

TECHNOLOGY INTERNSHIP GRANT REQUEST FOR PROPOSALS

Participation

Eligible institutions include Kansas community and technical colleges and Washburn University Institute of Technology.

Conditions for Participation

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

Application Requirements

- The business/industry partner must provide financial or in-kind match (or any combination thereof) equaling at least 100% of the amount of the grant request. **A letter from the business/industry validating the match amount must accompany the application submitted.**
- Internships may range from a minimum of 2 weeks to a maximum of 16 weeks during the year. Internship activities may take place during non-consecutive weeks. **All internships must be completed by July 31, 2020.**
- **All applications are due by April 26, 2020.**
- The grant-funded intern salary will not exceed \$25 per hour with a maximum salary of \$1,000 per week. The total grant award from state funds for an internship shall not exceed a total of \$3,000, inclusive of all proposed expenditures.
- Allowable expenses:
 - Instructor or business/industry employee salary
 - Internship required travel
 - Related training costs
 - **Per diem or food are not allowable**
- Applicants must complete, sign, and submit electronically to Vera Brown at vbrown@ksbor.org:
 - Application form
 - Budget
 - Grant narrative
 - Commitment form
 - Business/industry match verification letter
- **KBOR will hold a webinar about the application process at 3pm on Thursday, January 30, 2020.**

Transfer and Expenditure of Funds

The award will be made by KBOR Finance and Administration upon approval of all final reports.

Reporting Requirements

At the conclusion of the internship period, the following documents must be submitted electronically to Vera Brown at vbrown@ksbor.org **by August 14, 2020:**

1. Weekly timesheets and employer evaluation with signatures of the business/industry supervisor
2. Final narrative report, including how participation in this internship will improve curriculum and/or instruction
3. Final expenditure report, with signatures and receipts

Required application and reporting forms are attached to this notice and are also available on the KBOR website.