommend that these are insured. While theft is not widespread, there have been cases stolen of laptops, cameras, and binoculars.

Accommodations and Cost of Living in Monteverde

We strongly recommend you stay with a local family through MVI's homestay program. It is an excellent way to connect to the local community and culture and is also one of the least expensive options. Please note that Spanish proficiency is required; if you are not already proficient, you will be required to take Spanish classes at MVI to participate in a homestay. The cost for homestay includes three meals a day, your own room, and laundry services.

If homestay is not an option for you, MVI can help you find suitable accommodation through a shared rental or private residents. The cost for these options ranges from \$150 to \$500 a month. MVI charges housing placement fee (please inquire for current rate). Telephone and utilities may cost from \$30 to \$75, depending on usage.

There is a ready availability of groceries and fresh produce in Monteverde. Monthly expenses for groceries for a family of two adults and two children averages between \$300 and \$400, a single person should budget for at least \$100.00 per month. Because it is a tourist area, restaurant prices tend to be comparable, or only slightly lower, than you would find in the U.S.

Overview of Individual Opportunities

	Interns	Junior Research Affiliates	Senior Research Affiliates	Faculty in Residence	Volunteers
Age	At least 18 years of age	At least 18 years of age	At least 18 years of age	Working professional, e.g., professor on sabbatical	At least 18 years of age unless accompanied by adult
Education	Minimum bachelor's degree	Minimum upper division undergraduate	Minimum master's degree, doctoral candidate or previous extensive independent research experience	Master's or doctoral degree; currently working at university or similar institution	Variable, depending on specific project
Level of MVI supervision/ Support	Intern is expected to work independently, with some MVI supervision or guidance	Research conducted under the supervision of MVI staff person	Independent researcher; MVI can provide logistical, contact support	Independent; MVI can provide logistical, contact support	MVI staff person will be assigned to supervise work
Duration	Minimum 6 weeks	Minimum 6 weeks	Variable	Variable, in-residence at MVI	Minimum of two weeks.
Focus	Project defined by MVI	Proposal falls within MVI areas of focus	Proposal falls within MVI areas of focus	Dependent on discipline of faculty-in-residence	Depending on MVI needs, may include trail maintenance, native plant gardening, light construction, or library support
Language requirement	Spanish strongly recommended; proficiency commensurate with internship project profile.	Spanish strongly recommended; proficiency commensurate with level of community interaction.	Spanish proficiency commensurate with level of community interaction.	Not required, although Spanish proficiency is highly recommended	No Spanish proficiency required unless necessary for project
Project review and approval	N/A	Project must be approved by home institution and by MVI review board	If applicable must have IRB approval prior to arrival; project subject to be review and approval by MVI board	If conducting formal research, process is same as for senior research associate	N/A

Internships

Internships at the Monteverde Institute depend on the current needs and projects underway. In general, interns will work independently, with an MVI staff person or adjunct academic advisor providing overall supervision and guidance. Like other staff persons, interns work normal business hours, will participate in regular staff activities, and will be required to complete a specific project. The minimum internship period is six weeks, with priority given to applicants available for longer periods.

Due to limited staffing, please note that not all internships can be accommodated at all times of the year, particularly during the months of June to August when MVI is host to a number of education abroad courses. The ideal times for internships are January-May or September-December. Nevertheless, we will do our best to accommodate your availability.

For 2008, MVI is accepting internship applications for the following positions:

Internship position	Brief description	Specific Duties	Requirements	Comments
Education abroad program marketing	Assist MVI in marketing its programs to an international audience through the Internet, direct mail, or direct contact.	<p>Research on current marketing and competitive landscape for study abroad.</p> <p>Identification of key market segments and target groups.</p> <p>Development of marketing materials.</p>	<p>Experience or coursework in marketing.</p> <p>First hand experience in study abroad programs.</p> <p>Strong written English skills.</p>	MVI currently “markets” programs through word of mouth; the internship will provide a real practical opportunity for those interested in hands-on marketing experience.
Educational Outreach marketing	Work with MVI staff to develop marketing tools and activities for MVI’s local educational outreach programs.	<p>Develop materials to help promote MVI’s local educational programs in ESL, science outreach and other local activities.</p> <p>Work with MVI staff to organize local educational activities including presentations, workshops, and site visits.</p>	<p>Written and oral Spanish fluency.</p> <p>Strong intercultural skills and experience.</p> <p>Community program development experience in Latin America a plus</p>	In 2008 MVI began formalizing its local educational activities into a educational outreach program.
Donor development	Assist MVI to develop an individual donor campaign among MVI collaborators and alumni.	<p>Reorganize existing MVI member, collaborator and alumni database to facilitate fundraising activities.</p> <p>Work with staff and MVI board to undertake a</p>	<p>Experience in fundraising through direct mail or online campaigns.</p> <p>Enthusiasm for linking donors and projects.</p> <p>Donor database management</p>	MVI is a Costa Rican nonprofit organization which has worked for over 20 years in study abroad. Over 5500 students have come through MVI, and represent a potential source for

