



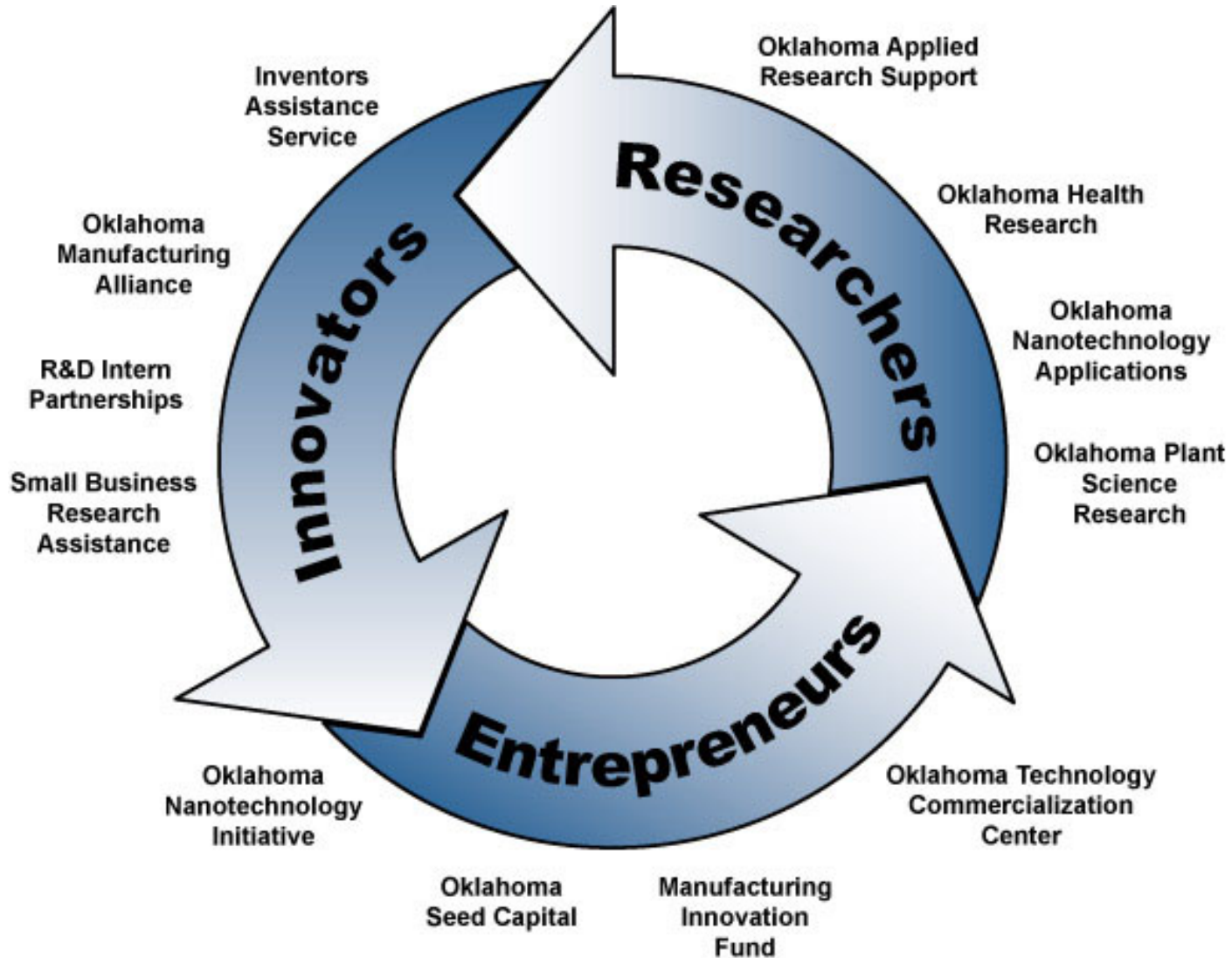
Oklahoma Center for the Advancement of Science and Technology

# FY12 Intern Partnerships Program

# Intern ROI

- FY10, OCAST funded six Intern projects totaling \$295,792
- \$3.1M was leveraged in private, federal and business financials for an annual leverage ratio of 25.7:1
- Since 1999, 129 projects have been funded for \$4.75M

# Funding Programs



# Intern Historical Data

- FY11 received 14 applications
  - 57 percent were approved for funding
  - 100 percent of those approved projects were funded

