

Technology Internship Grant Guidelines

Participation

Postsecondary institutions delivering approved technical education programs may participate. Eligible institutions include Community and Technical Colleges and Washburn Institute of Technology.

Conditions for Participation

- Grants may be awarded to full-time technical education faculty participating in an internship with a business, industry, or other agency, for the purpose of upgrading knowledge and skills in a particular profession, vocation, or trade. Similarly, full-time employees in private industry may participate in an internship in a postsecondary institution delivering approved technical education programs.
- A technical education faculty member or employee from business/industry may be awarded no more than two internships over a three-year period.

Guidelines for Application

- The business/industry partner must provide financial or in-kind support, or any combination thereof, to the institution equaling 100% of the amount of the grant request. A letter from the business/industry validating this support must accompany the application submitted.
- Internships may range from a minimum total of 2 weeks to a maximum total of 16 weeks during a fiscal year (July 1 to July 31). Internship activities for the FY 2015 Technology Internship program may be completed during non-consecutive weeks and must be completed on or before July 31, 2015.
- The internship salary will not exceed \$25 per hour with a maximum salary of \$1,000 per week, regardless of funding source (state/federal match). The maximum grant award from state funds for an internship will not exceed a **total** of \$6,000, inclusive of all proposed expenditures.
- Allowable expenses include instructor or business/industry staff salary; required travel, if any; and related training costs included in the application budget.

Transfer and Expenditure of Funds

Upon approval of the application, the institution may request 80% of the grant funds 30 days prior to implementation of grant activities. The remaining 20% of the awarded funds may be requested from KBOR Finance and Administration staff upon submission of all completed KBOR final reports. Funds must be expended within the fiscal year in which the grant is awarded.

Reporting Requirements

At the conclusion of the internship period, the following documents must be submitted electronically to cbeene@ksbor.org, or **Connie Beene, Kansas Board of Regents, 1000 SW Jackson, Suite 520, and Topeka, KS 66612**:

1. Weekly timesheet verification forms with original signature of the business/industry supervisor
2. Final Narrative Report, including how participation in this internship will impact instruction and enhance or update curriculum
3. Final Expenditure Report, with original signatures and receipts for all items purchased with state funds.
4. Employer evaluation of the intern and the internship experience

These documents must be submitted within 15 day after completion of the internship.

Required application, budget, and commitment forms are attached as separate documents to this notice and are also available on the KBOR website:

http://www.kansasregents.org/state_technology_innovation_and_internship_program