

## Internship Guidelines

### General Considerations

- Once a contract is executed (i.e., signed) by SIUE and the sponsor, SIUE is contractually obligated to meet the requirements of the contract. Therefore, one or more students, depending on the contract, must be provided. If no students are acceptable to the sponsor, the sponsor can request the funds be returned or they can allow an extension to the contract. The latter will require a contract amendment that ORP will take care of.
- Typically, internships are one semester, an academic year, or one year. Multi-year internships are possible. Most sponsors prefer shorter agreements because they are required to pay the entire cost up front.
- If you want to integrate an internship agreement with a required practicum, make sure to pay attention to the timeline and get the agreement finalized before the practicum begins.
- It is encouraged for units to include a department administrative cost fee in the line item budget to help support administrative costs in administering the grant and the intern supervisor with costs such as onsite visits.
- Ensure, whenever possible, that the project periods begin and end with payroll periods (e.g. begin 1<sup>st</sup> or 16<sup>th</sup> day of the month and end on 15<sup>th</sup> or last day of the month) for ease in bookkeeping.
- It is the supervising faculty's responsibility to work with sponsors in the development of the scope of work
- NOTE: Student interns may not begin working until the internship agreement and their GA contract are fully executed.

### Developing Proposal and Budget in Kualu Research

1. Create a proposal in [Kualu Research](#) by following the steps in the [proposal creation guide](#).
  - a. Use activity type = Public Service (13).
  - b. If your sponsor is not listed, choose TBD and contact the [Pre-Award staff](#) in the Office of Research and Projects.
2. Always use Kualu Research (KR) to develop the proposed budget to ensure accuracy and rapid routing of the scope of work when submitted. Contact [Pre-Award staff](#) for assistance in this. **Once the proposal is created in KR, send pre-award the following information and they can create a budget for you or skip to Step 3 to enter your own budget.**
  - a. GA effort appointment type
    - i. 10 hours/week (25% effort)
    - ii. 15 hours/week (37.5% effort)
    - iii. 20 hours/week (50% effort)
    - iv. *Note: No less than a 25% GA assignment will be allowed.*
  - b. GA period type
    - i. Academic Year (08/16-05/15)
    - ii. Calendar Year (12 months)
    - iii. Spring Semester only (1/1-5/15)
    - iv. Summer Semester only (5/16-8/15)
    - v. Fall Semester only (8/16-12/31)
  - c. Is your GA a 1<sup>st</sup> or 2<sup>nd</sup> Year?
  - d. Does your unit have an internship management fee?
    - i. Some units may not have a fee and may wish to establish one. Ask your unit administrator. If creating a new management fee, have your unit administrator email your assigned pre-award staff member the approved rate. This may be a fixed dollar amount or a percentage assessed on the GA's wages.
    - ii. The fee can be used to cover the cost of someone to manage an internship

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- program as well as to provide a cushion in the budget in case of salary changes.
3. Complete the [statement of work](#) and attach it in KR.
    - a. The Statement of Work # is 1 unless multiple statements will accompany a single agreement/proposal or unless the sponsor wants to amend the current agreement to add one or more students.
    - b. Avoid naming a student unless the sponsor insists. (If the student changes, an amendment to the agreement is needed rather than simply changing the student.)
    - c. Provide your specific internship objectives, scope of work, and deliverables. Be as specific as needed.
    - d. Make sure the start date is realistic. See the Internship Timeline.
    - e. See below regarding developing the total price.
    - f. If you know the authorized signatory for the sponsor, you can add their name and title. Do NOT obtain any signatures.
  4. **It is recommended that you use a base salary rate higher than the minimum** listed in the Graduate Assistant Handbook located on the [Graduate School's website](#) when developing your budget. This will ensure that a) you have sufficient funds to cover the possibility that a Graduate Assistant you retain may be a second year Graduate Assistant which is defined as a student with an assistantship appointment beginning with the third term of appointment) and b) salaries may increase mid contract. **Any overages resulting in using the minimum base salary amount or failing to include a management fee will be the responsibility of the unit and not ORP.**
  5. Below are the steps to follow if you wish to create your own budget. A Pre-Award staff member will enter the budget if requested.
    - a. To create a budget in Quali:
      - i. Click on Budget (on the left).
      - ii. Click Add Budget (on the right).
      - iii. Name your budget.
        1. Click Start a detailed budget.
        2. Click Create Budget.
    - b. To add your Graduate Assistant to your budget:
      - i. Open your budget
      - ii. Click Personnel Costs-> Project Personnel (on the left)
      - iii. On the right, click Add Personnel
      - iv. In the Search for dropdown, select To Be Named.
      - v. Enter 1 in the Graduate Assistant box under quantity.
      - vi. Click Add TBN Personnel to Budget
      - vii. On the line with the GA that you just added, click Details on the right.
      - viii. Change Appointment Type to 1M Duration
      - ix. Change the base salary to at least the minimum of the full-time semi-monthly salary base found on p. 6 of the [GA Handbook](#) **multiplied by 2**.
      - x. Enter the result in the base salary box. This is the full-time monthly base.
      - xi. Click Save Changes.
    - c. To assign your Graduate Assistant to your budget:
      - i. Click Personnel Costs-> Assign Personnel to Periods (on the left)
      - ii. On the right, click Assign Personnel
      - iii. Use the drop down to select the GA under Person
      - iv. Complete the Object Code (this links the fringe benefit rate associated with GAs, which is 0%).
      - v. Enter the Start and End Dates

