



## 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 of your plans**

As soon as you decide to pursue an INTERN supplement, schedule a meeting with Annie Pennella to discuss your ideas and go over the proposal submission process.

**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 NSF 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.*

*Your proposal should contain the following elements and should be submitted TOGETHER, as a package, in a single email to Professor Lautz and Annie Pennella:*

## Two-page summary

Your proposal should include the following statement at the top as part of the document heading:

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

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 CV

Your proposal must include a **1 page resume**. Note that the resume format should be consistent with an NSF Biosketch, which is always submitted with an NSF proposal. Required information includes: Education and Training, Research and Professional Experience, Collaborators and Affiliations (for conflicts of interest), Publications and Synergistic Activities. Take a moment to review some on-line examples of properly formatted NSF Biosketches to ensure your CV is appropriate.

## Letter of collaboration from host organization

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 or get a sample letter from Annie). 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 (Pennella/Lautz) for review and Lautz’s signature.

## **Budget and budget justification**

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

You can work with the NRT Program Manager to come up with the budget. Please request the OSP spreadsheet from her which has the proper fringe and overhead amounts noted.

The budget spreadsheet will be accompanied by a detailed budget justification. The budget should be consistent with the scope of work detailed in the internship summary. Please request a template document from the Program Manager for this section.

## **Signed intellectual property agreement**

All award applications generated at Syracuse University must include an intellectual property (IP) agreement. This is contractual arrangement between SU and the host organization regarding how IP rights will be handled, if necessary. **In the body of your email to the PI (Lautz) containing your attached submission materials, provide the name, title, full address, phone and email address of the individual at the host organization who handles contractual matters so this agreement can be initiated promptly and not delay your application submission.**