SOLAA Guidance for Applicants to the BPESCM Internship

1. Go to the Smithsonian SOLAA Portal (https://solaa.si.edu/)
2. Log in to your SOLAA account using the Secure Log In box. You can create a SOLAA account if you don’t already have one.
3. Click the Start an Application button near the top of the page
4. On the Search for Programs page:
   a. Select Internship in Program Category
   b. Select NMNH-National Museum of Natural History in Office/Museum/Research Center
   c. Enter Mineral Sciences in Program Name
   d. Select Current Active in Program Status
   e. Click the Search button
   f. In the Search Results table, find the entry for Internships in Mineral Sciences. Click the Apply Now button in that row to start your application
5. Fill in the application, which consists of a series of pages where you will be able to provide information about yourself, your education, and your application materials. Please read the instructions on each page carefully and note the following special instructions:
   a. Fill out the Program Choices page as follows:
      1. Date From: 05/28/2024
      2. Date To: 08/02/2024
      3. Proposed Advisor/Supervisor: Leslie Hale
      4. Proposed Co-Advisor/Supervisor: Adam Mansur
      5. Proposed Project/Research Title: Broadening Participation in Earth Science Collections Management
   b. The instructions on the Materials page differ from those in the internship announcement and should be disregarded. You can refer to the How to apply section in the announcement for the materials required to apply to this internship.
   c. After entering contact information for two references on the References page, make sure to click the email icon in each row to send the reference email.
6. When you’ve completed and reviewed your application, click Submit. If you are unable to complete your application in one sitting, you can save your progress and resume your application later.