

# TECHNOLOGY INTERNSHIP GRANT FY21 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, 2021.**
- **All applications are due by April 26, 2021.**
- The grant-funded intern salary will not exceed \$30 per hour with a maximum salary of \$1,200 per week. The total grant award from state funds for an internship shall not exceed a total of \$6,000, 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

## 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 15, 2021:**

1. Weekly timesheets
2. Employer evaluation with signatures of the business/industry supervisor
3. Final narrative report, including how participation in this internship will improve curriculum and/or instruction
4. 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.