Internship position	Brief description	Specific Duties	Requirements	Comments
		fundraising campaign	experience.	donations.
Desktop Publishing and Design	Prepare and design printed and web-based materials, including newsletters, pamphlets, posters for MVI	<p>Work with MVI staff to develop printed and web-based promotional materials.</p> <p>Develop a server-based catalog of materials for use in MVI publications, including templates, photos, drawings, etc.</p>	<p>Experience using desktop publishing and web design programs</p> <p>Graphic design coursework or work experience.</p> <p>Ability to listen to ideas and express them graphically.</p> <p>Priority given to Spanish proficiency.</p> <p>Ability to work independently and in a team.</p>	MVI is working on its “branding” and needs support in consolidating and unifying its promotional materials in English and Spanish.
Library and Information Sciences	Assist MVI to strengthen the digital and physical collection of the John and Doris Campbell library, located at the MVI campus.	<p>Work towards creating a digital library of locally held materials on sustainable land use planning and development in both print and digital formats, including unpublished papers, theses, PowerPoint presentations, photos, maps.</p> <p>Work with library services coordinator to digitally catalog all MVI holdings.</p> <p>Create online database of web links related to MVI’s areas of focus</p>	<p>Graduate course work in library or information sciences, or equivalent experience working in libraries.</p> <p>Knowledge/experience of library organization, library function, and library cataloging.</p> <p>Proficiency and comfort utilizing library technology, computer applications, and database management.</p> <p>Ability to work independently.</p> <p>Spanish language a plus.</p>	Intern will work with the MVI library services coordinator and receive remote technical supervision from Prof. Laurie Kutner, librarian at the Univ. of Vermont
Geographic Information Systems (GIS)	Assist MVI in developing its GIS capabilities	<p>Organize maps , datasets, other GIS materials.</p> <p>Update, maintain, and create geospatial datasets.</p> <p>Provide basic training to MVI staff.</p>	<p>Knowledge and experience in GIS.</p> <p>Ability to train others in the use of GIS technologies.</p> <p>Ability to work independently.</p>	MVI has access to many GIS resources and has produced maps and other materials. Assistance is needed to consolidate existing information, with the mid-range goal of creating an in-

Internship position	Brief description	Specific Duties	Requirements	Comments
				house GIS laboratory.
Landscaping, with focus on local plants	Create native plant and mixed gardens throughout the MVI campus	Work with MVI staff to design landscaping and select plants. Clear and prepare soils for planting, with possible support from volunteers. Establish gardens, including signage, borders, etc.	Experienced gardener. Experience with landscaping. Interest in working with plants native to Monteverde. Ability to work independently.	This internship project is promoted in conjunction with ProNativas, a local organizations that promotes native plant gardening.
English teacher or tutor	Provide support for community-based ESL program	Teach group and private English classes. Develop appropriate teaching materials.	ESL training, education, and/or experience. Functional Spanish. Experience working with Spanish speaking students.	MVI offers low-cost English classes for Monteverde residents. Some classes are contextualized for different occupations, including retail, hotel, and restaurant work.
Translator and/or interpreter	Support bilingual education, research, and community needs of MVI	Translate documents from English to Spanish and/or Spanish to English. Provide interpretation for groups from Spanish to English and/or English to Spanish.	Written and oral Spanish fluency. Experience in translation and/or interpretation. Strong cross-cultural comfort level and skills.	From May to August MVI works with a number of education abroad programs which would benefit from interpretation support. Throughout the year support is need to translate materials, primarily from English to Spanish.