# Program Purpose

- To improve the state's R&D base by encouraging students to prepare for work in scientific and technical fields
- To help faculty members update their technical knowledge, remain apprised of workforce needs, and develop industry contacts to aid in student job placement
- To encourage industry to interface with academic institutions

# Eligible Organizations

- Oklahoma institutions of higher education
- Oklahoma non-profit research foundations
- Oklahoma enterprise. An enterprise is defined as a firm with its principal place of business in Oklahoma.
- Supplement award winners must hold a current active Intern contract

# Project Eligibility

- Projects that focus upon the following are ineligible for Intern funding:
  - Market surveys
  - Training or technical assistance for business firms
  - Fundamental or basic research

# Funding Options

- Intern Partnerships
- Intern Partnerships Supplement Awards
  - One-year extension awards for PIs who currently hold an active Intern Partnerships award
  - Goes through same review process as regular Intern applications

# Funding Levels

- Intern Partnerships
  - \$10,000 minimum per year
  - \$30,000 maximum per year
  - One or two years of funding
  
- Supplement Awards
  - \$2,500 minimum
  - \$20,000 maximum
  - 12 month contract

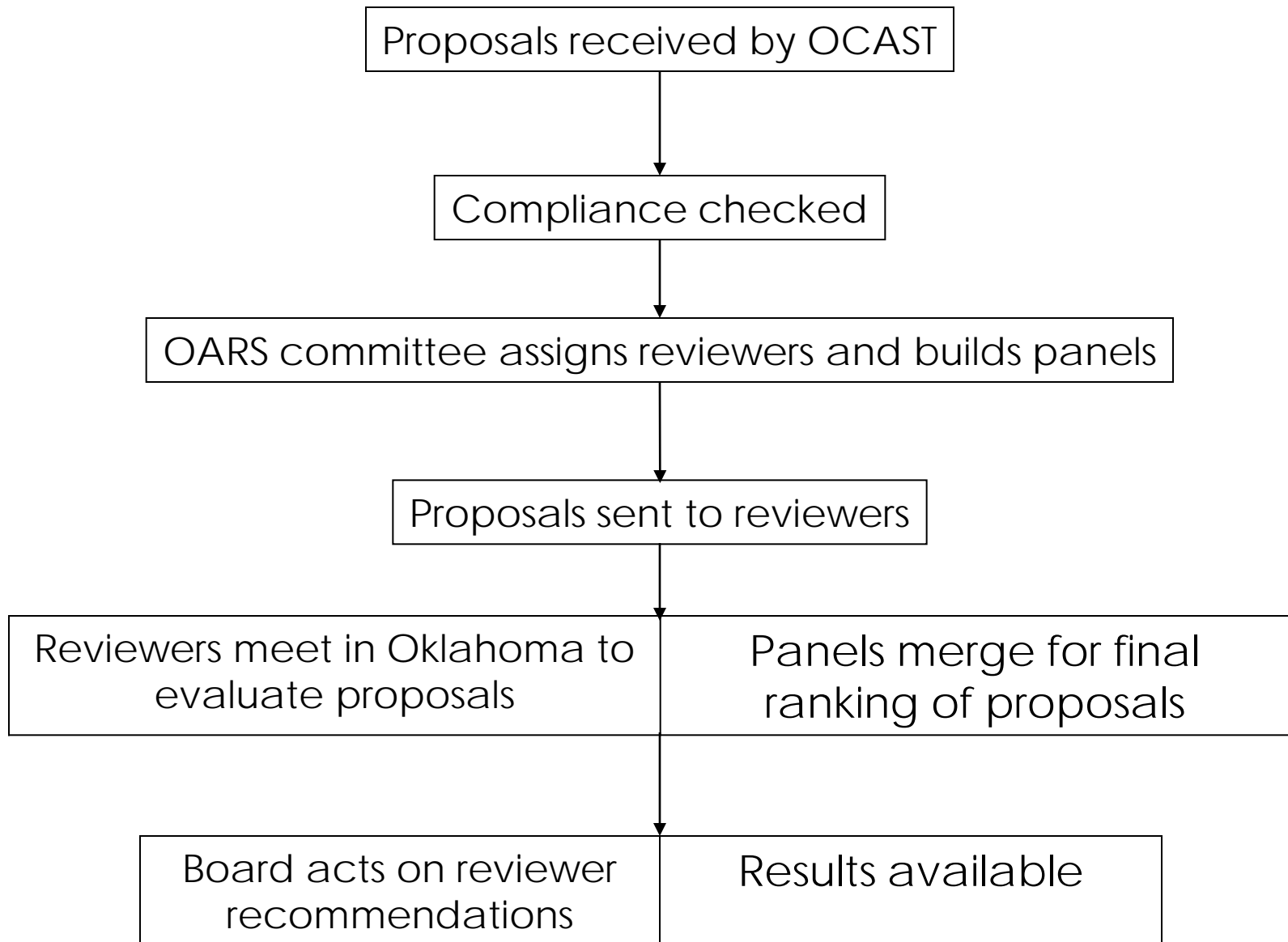
# Key Participants

- Principal Investigator
- Co-principal Investigator
- Mentor
- Interns
  - Undergraduate student(s)
  - Undergraduate-teaching faculty



