


Internship Timeline

| | Business Days | Action | Responsibility | Cautions | |
|--|---------------|--|-----------------------------------|---|--|
|  END | | <i>No earlier than 48 days from Step 1</i> | Step 7. GA Starts Position | PI | |
| | 34-48 | Step 6. GA Contract Completion, Routing, and Approvals | Various | <ul style="list-style-type: none"> GA Contract start date should be at least 15 days from current date. DO NOT allow interns to begin work until contract is fully executed. | |
| | 24-33 | Step 5. Account Approvals and Creation | Various | Timeframe for completion of routing is dependent upon people's availability. | |
| | 14-23 | Step 4. Sponsor Contract Negotiation & Execution | ORP | Timeframe for completion of negotiation is dependent upon many variables and could take months. | |
| | 9-13 | Step 3. Route proposal in Proposal Development | Various | Timeframe for completion of routing is dependent upon people's availability. | |
| | 6-8 | Step 2. Open proposal in Quali Research and begin working with assigned PreAward staff | PI | <ul style="list-style-type: none"> Use list of items to update if the proposal is copied in Quali Research. Refer to Internship Guidelines document regarding budget development (e.g. salary/administrative fee). Required attachments to include: <ul style="list-style-type: none"> * Attachment A with no signatures. * Budget justification. (Make sure time periods are realistic.) For academic year internships, end by May 15th to avoid eligibility issues. | |
| | 0-5 | Step 1. Talk with sponsor to establish internship need and discuss general price for contract | PI | <ul style="list-style-type: none"> Let sponsors know not to recruit based on a certain dollar amount. Avoid concrete price until completing Step 2. Contact the Graduate School Associate Dean if the sponsor wants to see SIUE's contract. | |
| BEGINNING | | | | | |