

Details and tips in preparing to apply for NSF Intern

INTERN DCL 21-013 (<https://www.nsf.gov/pubs/2021/nsf21013/nsf21013.jsp?org=NSF>) is an NSF funding opportunity that may be a source of funding for **non-academic workplace internships** for eligible GRFP Fellows. The focus of NSF INTERN is on *new* professional development experiences.

Eligibility

- Graduate students must have completed one academic year in their graduate programs.
- Graduate students must be making satisfactory progress towards degree completion.
- GRFP Fellows must be active, either “on tenure” or “on reserve,” during the entire period of the proposed internship.
- The internship must take place within the NSF GRFP Fellows’ Fellowship Year. At GT, this is August 1 – July 31 as a ‘Fall Starter’ or within May 1 – April 30 as a ‘Summer Starter’.

Internship Site

- Because INTERN is meant to support internships in non-academic internships, the description of the activities should clearly describe where the proposed activities will occur.
- You may not pursue a site where you have previously served as an intern.
- NSF INTERN experiences must be hosted at a non-academic site (e.g., national labs, government agencies such as NOAA, NPS, NSF, NIH, DOD, DOE, companies, non-profit organizations).
- NSF INTERN experiences are intended to be full-time and on-site; not a series of short visits.
- Sites may be international.
- Internships may last up to 6 months.
- Applicants are allowed up to two internships funded by INTERN, but may not repeat with same host organization, even in a different role or department.

Allowable Costs/Budget Line

- Travel and relocations/E (E1 domestic, E2 international)
- Tuition and fees, health insurance/G6 (Only allowable if the Fellow is on reserve)
- Stipend (\$2,833/month if on GRFP reserve)/B3 (if the Fellow is on reserve)
- Advisor travel/E
- Materials and supplies/G1 (up to \$2,500)
- Indirect costs (F&A, off-campus rate)/I

Budget Considerations

- If a Fellow is “on tenure” no stipend or tuition can be requested as part of the budget.

- If a Fellow is “on reserve” funds for stipend and tuition, and required fees, during the interval of the internship will be considered. The maximum stipend that will be considered is \$3,083/month. Budget line B3.
- If a Fellow is using a GRFP stipend or a stipend is requested as part of the INTERN funding request, then travel/relocation funds will be considered for lodging and transportation (not food). The basis for cost estimates for items such as travel, ground transportation, and housing would need to be described with detail in the budget justification.
- Travel and relocation for student and advisor: budget line E1 (domestic), E2 (international).
- Materials and supplies (no third-party payments, no publication costs, no conferences, or workshops not part of internship, no consulting): G1.
- Tuition, fees, and insurance will be considered only for the time of the internship (only allowable if the fellow is on reserve). Budget line G6.
- The proposed beginning and end dates for the possible internship should be included in the budget justification.
- While indirect costs are allowed, the off-campus rate should be used.
- Payment to study participants, or to staff of the host site, are not allowed costs. GRFP INTERN does not consider participant costs to qualify as materials and supplies.
 - a. Allowable costs (to not exceed \$55,000) include: Relocation (travel, lodging during the internship). The justification must include the basis for cost estimates for flights or other travel, lodging.
 - b. Travel for thesis advisor (up to \$2500)
 - c. Materials & supplies (up to \$2500). Must include details including cost, amounts, etc.
 - d. Indirect costs
- Unallowable costs – food, phone, internet, travel to conferences, publication costs

Timeline

- To prepare the NSF INTERN application, expect a few weeks between submitting your first draft and subsequent work with the NSF GRFP Coordinating Official, and then an additional month for GT processes
- Once submitted to NSF, expect that the review and processing for an INTERN proposal to take at least **seven months**. GRFP asks that 7 months are allowed between submission to NSF INTERN and proposed start of the internship to allow for review, compliance check, revisions, processing, and official notice (if approved).
- The Supplemental funding requests may be submitted at any time during the year (e.g., the submissions are considered on a rolling basis) but should be submitted no later than April 15th to be eligible for the current Fiscal Year.
- Any international activities will require an extra check internal to NSF once the supplemental funding request is complete and is under consideration.