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# Review Process & Evaluation Criteria



# Evaluation Criteria

Peer reviewers in general evaluate all applications according to the following criteria:

- The faculty/student intern experience
- Commitment of resources and appropriateness of budget
- Benefits and economic gain

# Evaluation Criteria

## The Intern Experience

1. Potential effectiveness of plan for obtaining a pool of undergraduate intern candidates
2. Adequacy of plan for selecting and assigning interns.
3. Suitability of applied R&D research facility for a positive undergraduate intern experience.
4. Adequacy of equipment available for interns to use
5. Experience of Principal Investigator for managing undergraduate internship program and the suitability of the R&D mentor or mentors for working directly with undergraduate interns.

# Evaluation Criteria

## The Intern Experience

6. Potential effectiveness of the undergraduate intern report writing process and the potential for intern(s) to learn work place skills and work place attitudes.
7. Evaluation plan, including the evaluation instruments
8. Intern tracking plan

# Evaluation Criteria

## Commitment of Resources and Appropriateness of Budget

1. Commitment of lead applicant institution and partnering organizations as demonstrated by resources and facilities dedicated to undergraduate internship.
2. Plans to continue the internship program beyond this project.
3. Appropriateness of the budget as well as the source and quality of match.

# Evaluation Criteria

## Benefits and Economic Gain

1. Potential for undergraduate interns to become acquainted with prospective employers, to be better prepared for the workforce and to be encouraged to pursue advanced degrees and/or careers in science and engineering.
2. Potential for faculty interns to be updated in technical areas, apprised of workplace needs and acquainted with industry contacts for aid in student placement.

# Evaluation Criteria

## Benefits and Economic Gain

3. Potential benefits to an institution of higher education, to an Oklahoma firm and possibly to an Oklahoma community or region.
4. Value added by the program to an undergraduate instructional program in the subject areas represented by this proposal.



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# Standards & Requirements

# Solicitations

Application in an editable format can  
be found online at:

<http://www.ok.gov/ocast>

# Intent Deadlines

August 19, 2011

November 10, 2011

February 3, 2012

March 16, 2012

Mail, fax, or hand delivery accepted

# Application Deadlines

September 7, 2011

November 30, 2011

February 22, 2012

April 4, 2012

Mail or hand delivery only to Oklahoma City  
or Tulsa office

No e-mail or faxed applications

# Required Materials

Each Intern application must include the following materials:

<b>Sets</b>	<b>Contents</b>
1	Original signed application marked "original," with appendices attached (fastened with a binder clip in the upper left corner). Prepare required application page forms 1-8 (Items 1-19) as provided. Refer to application pages 9-13 (Items 20-28) for instructions to prepare text sections of application including presentation order and headings.
1	Paper set of the application pages 1-8 (Items 1-19) stapled in the upper left corner.
1 CD	File containing the entire application in .PDF format including appendices.

# Required Materials

- A CD containing an electronic copy of the entire proposal as a single file using Adobe Acrobat (.PDF) must be submitted. The file must be named AP12-XXX LastName.pdf, (AP12-001North.pdf).
- For identification purposes, the face of the CD must be marked by a permanent marker or printed label using the above example.

# Required Materials

- Total section text page length includes
  - Text
  - Inserted graphs
  - Charts
  - Figures
- If not applicable, acknowledge the number and title by “Not Applicable”

# Presentation Requirements

- 8 ½ x 11-inch white paper
- Not less than 0.5-inch margins
- Single to 1.5 spacing
- Font size not smaller than 10-pt
- Use the presentation order and headings as shown in solicitation
- Do not use
  - Binders
  - Notebooks
  - Rubber bands
  - Paper clips

# Resubmissions

- A resubmission is a *new* proposal, which includes the information below:
  - Indication that project is a resubmission. Include previously assigned project numbers.
  - A separate appendix that includes:
    - a letter responding to the reviewers' comments from the previous review and noting all changes in the research plan,
    - a copy of the previously submitted application, and
    - all reviews of that application.

