



INTERN Supplement from NSF

About: The National Science Foundation's INTERN Supplemental Funding Opportunity supports non-academic research internships for graduate students. There is no deadline for submitting an INTERN proposal; they can be submitted any time. But, it can take several weeks to put together the proposal materials and it may also take NSF up to 2 months to review the proposal and make the financial award. Keep all of this in mind as you consider when to submit a proposal such that you can receive the award in time for your planned internship.

Before writing the proposal, please do the following:

Carefully read the "Dear Colleague Letter"

The "Dear Colleague Letter" (or DCL) from NSF contains detailed information on why the INTERN Supplemental Funding Opportunity was created, what activities may be supported, and who is eligible. To develop a compelling supplemental funding request, your request should speak directly to the intention of the funding opportunity, as described in the DCL.

The DCL is found here: <https://www.nsf.gov/pubs/2017/nsf17091/nsf17091.jsp>

Alert the NRT Program Manager (McCay) of your plans

As soon as you decide to pursue an INTERN supplement, schedule a meeting with Deanna McCay to discuss your ideas and go over the proposal submission process. We will then alert the Syracuse University Office of Sponsored Programs (OSP) that a submission is expected.

Define the internship arrangements

Before requesting an INTERN award, you need a clearly defined internship arrangement that is agreed upon by the internship host and your advisor. Share the INTERN DCL with the internship host and your advisor so they fully understand the funding opportunity. Working with the internship host directly, decide on the internship dates, the scope, and the hours you will keep. These plans should be agreeable to your advisor and not negatively affect your time to degree.

Once you have taken the above steps, you are then ready to prepare the proposal documents. Further details about each of the required documents is provided in the DCL. We can provide samples of funded INTERN proposals, so you can see how to put together the proposal.

The following materials are to be included in the proposal package that will be submitted to the Office of Sponsored Programs (OSP):

Two-page summary

The two-page internship description should describe the host organization and the scope of work. You should also discuss how the internship will be research-focused in a STEM field and how the experience will provide educational value. Additionally, you must include a brief statement that explains how the internship will better prepare you to enter the workforce.

Your proposal should include the following statement:

Submitted in Response to NSF DCL 17-091: Non-academic research internships for graduate students (INTERN) supplemental funding

The summary must be read, reviewed, and approved by the internship host, your advisor, and the NRT Program Director (Lautz), and/or Program Manager (McCay). This review can take several weeks.

Budget and budget justification

Review the allowable costs in the DCL. The budget cannot exceed \$50,000 and may provide up to six months of support for the internship.

The budget for the INTERN supplement is prepared using the OSP budget template in Excel (<http://sponsoredprograms.syr.edu/>, click on "Quicklinks"). Note that this is an instructional award, so the indirect rate is 34%. If you are requesting tuition support, the rates for the appropriate fiscal year are found in the template. You can work with the NRT Program Manager to come up with the budget.

The budget will be accompanied by a detailed budget justification. The budget should be consistent with the scope of work detailed in the internship summary.

The budget must be reviewed by the NRT Program Director (Lautz) and/or Program Manager (McCay). Once approved, it will be sent to OSP for review. These reviews can take a week or more.

NSF Biosketch

Your proposal must include a 1-page resume that has the section headings and information detailed in the DCL. Note that the required resume format is consistent with an NSF Biosketch, which is always submitted with an NSF proposal.

Letter of collaboration

Your proposal needs to contain a letter from your internship host that describes the internship and how you will be mentored during the internship. NSF requires a statement in the letter confirming that you and the PI (Lautz) do not have a financial interest in the organization hosting the internship (see exact wording in the DCL). Write the initial draft of the letter for your internship host to ensure that it contains the required information. Then, send the letter to your internship host for review and revision. The internship host returns a signed copy of the letter, printed on letterhead, to you. A scanned copy of the letter will be submitted with your proposal.

Letter from the NRT PI (Lautz)

Your proposal also includes a letter from the NRT PI (Lautz) formally requesting the supplement and confirming that you meet the eligibility requirements. As noted in the DCL, the letter must also “describe how the proposed internship activity will contribute to the student's graduate education experience and how it may impact time to degree.” This letter should be written by you in collaboration with your advisor, and then forwarded to the NRT office (McCay/Lautz) for review and Lautz's signature.

Signed intellectual property agreement

All proposals have to include a signed intellectual property (IP) agreement that explains how IP rights will be handled. IP includes publications and patent rights. SU's OSP office will need the name of the host organization, the dates of the internship, and contact information for your internship host to prepare the IP agreement for your proposal. Once prepared, you will send the agreement to the internship host for their signature. The signed form is then returned to OSP for signature and uploaded with your proposal materials.

Note that some organizations may sign the IP agreement as is, or others may request revisions. You should send a copy of the IP agreement to your internship host as soon as possible to ensure you can come to agreement on IP rights in time for your proposal submission. These agreements have to be submitted with the other proposal materials.