Human Subjects/IRB & Intellectual Property

- **All GRFP INTERN requests require IRB approval prior to review.** Please allow sufficient time *before submitting to the GT CO* to obtain IRB approval and allow for review and processing. Note the human subjects (IRB, Human Subject Assurance Number, exception), vertebrates (IACUC, PHS Animal Welfare Assurance Number), international activities (country).
- The IRB determination is not made by the PI or NSF: it requires a determination from the designated authorized committee at the awardee institution and must be submitted to NSF.
- An intellectual property agreement signed by officials from host organization and university/academic institution. (The fellow, nor the fellow's advisor, is authorized to sign on

behalf of the university; the IP agreement must be signed by authorized signatory of the university. At GT, the NSF GRFP Coordinating Official may contact OSP (Vannessa Daniels, Director Government & Not-For-Profit Contracting for Academic Units at vannessa.daniels@osp.gatech.edu.

Pre-submission Contact

The INTERN DCL states that a PI interested in submitting an INTERN supplement request should start by contacting the cognizant NSF INTERN Program Director at GRFPINTERN@nsf.gov. The goal of contacting the cognizant Program Director before submitting the INTERN supplement request is to assist in determining that the proposed activities fall within the scope of the GRFP program.

Note: the GT CO will coordinate contacting the NSF INTERN Program Director, not the student her/himself.

The student should provide a draft of the following to the GT CO who will then review/finalize before contacting the cognizant Program Director:

1. What are the near-term career goals of the student and how might the proposed experience add to the professional development for the student?
2. How might the technical work in the internship broaden the exposure for the student going beyond what the NSF grant work currently provides?
3. Brief description of the host organization and why it represents a good opportunity for an INTERNship for the student
4. In brief, what specific tasks might the student be working on during the internship?
5. Is the collaboration existing or new?
6. How will the student be mentored, and progress assessed over the internship?
7. What is the budget you will be requesting and how will it be spent?
8. What is the anticipated start date and end date of the internship?

PI Submission

- The supplement request is submitted by the PI for the active GRFP award at institution where the Fellow is enrolled (not directly by the Fellow or the Fellow's advisor). At GT, this is the VP for Graduate & Postdoctoral Education, Dr. Bonnie Ferri
- The PI may use the 'Supplemental Funding Request' link for submission –

Prepare & Submit Proposals	Proposal/ Panel Review	Awards & Reporting	Fellowships & Honorary Awards
Prepare, submit and check status of proposals	Review proposals, participate in panels	Submit project reports, notifications & requests, and supplemental funding requests	Nominate colleagues, apply for awards
<ul style="list-style-type: none">Letters of Intent and ProposalsDemo Site: Prepare ProposalsCheck Proposal Status	<ul style="list-style-type: none">FASTLANE PROPOSAL REVIEW<ul style="list-style-type: none">Proposal ReviewFASTLANE PANEL REVIEW<ul style="list-style-type: none">Panelist Functions	<ul style="list-style-type: none">Project ReportsDemo Site: Project Reports (Training)Notifications & RequestsDeposit Public Access PublicationAward DocumentsSupplemental Funding Requests (including Career-Life Balance)Demo Site: Supplement Funding Requests (Training)Continuing Grant Increments Reports	<ul style="list-style-type: none">Graduate Research Fellowship Program (GRFP)Honorary AwardsManage Reference Letters (Writers)
<ul style="list-style-type: none">FASTLANE PROPOSAL FUNCTIONS<ul style="list-style-type: none">Additional proposal functions		<ul style="list-style-type: none">FASTLANE AWARD FUNCTIONS<ul style="list-style-type: none">Additional award functions	