# Additional Requirements

- Refer to the solicitation for the following:
  - IRB
  - Biographical information for PI, co-PI, mentors, faculty interns
  - Letters of support/recommendation
  - OCAST, previous, and other support
  - Company profile
  - Contact information
  - Post award support



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# Budgets

# Matching Requirements

- In order to qualify for funding for an Intern project:
  - Applicant organization must provide 50% of the total direct cost
  - Funding sources cannot be from state-appropriated money
  - Matching monies must be specifically for the Intern project

In-kind services and indirect costs are not allowed

# Matching Requirements

<b>Comparison</b>	<b>Equipment as Match</b>	<b>Salary as Match</b> No state appropriated funds can be used as match
<b>Businesses</b>	<b>CANNOT</b> use equipment & machinery as match	CAN use salary as match
<b>Universities</b>	CAN use equipment as match to fulfill part or the entire required match if the equipment did not originate from state-appropriated funds	<b>CANNOT</b> use salary as match unless from a private university
<b>Non-Profits</b>	CAN use equipment as match to fulfill part or the entire required match if the equipment did not originate from state-appropriated funds	CAN use salary as match if they do not receive monies from state appropriations

# Direct Costs

- The Intern program allows only research-related direct costs as part of matching expenses.
  - Examples of allowed direct costs:
    - Research-related travel, supplies, equipment, patient care, alterations, rent, phone, and utilities
  - Examples of non-allowed direct costs:
    - Advertising, public relations, food and housing costs, automobiles, personal computers, lobbying costs, selling and marketing costs, first class air travel, patent and licensing fees

# Indirect Costs

- OCAST does not allow indirect costs as part of the match expenses
  - Examples of indirect costs
    - Building and equipment depreciation, interest, operations and maintenance, overhead, administrative support, tuition and fees



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# Project Plan

# Project Plan

- Project description and research objectives **One page per project**
  - General nature of applied R&D
  - Research objectives
- R&D facility **One page per venue**
  - Show that adequate equipment and supplies are available to interns
- Intern work description **One to two pages per project/venue**
  - Describe how interns will contribute to meeting research objectives

# Project Plan

- Hazardous substances notification
  - Interns may not serve as human subjects for any projects
  - Indicate as not applicable, if necessary

One page per project/venue

# Project Plan

- Intern activities **One to two pages**
  - Describe the roles and duties of the mentor
  - Describe the first month's activities for the intern
  - If the mentor's primary employer is not the sponsoring business, describe the mentor's experience in performing applied R&D that has led to commercialized products, processes, or services
- PI role **One page**
  - Include roles and duties of co-PI, if applicable

# Project Plan

- Non-business internship location
  - Applicable if all or part of the internship takes place at a college, university, or non-profit research institution
  - Describe the relationship between each partnering company and the non-business location
  - Explain why the internship is not at the participating business site
  - If the internship will take place solely at the applicant/co-applicant firm's location, mark this section as not applicable

**One to two pages**

# Project Plan

- Intern selection plan
  - Describe the potential intern pool
  - If a college or university is not a formal partner, include the process for contacting potential interns
  - If a college or university is not a formal partner, describe the relationship(s) between the applicant organization and local colleges and universities

One to two pages

# Project Plan

- Performance monitoring
  - Describe the process that will be used to monitor and evaluate the interns' work performance
  - Include evaluation instruments in Appendix I

One page explanation, plus sample instrument(s)

# Project Plan

- Intern reporting
  - Describe the process that will be used for the interns to prepare reports
  - Interns should describe:
    - Work completed
    - Skills acquired
    - Benefits accrued
  - Reports should be prepared at least once a month
  - PI will include intern reports as part of annual progress reports to OCAST

**One to two pages**

# Project Plan

- Intern tracking
  - Describe the process the fiscal agent organization will use to track academic and professional progress of interns after the internship is completed
  - Information should be captured for five post-project years
  - Information will be requested by OCAST during annual impacts surveys
  - Information requested:
    - College/university attended
    - Degrees earned
    - Place of employment
    - Salary

One page

# Release of Information

OCAST is subject to the Open Meetings Act and the Open Records Act.

Application abstracts and executive summaries from progress reports are considered public information.

HOWEVER, marketing plans, financial statements, trade secrets, research concepts, methods or products, or any other proprietary information are exempt by statute.



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