Internship Application Process and Timeline

- 1) Email an initial internship inquiry to mvi@mivnstitute.org. Include the following information:
 - a. Complete name
 - b. Specific internship opportunity you are interested in
 - c. Brief statement on academic qualifications and experience related to the internship
 - d. Spanish language ability
 - e. Availability, including months and duration
 - f. Confirmation of your ability to fund your internship.

- 2) Within two weeks, MVI will send you a response. If your inquiry is accepted you will be invited to submit a full application and provided with instructions on how to do so. The complete application will include:
 - a. Individual Participant Application Form (see form/link)
 - b. Current resume
 - c. Letter of Intent which specifies the internship opportunity you are applying for, why you are interested in the position at MVI, your experience living abroad, and you experience with Spanish.
 - d. Letter of recommendation (two letters are encouraged).
 - e. Copy of first page of passport.
 - 3) Submit your complete internship application by mail, along with a non-refundable \$50 application fee. You may email your application as well, but be aware that your application will not be considered until the application fee is received. Checks should be made out to *Asociación Instituto Monteverde* and the entire packet sent to:

Instituto Monteverde
Apartado 69-5655
Monteverde, Puntarenas
Costa Rica
- Please allow two weeks application and check to arrive.
- 4) If you require a letter or additional information to receive credit from your home institution or for funding applications, please specify and provide necessary information or forms. This service is covered by the cost of your application fee, and includes any regular postal fees. You will need to cover any additional expedited mailing costs.
 - 5) Within five weeks, applicants will be notified of acceptance and total internship cost.
 - 6) Once internship is confirmed and payment made, you will be asked to fill out and submit the following documents:
 - a. Participant Information Sheet (see form/link)
 - b. MVI Conduct Contract and Liability Waiver (see form/link)

Housing, Spanish, Orientation and MVI Services for Interns

MVI strongly encourages you live with a local family during your internship. These homestays include your own room, three meals a day, laundry services, and a family atmosphere. If you opt to not live with a local family, MVI can assist you in locating housing to suit your needs.

If you do not have Spanish proficiency, we ask that you take a minimum of 20 hours of language instruction at MVI. Language is key to communicating with MVI staff, community members, and your peers. The cost for classes will be included in the internship cost.

Upon arrival in Monteverde, an MVI staff person will provide you with an orientation to Monteverde, the Monteverde Institute, and homestay, if applicable. Your MVI internship coordinator will meet with you to discuss your project, provide guidance, and be your overall point person throughout your time at MVI.

Interns have access to all the services available to regular MVI staff, including computer and/or wireless access, use of MVI facilities during business hours, use of MVI equipment including printers, photocopiers, and other materials, participation in MVI lectures and presentations, and reduced or free access to certain Monteverde attractions. Because of limited computer resources, we encourage you to bring your laptop, if possible.

Research Affiliates

The Monteverde Institute invites applications from students and researchers who are interested in contributing with their research to the Monteverde zone. Affiliates are categorized as Junior or Senior; in general terms, **junior research affiliates** are upper-division undergraduate or master degree students who are conducting research that requires supervision by MVI; **senior research affiliates** are master or doctoral students, or professionals conducting independent research as part of their advanced degree program or professional development. During busy periods (January, March, and May-August) priority is given to faculty and student members of our partner and participating institutions.

	Junior Research Affiliates	Senior Research Affiliates
Age	At least 18 years of age	At least 18 years of age or working professional
Education	Minimum upper division undergraduate	Master's or doctoral degree/candidate, or previous independent field research experience
Level of MVI supervision or support	Research conducted under the supervision of MVI staff person, in conjunction with home institution, if necessary.	Independent researcher; MVI can provide logistical, contact support
Duration	Minimum 6 weeks	Variable
Focus	Proposal falls within MVI areas of focus	Proposal falls within MVI areas of focus
Language requirement	Spanish strongly recommended; proficiency commensurate with level of community interaction required for effective research	Spanish proficiency commensurate with level of community interaction required for effective research
Project review and approval	Project must be approved by home institution and by MVI review board	If applicable must have IRB approval prior to arrival; project subject to be review and approval by MVI review board

Criteria for Selection of Research Projects

- 1) **General selection criteria.** MVI uses the following criteria to determine affiliation. These include:

