

Guide for PI: General Internship Consideration

Purpose: With an internship agreement run through SIUE as a sponsored project, the graduate student is hired by SIUE under a graduate assistantship. Therefore, **the student will receive the budgeted stipend plus a tuition waiver while working the internship if the student meets eligibility requirements to hold an assistantship AND the assistantship meets all policy requirements (such as minimum length of time).**

Process:

1. Initiate a Proposal in Quali Research (KR)

- a. Initiate a proposal in Quali Research (KR) as soon as the internship is anticipated to proceed. Whenever possible, the proposal should be created at least one month prior to the expected internship start date. Please note that if the internship agreement is new, the review and approval process may require more than one month.
- b. Once the proposal is created in KR, send pre-award via email siueresearch@siue.edu the details of the internship (hours/week, hourly pay rate, dates, and department admin fees (as applicable) so that they can create an accurate budget for you. **PRIOR to sharing a budget with the contracting entity SIUE faculty sponsor MUST contact siueresearch@siue.edu for budget development to ensure an accurate budget is shared.**

2. Timeframes & Contract Length

- a. Typically, internships are one semester, an academic year, or one calendar year. Multi-year internships are possible. Most sponsors prefer shorter agreements because they are required to pay the entire cost up front.
- b. Ensure, whenever possible, that the project periods begin and end with payroll periods (e.g., begin 1st or 16th day of the month and end on 15th or last day of the month) for ease in bookkeeping.
- c. Contract length must be at least 12 weeks in the fall/spring; 8 weeks in the summer. Student must be enrolled in the required number of credit hours per policy 1L1 (6 credit hours Fall and Spring) for the time of the Graduate Assistantship. Students are no longer required to be enrolled for a summer internship but must be enrolled for both the preceding spring and following fall semesters. Please refer to the [GA Handbook](#) 'Eligibility' page.
 - i. Typically, internships must then start no later than the following dates by semester:
 1. Fall: October 1
 2. Spring: March 1
 3. Summer: June 16
- d. Contract length
 - i. Contracts shorter than the number of weeks needed to earn a tuition waiver are not allowed without special permission. Please contact the Director of Graduate Studies, graduateschool@siue.edu, for special permissions.
 - ii. If the student is a new GA or has had a break in service of at least one month, they will be required to complete an I9 in person with your office. Make sure the contract start date allows for I9 completion on or before that date.

- iii. 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.
- iv. Consider that enough time needs to be allowed at the beginning of the proposal process for an account number (budget purpose number) to be created before the student's start date.

3. Administrative Cost/Fee

- a. Departments/units are encouraged to include a department administrative cost/fee in their line-item budget to help support the personnel costs in administering the grant and supervision of the intern, such as costs for on-site visits. Discuss this with your department administrators to determine a rate (usually a fixed dollar amount per internship or flat percentage assessed on the intern's wages).
- b. Unit administrative costs may be included in the proposed fixed price agreements with the sponsor. Any Unit administrative costs that exceed 20% of the direct costs, exclusive of ICR, will require a rationale as to what those costs will cover. The rationale for Unit administrative costs in excess of 20% may not include areas covered by SIUE's ICR (e.g. utilities, facilities, etc.) The required rationale document provided must be uploaded in the Internal Documents section of the Quali Research proposal.

4. Scope of Work, Budget & Performance Evaluation Criteria

- a. It is the supervising faculty's responsibility to work with sponsors in the development of the scope of work and any performance evaluation criteria.
- b. SIUE faculty sponsor MUST contact siueresearch@siue.edu for budget development PRIOR to sharing a proposed budget with the contracting entity to ensure an accurate budget is shared.

5. Submission and Routing

- a. Work with your pre-award specialist to prepare your proposal in KR for routing.
- b. Contact with Pre-Award should occur at least one month prior to the expected internship start date.
- c. Once routing has finished, your pre-award specialist will complete the final approval in KR. Post-award will continue with the contract/statement of work process.

6. Executed Contract

- a. 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.
- b. Post Award will work with Administrative Accounting to set up your account number (budget purpose).
- c. Any fiscal questions on your internship should be directed to postaward@siue.edu .

NOTE: GA work activities can only begin when the following conditions have been met: (1) the review and approval of a contract between SIUE and the sponsor, and (2) the review and approval of a GA contract containing all required approvals.

7. Post GA Position and submit the GA Contract

- a. Review the [Hiring Unit Resources](#) and post the open position using the SIUE [Grad School job posting form](#)
- b. Complete the [Graduate Assistant Contract Quali Build Form](#)
- c. Make sure the advertised position and final GA contract coincide.
 - i. It is important to understand that GA's are paid semi-monthly so the total amount of your award will need to be divided properly to determine the student's semi-monthly stipend amount.
 - ii. Make sure the hours the student will work per week are clearly defined as well as the student's job duties and stipend amount.

8. Supervisor Responsibilities

- a. Be aware of SIUE GA policies as outlined in the [GA Handbook website](#).
- b. Communicate well with the sponsor so that they understand GA's will fall under SIUE policy, not the outside organization's policies.
- c. Communicate well with interns that all GAs on sponsored internship agreements follow the schedule of the sponsor during the contract period. Further clarification is outlined in the [GA Handbook](#).
- d. Clear lines of communication between student and PI.
 - i. Student should discuss issues with position with PI before agency.
 - ii. Under this internship, the Graduate School recognizes the PI as the SIUE's supervisor while the agency provides site supervision; accordingly, SIUE (Term 2.4) will provide general faculty oversight and may conduct at least one site visit or phone check-in to assess progress, and the Company (Term 2.5) will furnish facilities and instruction to maintain direct, day-to-day supervision of the student's work as set forth in the SOW.
- e. The PI is also designated as the fiscal officer on this contract. Contact Post Award, postaward@siue.edu , with any questions.

NOTE: Student interns may not begin working until the internship agreement and their GA contract are fully executed.