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1. Full academic year: Start Date: 08/16, End Date: 05/15.
  2. Fall: Start Date: 08/16, End Date: 12/31.
  3. Spring: Start Date: 01/01, End Date: 05/15.
  4. Summer: Start Date: 05/16, End Date: 08/15.
- vi. Enter % Effort and % Charged (same value for both)
1. 25% for 10 hours/week
  2. 37.5% for 15 hours/week
  3. 50% for 20 hours/week.
- vii. Select applicable period type.
- viii. Click Assign to Period 1.
- ix. On the Graduate Assistants line, click Details & Rates.
- x. Uncheck the Apply Inflation box.
- xi. Click Save Changes.
- d. Include an internship management fee (5-15% of GA wages) when developing the budget for your internship. This will allow for a slight cushion if unexpected increases in salaries occur mid contract and your unit to recover some costs associated with managing the internship. Add this to your budget.
- i. Click Non-Personnel Costs-> Assign Non-Personnel Costs (on the right).
  - ii. Use Other Direct as the category, Professional Services/Consultant as the category type, and Contractual Services – Other as the Object Code Name. In the Description box, write “Department Administrative Costs associated with Internships.” Click Add.
- e. Use the University’s 15% indirect cost rate for Internship Agreements.
- i. Click on **Budget Settings** near the center right of the screen.
  - ii. On the **F&A Rate Type** line, select **TDC Commercial <\$50K**. This is linked to the 15% indirect rate.
  - iii. Then, click **Apply Changes**.

### GA Contract Guidelines

- Example Start Date and Routing
  - Starting step 1 on 06-17, contract creation could start 08-02, GA start date 08-23
  - Feel free to call GS to check student eligibility (GPA, course load, classification)
  - All documents needed to hire a new GA or re/hire listed on the [GA forms page](#), includes checklist
  - Contract routed through department, dean, ORP, Grad School, Provost, HR but entered into payroll in the Grad School
- Why wait to start working?
  - I9 issues
  - Time to correct errors with salaries, incorrect approvals, missing signatures
  - Not best practice to be working off the payroll system
- Important Reminders
  - Contract length
    - Must be at least 12 weeks in the fall/ spring; 8 weeks in the summer
    - Contracts shorter than the number of weeks needed to earn a tuition waiver are not allowed without special permission
  - Be aware of SIUE GA policies as outlined in the GA handbook
    - Communicate well with sponsor so that they understand GA’s will fall under SIUE policy, not the outside org policies
    - GA’s that start their 3rd term as a GA must be paid at 2<sup>nd</sup> year rate
  - Make sure the advertised position and final GA contract coincide

## Internship Guidelines

- Avoid using lump sums of payment
- Extra perks with position clearly articulated and NOT added to stipend
- Clearly defined hours worked per week (not allowed to work more than 20), job duties, and stipend
- Clear lines of communication between student and PI
  - Student should discuss issues with position with PI before agency
  - Grad School considers PI as the student's supervisor, not supervisor at agency