- a. The proposed research must fit into our mission of advancing knowledge on the sustainable management of resources through education, applied research, and community engagement.
 - b. Research must fall within MVI academic and research foci, which include:
 - i. Conservation biology
 - ii. Land use planning and sustainable development
 - iii. Water
 - iv. Ecotourism
 - v. Community health
 - vi. Spanish language and cultural studies
 - vii. Information access and equity
 - c. The researcher must demonstrate how the research will be disseminated to a local audience through presentations, document translation, talks in the local high school, etc. Costs associated with dissemination activities should be included in your project budget.
 - d. Given MVI's applied research focus, the researcher must demonstrate in their proposal how their research and findings contribute to informing decision-making and understanding of the challenges faced in the region.
- 2) **Methodology.** Priority will be given to research that utilizes a participatory or community-based approach and that seeks to link or build upon existing community efforts. MVI encourages interdisciplinary studies combining qualitative, quantitative and participatory research methods.
 - 3) **Approval by an Institutional Review Board (where applicable).** Priority will be given to research that has already gone through an institutional review process at the host institution. The proposal will then need approval by the Monteverde Institute's review board before affiliate or associate status is granted. If your research is exempt from review, please explain.
 - 4) **Language Ability.** Researchers are expected to have Spanish proficiency commensurate with their project's likely interaction with and/or impact on the local community. If you do not already have conversational knowledge of Spanish, we strongly encourage you to participate in Spanish classes offered at MVI. Ideally it would be a minimum of 40 hours, equivalent to two intensive weeks or spread out throughout the duration of the affiliation. Our philosophy is that communication is essential to working with a community, even if one is doing scientific, field-based research. If you just have a basic knowledge of Spanish, we recommend 20 hours of language instruction. This would be included in the cost for affiliation.

Expectations of Affiliates and Associates

MVI expects that research affiliates adhere to the same norms and standards of research that they would at their host institution. Researchers are expected to conduct themselves in a manner respectful of the local culture and of fellow staff and community members during their time in Monteverde. In addition, MVI expects to be informed of any significant changes made in the research plan during the course of the research project.

Host researchers will be required to give at least one presentation (in English and/or Spanish) at the Institute during their stay as well as submit a written final summary of their project (including an abstract in Spanish) in electronic and hard copy form to the Institute's library prior to departure. Once the thesis, article or report is completed, we ask that a digital and hard copy be sent to MVI as well. Additionally, we encourage research affiliates and associates to participate in and contribute to the Institute's activities as much as possible during their time in Monteverde.

MVI affiliates working on multi-year projects will renew their agreement each year and provide annual updates on their progress.

Services Offered by MVI

The Institute can provide the researcher with the following services. Applicants should specify their needs in their application form. The Institute will attempt to accommodate researcher needs, but be aware that our facilities are limited and it may not always be possible or realistic.

1. Access to the Institute's library and computer lab during designated hours as well as wireless access.
2. Access to basic computer programs, including MS Office Suite; access to GIS materials.
3. Shared wet and dry laboratory space (limited availability) with basic lab equipment.
4. Printing, faxing, and photocopying at cost (color and B&W). MVI also has a color plotter for large printing.
5. Slide, overhead and LCD projectors.
6. Shared work space.
7. Written and oral orientation and general information material about the community and life in Monteverde.
8. Assistance in finding suitable accommodation in Monteverde.
9. Administrative support to receive mail at the Institute, to use kitchen facilities, to network with staff involved in research and visiting faculty and researchers, to make local phone calls and to receive phone calls/messages.
10. Letters of support, if needed

Special Note: Should your research involve the collecting of flora or fauna specimens you may need permission from MINAE (Ministry of the Environment and Energy). MVI can assist with this process, but any costs incurred will be the responsibility of the researcher.

Fees

Researchers must have their own sources of funding. Fees will be decided on a case-by-case basis depending on the particular needs of the research applicant. These include level of supervision, equipment use, laboratory use, permits, housing, and special transport needs.

