



NSF GRFP INTERN Info Session

January 2024

Agenda

- NSF GRFP PI
 - Eligibility
 - Tenure vs. Reserve status
 - Application materials
 - Budget
- Preparation & Timing
 - Vertebrate or human subjects
 - What doesn't qualify
 - Reasons for rejection

NSF Intern Information Session

- Link to DCL in chat – NSF 21-013
 - <https://new.nsf.gov/funding/opportunities/non-academic-research-internships-graduate>
- Supplemental NSF INTERN instructions emailed after presentation
- Replaced GRIP/GROW
- Open to Ph.D. students on NSF research grants and GRFP
- Today's focus is GRFP applicants only
- GRFP applicants apply through The Graduate School, not their PI
- \$55K and 6-month internship maximum
- Two INTERNS allowed per applicant, must be 2 different internships

NSF GRFP PI

- The Dean of The Graduate School, Dr. Suzanne Barbour
- Coordination of INTERN application handled by NSF GRFP CO Caroline Morris with Dean's office
- GRFP PI & CO will submit INTERN application in Research.gov
- GRFP PI contacts cognizant program director to inform NSF of incoming INTERN application
- GRFP PI signs recommendation letter and IP agreement

INTERN Eligibility

GRFP fellows who have completed 1 year of Ph.D. program at the time of application

Must have good academic stats: GPA 3.0 or higher and no probation

Must know if you will declare tenure or reserve for period of internship

Internship takes place at non-academic institution and no activities to be completed at Duke

Have agreement and cooperation of collaborating internship agency

Tenure vs. Reserve

- Although tenure/reserve is declared by May 1 every year, INTERN applicants should plan in advance.
- If on tenure during internship period you cannot request tuition/stipend as the NSF is GRFP tenure stipend/tuition.
- Fellows on tenure can request the following:
 - Duke health insurance for period of internship– no external policies and no dental
 - Travel and relocation costs
 - Advisor travel costs up to \$2500
 - Materials and supplies up to \$2500
 - Indirect Costs (F&A, off-campus rate) – consult your PI's grant manager for this information

Tenure vs. Reserve - Continued

- If you will be on reserve during the period of the internship you can request the following:
 - Tuition, fees, stipend at the GRFP rate (currently \$3083.33 per month), Duke health insurance for period of internship– no external policies
 - Travel and relocation costs
 - Advisor travel costs
 - Materials and supplies up to \$2500
 - Indirect Costs (F&A, off-campus rate) – consult your PI's grant manager for this information

Tenure vs. Reserve - Continued

- What if you indicate you will declare reserve in INTERN application in order to apply for tuition/stipend but then you are denied and want to declare tenure?
 - If a denial decision comes before May 1 you can register a different tenure/reserve status in Research.gov.
 - If a denial decision comes after May 1, and you have declared status in Research.gov it is **not possible** to get the NSF to change the declaration.
 - Why is it so hard to change tenure/reserve after May 1? The NSF GRFP funds thousands of students each year and federal sponsors are strict with deadlines.
 - Talk to your PI about your funding plans if you are denied INTERN.

Application Materials

- **One-paragraph summary of proposed internship**
 - This is not requested in the DCL but TGS requires it for Research.gov submission and for GRFP PI to contact cognizant program director to alert NSF of forthcoming INTERN application
 - NSF will review this one-paragraph summary and determine if it appears to conform to DCL, then application can proceed
 - Items to be addressed in 1-paragraph summary
 - What are the near term career goals of the student and how might the proposed experience add to the professional development for the student?
 - How might the technical work in the internship broaden the exposure for the student going beyond what the NSF grant work currently provides?
 - Brief description of the host organization and why it represents a good opportunity for an INTERNship for the student
 - In brief, what specific tasks might the student be working on during the internship?
 - Is the collaboration existing or new?
 - How will the student be mentored and progress assessed over the internship?
 - What is the budget you will be requesting and how will it be spent?
 - What is the anticipated start date and end date of the internship?

Application Materials - Continued

- CV – register for ORCID ID and add ID to CV
- Two page internship proposal
 - If bibliography is included it must fit within 2 pages. Three pages can cause NSF to deny application without chance for resubmission. Bibliography can be provided as a separate supplemental document, if necessary.
 - Provide start and end dates and more detail about items covered in one-paragraph summary
 - Indicate tenure/reserve during internship period
- Letter of collaboration written and signed by proposed internship agency.
- Budget and Justification – itemize projected expenses , up to 6-months and \$55K maximum
- Intellectual Property agreement
 - Should be signed by internship hosting agency, student’s Duke advisor, and leave space for NSF GRFP PI Dean Barbour to sign as well
 - Is not signed by student

Application Materials - Continued

- Letter of recommendation **VERY IMPORTANT**
 - NSF requires letter of recommendation from the PI of the NSF GRFP, which is Dean Suzanne Barbour.
 - The student's faculty advisor should write this letter, as they know the student's research and professional goals best.
 - Your advisor should sign the letter of recommendation and leave room for GRFP PI Dean Barbour to sign it as well.
 - The letter should be written in a way that does not make it sound as though the applicant is in the GRFP PI's lab or research group.

