

INTERN DCL 21-013 is an NSF supplemental funding opportunity for eligible GRFP Fellows to pursue **non-academic workplace internships**. The focus is on *new* professional development experiences that go beyond the Fellow’s current research environment.

Eligibility

- Must have completed at least one academic year in a graduate program.
- Must be making satisfactory progress toward degree completion.
- Must be active — either “on tenure” or “on reserve” — throughout the entire internship period.
- The internship must take place within the Fellow’s NSF GRFP Fellowship Year (August 1–July 31 for Fall Starters).

Internship Site

- Must be a **non-academic** host site — for example: national laboratories, government agencies (NOAA, NPS, NSF, NIH, DOD, DOE), companies, or non-profit organizations.
- The internship must be full-time and on-site — not a series of short visits.
- Sites may be domestic or international.
- Duration may be up to 6 months.
- Fellows may receive up to two INTERN-funded internships but **may not return to the same host organization**, even in a different role or department.
- You may not propose a site where you have previously served as an intern.

Activity Description Required

Because INTERN supports non-academic internships, the proposal must clearly describe where the proposed activities will occur and confirm the non-academic nature of the site.

Budget Overview

The total request may not exceed **\$55,000**. Allowable costs depend on the Fellow’s fellowship status. Items marked ✓ are allowable; X are not.

Budget Item	Budget Line	On Tenure	On Reserve	Cap / Notes
Travel & Relocation	E1 domestic E2 international	✓	✓	Lodging & transportation only; see justification
Advisor Travel	E	✓	✓	Up to \$2,500
Materials & Supplies	G1	✓	✓	Up to \$2,500
Indirect Costs (off-campus rate)	I	✓	✓	—
On Reserve only				
Stipend	B3	X	✓	\$3,083/month max
Tuition, Fees & Health Insurance	G6	X	✓	Internship period only

Key Budget Rules

- Fellows “**on tenure**” may not request stipend or tuition in the budget.
- Travel/relocation funds cover lodging and transportation **only** — not food.
- Use the **off-campus indirect cost rate**.
- The budget justification must include proposed internship start/end dates and cost-estimate detail for travel and housing.
- **Unallowable:** food, phone, internet, conference travel, publication costs, payments to host-site staff or study participants.

Timeline

Plan well ahead — the full process from the first draft to the start of the internship typically takes **9–10 months**.

Approximate Timeline

- **Weeks 1–3:** Student drafts pre-submission materials; GT CO reviews and contacts NSF Program Director.
 - **Weeks 4–7:** Proposal development with GT CO; internal GT processing (~1 month).
 - **After NSF submission:** Allow at least **7 months** for NSF review, compliance check, revisions, and official notice.
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- Supplemental funding requests are accepted on a rolling basis but must be submitted no later than **April 15** to be eligible for the current fiscal year.
 - International activities require an additional internal NSF review after the supplemental funding request is complete.

Human Subjects / IRB & Intellectual Property

IRB Approval Is Required Before Submission

All GRFP INTERN requests require IRB approval prior to NSF review. Allow sufficient lead time to obtain IRB approval before submitting to the GT CO. The IRB determination must come from the designated authorized institutional committee — not the PI or NSF.

- Note in the proposal: human subjects (IRB number, Human Subject Assurance Number, or exception), vertebrates (IACUC, PHS Animal Welfare Assurance Number), and international activities (country).
- An **intellectual property (IP) agreement** signed by authorized officials from both the host organization and the university is required. The fellow and the fellow’s advisor are **not** authorized to sign on behalf of the university. At GT, the NSF GRFP Coordinating Official may contact OSP — Vanessa Daniels, Director, Government & Not-For-Profit Contracting for Academic Units (vannessa.daniels@osp.gatech.edu).

Pre-Submission Contact

Before submitting, the PI must contact the cognizant NSF INTERN Program Director at GRFPINTERN@nsf.gov to confirm the proposed activities fall within the scope of the GRFP program.

The GT CO will coordinate this contact — students should not contact NSF directly.

The student should prepare a draft addressing the following questions for the GT CO to review:

1. What are your near-term career goals, and how will this internship advance your professional development?
2. How will the technical work broaden your exposure beyond what your current NSF-funded research provides?
3. Describe the host organization and why it is a strong fit for an NSF INTERNship.
4. What specific tasks will you work on during the internship?
5. Is this collaboration new or existing?
6. How will you be mentored, and how will progress be assessed?
7. What budget are you requesting, and how will it be spent?
8. What are the proposed start and end dates?

PI Submission

- The supplement request must be submitted by the **PI of the active GRFP award** at the Fellow's institution — not by the Fellow or their advisor. At GT, this is the VP for Graduate & Postdoctoral Education, Dr. Bonnie Ferri.
- Use the “Supplemental Funding Request” link in Research.gov under Awards & Reporting to submit.

Questions? Contact the Graduate Fellowships Manager: fellowships@grad.gatech.edu