Research Affiliate Application Process

- 1) Email an initial research inquiry to mvi@mivnstitute.org. Include the following information:
 - c. Complete name
 - d. Academic/institutional affiliation

- e. Brief statement of research project proposal
 - f. Spanish language ability
 - g. Proposed dates for which you seeking affiliation
 - h. Statement of how your project will be funded (e.g., Fulbright grant, university-specific grant, self-funding, etc.)
- 2) Within two weeks, MVI will send you a response. If your inquiry is accepted you will be invited to submit a full application and provided with instructions on how to do so. The complete application will include:
- i. Individual Participant Application Form (see form/link)
 - j. Project proposal summary (not to exceed five pages) that includes the theoretical framework, justification, objectives, methodology, status of research review process (e.g., IRB), local dissemination plan, timeline, budget, funding sources, and bibliography.
 - k. Current CV
 - l. Letter of intent which specifies why you are undertaking this research project, why you wish to affiliate with the Monteverde Institute, your experience living abroad, and your experience with Spanish.
 - m. Letter of recommendation (two letters are encouraged).
 - n. Copy of first page of passport.
- 7) Submit your complete research application by mail, along with a non-refundable \$50 application fee. You may email your application as well, but be aware that your application will not be considered until the application fee is received. Checks should be made out to *Asociación Instituto Monteverde* and the entire packet sent to:
- Instituto Monteverde
Apartado 69-5655
Monteverde, Puntarenas
Costa Rica
- Please allow two weeks application and check to arrive.
- 8) If you require a letter or additional information to receive credit from your home institution or for grant applications, please specify and provide necessary information or forms. This service is covered by the cost of your application fee, and includes any normal postal fees and faxing. You will need to cover any additional expedited mailing costs.
- 9) Within five weeks, applicants will be notified of acceptance and total affiliation cost.

Faculty-in-Residence

Faculty-in-Residence are advanced degree professionals seeking sabbatical placement or in situ association with the Monteverde Institute. Typically, faculty-in-residence spend six months to a year at the Institute. Residents must have their own source of funding, and will generally work on projects or activities relevant to MVI. You may also be asked to assist in teaching. If your proposed residency includes formal research, please follow the same instructions as for senior research affiliates.

If you are interested in coming to Monteverde and establishing an institutional connection with MVI, please do the following:

1. Send and email inquiry to mvi@mvinstitute.org which includes:

- a. Your name, department, and institutional affiliation.
 - b. A brief description of what you would like to accomplish during your faculty-in-residency, and why you are seeking association with MVI.
 - c. The time period of your sabbatical in situ association.
 - d. What sort of assistance you will need from MVI (housing, laboratory, office space, etc.).
 - e. Confirmation that you will be self-funded during your tenure at MVI.
2. Within two weeks you will hear from MVI regarding your application. If accepted please submit a full application which includes the following:
- a. Individual Participant Application Form (see form/link)
 - b. Statement of purpose regarding what you would like to achieve during your sabbatical, how it will contribute to the Monteverde Institute, and the length/dates of your sabbatical.
 - c. Current CV
 - d. Letter from your employer confirming your institutional affiliation and the duration of your sabbatical or professional leave.
 - e. Copy of first page of passport
3. Submit your complete research application by mail, along with a non-refundable \$50 application fee. You may email your application as well, but be aware that your application will not be considered until the application fee is received. Checks should be made out to *Asociación Instituto Monteverde* and the entire packet sent to:

Instituto Monteverde
Apartado 69-5655
Monteverde, Puntarenas
Costa Rica

Please allow two weeks application and check to arrive.

4. If you require a letter or additional information to receive credit from your home institution or for grant applications, please specify and provide necessary information or forms. This service is covered by the cost of your application fee, and includes any normal postal fees and faxing. You will need to cover any additional expedited mailing costs.
5. Within five weeks, applicants will be notified of acceptance and total cost associated with the residency.
6. Please note that the Costa Rican tourist visa is a maximum of 90 days; we encourage you to plan travel outside of Costa Rica to coincide with visa expiration period. If your preference is to obtain a special visa, please allow MVI at least six months for the process. Note that the cost for this visa can run into the hundreds of dollars, and will require you to obtain notarized copies of birth certificates, marriage certificate (if applicable), diplomas, police records, and other documents.

Volunteers

At present (2008), the Monteverde Institute does not have a formal program for volunteers. Nevertheless, MVI can accommodate volunteers during certain times of the year to help out in the library, provide trail maintenance, work on landscaping and gardening around MVI or other activities.

MVI requires a minimum of a two-week commitment for volunteers. An MVI staff person will be provide project supervision, and may work along side you as well. We recommended combining your volunteer experience with Spanish classes and a family home stay.

