**DCL INTERN Proposal Checklist**

The DCL INTERN proposal will be submitted via Fastlane as a request for supplementary funding on an existing NSF award. The PI for the original award will be the designated PI for the supplement as well. The supplementary funding request should include the following items:

\_\_\_ **Summary**

* 2-page maximum
* Must include program title and number:

“Dear Colleague Letter: Non-Academic Research Internships for Graduate Students (INTERN) Supplemental Funding Opportunity (NSF 18-102)”

* Components:
* Description of relationship between hosting entity and UNC Charlotte and/or UNC Charlotte faculty member (i.e. history of collaboration, etc.)
* Description of internship (duration, timing, location, duties, supervision, etc.)
* Description of the research-based project/problem the student will be working on
* Statement from graduate student describing how the internship will better prepare him/her for the workforce

\_\_\_ **Resume for Graduate Student**

* 2-page maximum
* Must contain (but not limited to):
	+ Educational Preparation
		- Institution
		- Major
		- Year of study (1st year, 2nd year, etc.)
	+ Summary of graduate coursework completed
	+ Professional employment history
	+ Publications
	+ Other information relevant to the proposed internship

\_\_\_ **Letter of collaboration**

* From an authorized official at the organization which will host the student
* Description of the internship opportunity
* Description of the mentoring that will be provided to the student during the internship
* Description of the plans regarding IP
* Must include a statement confirming that neither the graduate student nor the PI has a financial interest in the organization hosting the internship.

\_\_\_ **PI Letter**

* From the PI of the NSF award that the supplementary funding is being requested for
* Confirms that the student meets the eligibility requirements for this program
* Must describe how the proposed internship activity will contribute to the student's graduate education experience and how it may impact their time to degree

\_\_\_ **IP Agreement/Plan**

* UNC Charlotte and the organization hosting the graduate student must agree in advance, as to how intellectual property (IP) rights will be handled. A signed agreement on IP (including publication and patent rights) will be required by NSF prior to awarding the funding
* Options:
1. Use one of two existing IP agreement templates (attached)
2. Develop new IP agreement based on specific needs of the project/internship prior to submitting to NSF

\_\_\_ **Budget**

* Maximum is $55,000 for up to 6 months
* Allowable costs:
* Stipend
* Health Insurance
* Travel
* Tuition and fees
* Temporary relocation costs
* Up to $2,500 for PI travel to host institution to help co-mentor student
* Up to $2,500 for materials and supplies for student during internship
* Indirect costs (at federally-negotiated research rate)
* Should be based on duration, location, and nature of the internship, as well as on standard University rates

\_\_\_ **Budget Justification**