Budget – 6 months/\$55K maximum

- If you are on reserve you can request, tuition, and stipend.
 - Check with Caroline Morris, the GRFP CO, about tuition, fees, stipend, and insurance rates when working on budget
- Materials/supplies up to \$2500
- Advisor travel costs up to \$2500
- Relocation and travel costs
 - Separate line items for domestic vs. international travel
- [Facilities & Administrative](#) indirect cost off-campus rate (FY 23-24 rate is 26%) – consult with your PI's grant manager on calculating F&A based on your application budget.
- Do not include fringe.
 - Fringe is applied to compensatory stipend for effort. NSF GRFP applicants do not receive comp stipend from the GRFP, only noncomp stipend, so fringe is not applicable
 - Fringe is included for applicants who are applying off their PI's NSF research grant, as the stipend they receive on the NSF research grant is compensatory.

Preparation and Timing of INTERN submission

- NSF supplemental instructions state applicants must allow seven (7) months for full NSF review and award
 - Seven months from date of submission of application to proposed start date of internship
 - TGS will not submit applications to the NSF that fall inside the 7 month required lead time
 - TGS will not re-submit applications that are rejected by NSF due to insufficient lead-time
- Email all INTERN application materials to NSF GRFP Coordinating Official, Caroline Morris, at least one month prior to the 7 month deadline.
 - Allows GRFP CO to review application materials and budget to ensure they meet the DCL requirements and request any necessary revisions
 - Allows GRFP CO time to coordinate with Dean Barbour's office on Research.gov submission
 - Failure to allow GRFP CO and PI's offices the required one-month lead time will result in your application not being submitted to NSF for INTERN consideration.



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Preparation and Timing of INTERN submission

- GRFP CO and PI cannot evaluate application for scientific/professional merit, have your PI review your materials before submission
- If revisions to budget or other application materials are requested by GRFP CO please complete ASAP
- Applicant is responsible for getting collaborating agency's letter and IP agreement
- There is no standard IP agreement template and each collaborating agency should provide their own
- F&A (Facilities & Administrative Costs) should be included in budget, if appropriate.
 - <https://finance.duke.edu/research/monitoring/farates>
 - Applicant should consult with PI's grants manager when developing the budget.



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Vertebrate and/or Human Subjects

- If INTERNship involves study of vertebrates NSF requires Institutional Animal Care & Use Committee (IACUC) documentation/approval
 - <https://ors.duke.edu/grants-contracts-and-compliance-responsible-conduct-rcr-university-policies/animal-care-and-use>
- If INTERNship involves human subjects NSF requires documentation from Duke Institutional Review Board (IRB) either approving proposed research during the INTERN period or providing exemption
 - <https://irb.duhs.duke.edu/>
- Applicant provides IACUC or IRB documentation to NSF GRFP CO at the time of application.

What does not qualify for INTERN?

- Declaring GRFP tenure then taking paid INTERNship
 - While the NSF allows GRFP fellows to accept a limited amount of TA or RA support while on tenure, with TGS approval, paid internships are not permitted and fellows on tenure forfeit GRFP support during paid internship
- Applying for internship at another college/university or at Duke
 - INTERN is for non-academic institutions
- Funding for post-internship data analysis/closeout effort conducted at Duke
 - No INTERN funding for Duke-based activities

Reasons for Rejection

- Insufficient lead time – 7 months required, plus one additional month for TGS review and Research.gov submission
- Application does not conform to DCL requirements, including page limits
- Disallowed or excessive budgeted expenses over what is allowed for stipend, materials/supplies, etc.
- Insufficient budget detail
 - Itemize all budget line items and explain cost of living if applying for relocation/travel and budgeted expense seems high (living in NYC, San Francisco, etc. during internship)
- Please note TGS will not resubmit rejected INTERN applications, as NSF typically rejects them without review which disallows resubmission
 - NSF will often reach out to Duke to ask for additional documentation or application revisions if they see merit in the proposal but cannot approve it in its current state
 - If the NSF requests revision the GRFP CO will reach out to applicant and provide a firm deadline by which the revisions must be submitted
 - If applicant fails to meet this deadline NSF is likely to reject application and it cannot be resubmitted

Contact Info

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