If you are interested in volunteering at MVI:

- 1) Email a volunteer inquiry to mvi@mivnstitute.org. Include the following information:
 - a. Complete name
 - b. Inquiry as to the current volunteer opportunities available, as well as the type of volunteer placement you are interested in (library, trail maintenance, landscaping).
 - c. Proposed dates that you would like to volunteer.
 - d. Spanish language ability.
 - e. Confirmation of your ability to fund your volunteer experience.
- 2) Within two weeks, MVI will send you a response. If your inquiry is accepted you will be invited to submit a full application and provided with instructions on how to do so. The complete application will include:
 - a. Individual Participant Application Form (see form/link)
 - b. Current resume
 - c. Letter of intent which specifies the volunteer opportunity you are applying for, why you are interested in the position at MVI, your experience living abroad, and you experience with Spanish.
 - d. Copy of first page of passport.
- 3) Submit your complete volunteer application by mail, along with a non-refundable \$50 application fee. You may email your application as well, but be aware that your application will not be considered until the application fee is received. Checks should be made out to *Asociación Instituto Monteverde* and the entire packet sent to:

Instituto Monteverde
Apartado 69-5655
Monteverde, Puntarenas
Costa Rica
- 4) If you require a letter or additional information to receive credit from your home institution or for funding applications, please specify and provide necessary information or forms. This service is covered by the cost of your application fee, and includes any regular postal fees. You will need to cover any expedited mailing costs.
- 5) Within five weeks, applicants will be notified of acceptance and total volunteer cost.
- 6) Once volunteer experience is confirmed and payment made, you will be asked to fill out and submit the following documents:
 - a. Participant Information Sheet (see form/link)
 - b. MVI Conduct Contract and Liability Waiver (see form/link)



Educación para un Futuro Sostenible... Education for a Sustainable Future

Individual Participant Application Form

I am applying for the following status:

- Faculty-in-Residence Senior Research Affiliate Junior Research Affiliate
 Intern Volunteer Research Associate

General Information

Name:

Date of Birth (dd/mm/yy):

Sex:

Date of Birth:

Passport Number:

Citizenship:

Permanent address:

Email (You may list more than one):

Proposed dates of your time at the Monteverde Institute (dd/mm/yy to dd/mm/yy):

How did you learn about the Monteverde Institute?

Education Information

Name of University or Institution:

Degree (please list completed and/or current degree in process):

Focus of your studies or professional experience:

Department:

Direct supervisor/advisor name:

Supervisor/advisor email:

Supervisor/advisor telephone number:

Additional Information

Please provide us with any additional information or considerations that will help us better understand your needs while at the Monteverde Institute. This may include traveling with partners or children, special needs or accommodations, or other information you consider pertinent to your application.

Statement of Understanding

I understand that the Monteverde Institute (MVI) is a Costa Rican nonprofit organization, and that any payments made will contribute to furthering the mission of MVI to advance knowledge and practice on the sustainable management of resources through education, research, and community engagement.

I have enclosed my \$50 application fee (if in check form, payable to "Asociación Instituto Monteverde"). I understand that MVI has the right to approve or deny my application, and that all fees are non-refundable.

I understand that MVI is not responsible for covering any of my expenses incurred during my stay in Monteverde unless otherwise specified.

I have read and understand the terms put forth in this application and other information provided by MVI, and fully agree to abide by them.

Signature of Applicant

Date

Please attach the following applicable documents:

- 1) Resume or CV (**all applicants**)
- 2) Letter of Intent specifying what you are applying for, why you are interested in the position, why you are interested in working with MVI, your experience living abroad, and your experience with Spanish (**all applicants**)
- 3) Letter of recommendation (**interns and research affiliates or associates**); OR letter for your department verifying your institutional affiliation and length of sabbatical or professional leave (**faculty-in-residence**)
- 4) If applying for **Research Affiliate or Research Associate** position, project proposal summary (not to exceed five pages) that includes the theoretical framework, justification, objectives, methodology, status of research review process (e.g., IRB), local dissemination plan, timeline, budget, funding sources and bibliography. Also, please include any specific information on needs for laboratory space, scientific equipment (and how they will be obtained or brought in), specialized computer software, or permits you may need for biological research and species collections.
- 5) Copy of first page of passport (**all applicants**).