

SEARCH FOR FUNDING

MY PROJECTS

MESSAGES

LOGOUT

John Sample (jsnetid), Class of 2016, Chemistry (AB)

Sample Project

PROJECT DETAILS

Applicant Information

Home Address: 123 Main Street
Princeton NJ 08540
USA

Cell Phone: 609/555-1212

Citizenship: USA1

Department:: Chemistry

If the information above is not correct, please contact the [contact the Registrar](#).

Activity: Internships

Internship Title

Intended Concentration: AB - Chemistry

Start Date End Date

anticipated
mm/dd/yyyy

anticipated
mm/dd/yyyy

FUNDING REQUEST(S)

To find and request additional funding for this project

All deadlines are 11:50pm local Princeton time unless otherwise noted

[remove](#)

Opportunity

Sample Funding Opportunity for Internships
SFO - Sample Funding Office
[web site](#)

Application Period

Open: 02/05/2014
Closed: 05/05/2014

Decision Period

Starts: 05/06/2014
Ends: 06/06/2014

Funding Limits:

Fully Funded

Term

ALL

ANTICIPATED EXPENSES

Please provide a working budget for all of your anticipated expenses. We expect these costs to be moderate; you are responsible for researching competitive pricing in order to maintain reasonable costs. The budget you are providing should be detailed and specific.

If the funding office(s) to which you are applying has specific expense/budget guidelines, they will be listed below.

[Funding Guidelines for Sample Funding Opportunity for Internships](#).

Please Note: **Total Requested** may differ from **Total Cost** if you expect to use funding from a non-Princeton source.

Expense Type	Description	Cost Per Unit	Units	Total Cost	Total Requested
	International travel/airfare			\$0.00	
	Local transportation at the internship site			\$0.00	
	Lodging			\$0.00	
	Meals			\$0.00	
	Project Materials			\$0.00	
	Immunizations			\$0.00	

 Visa/passport processing			\$0.00
+add more lines	Totals	\$0.00	\$0.00

DOCUMENTS

Please check the guidelines of the funding office(s) to which you are applying to see what documents are required.

Please upload required documents below, as well as non-required documents as appropriate. (PDF only)

Approval documents required in order to receive award(s) can be uploaded at any time, **but no later than one week prior to the start of your activity.**

Document	Date Uploaded	Description
CV or Resume		
Electronic Transcript		
Upload and Manage Project Documents		

INTERSHIPS QUESTIONS

Overnight Travel

Does your internship involve overnight travel outside of the metropolitan New York City and Philadelphia corridor?

- Yes
No

Institutional Review Board Approval (IRB)

Does your internship work involve human subject intervention or interaction; or the collection of human data or biological specimens? IRB protocol approval may be required; please contact the IRB office immediately for a determination of human subject research status. The approval process may take up to two months.

- Yes
No

Not sure about IRB approval? Please read the [IRB requirements](#) and contact them if necessary in order to make this determination BEFORE SUBMITTING YOUR COMPLETED APPLICATION.

Institutional Animal Care and Use Committee Approval (IACUC)

Does your internship work involve animal subjects? IACUC protocol approval may be required; please contact the IACUC office immediately for a determination of animal research status. If required, protocol approval process may take up to two months.

- Yes
No

Not sure about IACUC approval? Please read the [IACUC requirements](#) and contact them if necessary in order to make this determination BEFORE SUBMITTING YOUR COMPLETED APPLICATION

Environmental Health and Safety (EHS)

Do you plan to transport chemicals, environmental samples or biological materials, including animal or human specimens, to or from your internship site? If yes, please contact EHS at 258-5294 for assistance.

- Yes
No

Will your internship work involve use of hazardous chemicals, radioactive materials, microorganisms or viruses that can cause human infections, human or non-human primate body fluids or animals/animal tissues known to be reservoirs of zoonotic disease? If yes, please contact EHS at 258-5294 for assistance.

- Yes
No

Will you be working in extreme environments (high altitudes, mines/caves, underwater, etc.), extreme weather areas, under high physical stress, or working with heavy machinery? If yes, please contact EHS at 258-5294 for assistance.

- Yes
No

Host Organization/ Faculty Member

Host Organization/ Faculty Member

Website

Full Address (street line 1)

Street line 2

Street line 3

City

State/Province

Zip/Postal Code

Country

Supervisor of Internship

Name

Title

Email

Phone

Address of Supervisor (street/city/state/country/zip)

Program Details

Describe the Host Organization (e.g. mission, size, focus of work)

Is this full-time work (minimum of 35 hours/week)?

Yes

No

Provide a one-paragraph summary of the primary purpose of this internship.

Describe the work of this internship including the objective of the work, and tasks and responsibilities.

Explain why you want to work with this particular Host Organization/ Faculty Member and how your academic interest, work and personal experiences have prepared you for this internship.

Explain the expected impact of your work on the Host Organization/ Faculty Member, and what you hope to learn from this internship experience.

Academic Reference

Enter the names, emails, and phone numbers of one academic reference and one work reference.

Academic Reference Name

Position/Title

Email

Office Phone

Mobile Phone

Work Reference

Work Reference Name

Position/Title

Email

Office Phone

Mobile Phone

TERMS AND CONDITIONS

PLEASE BE AWARE THAT THERE MAY BE REQUIREMENTS THAT YOU NEED TO FULFILL IN ORDER TO RECEIVE THE AWARDED FUNDS.

University-Sponsored Travel Request

You have indicated that your activity will involve overnight travel outside of the metropolitan New York City and Philadelphia corridor. In order to receive funding or other support from the University, you must submit a Travel Request in Concur and receive approval within one month of receiving notification of your award but no later than one week prior to departure.

You are advised to submit a travel request immediately, upon submission of this application. Funding cannot be released from any on-campus funding source until your trip has been registered and approved in Concur.

For full instructions, please see the [Princeton Travel and Expense website](#) and review the appropriate Travel Checklist for the terms and conditions that you must certify.

By providing your initials in the box below, you are indicating that you have read, understood, and will comply with the travel requirements outlined above while traveling on a University-sponsored trip.

Initial Here

Institutional Review Board

You have indicated that your activity involves or is likely to involve human subjects research. You may require approval from the [Institutional Review Board \(IRB\) for Human Subjects](#) prior to receiving funding and conducting your research. Please note that approval can take up to 2 months if revisions are required, so you should begin the IRB process immediately. You must acquire IRB approval within two months of receiving notification of your award **but no later than one week prior to the start of your research**. Your IRB approval letter must be uploaded to your SAFE application before any funds can be distributed in support of your activity.

In addition, you must complete the Human Subject Matter Research training available through CITI.

By providing your initials in the box below, you are indicating that you have read, understood, and will comply with the requirements outlined for research involving human subjects.

Initial Here

Institutional Animal Care and Use Committee Approval (IACUC)

You have indicated that your activity involves or is likely to involve the use of vertebrate animals in research. You may require approval from the [Institutional Animal Care and Use Committee \(IACUC\)](#) prior to receiving funding and conducting your research. Please note that approval can take up to 2 months if revisions are required, so you should begin the IACUC process immediately. You must acquire IACUC approval within two months of receiving notification of your award **but no later than one week prior to the start of your research**. Your IACUC approval letter must be uploaded to your SAFE application before any funds can be distributed in support of your activity.

In addition, students who are conducting vertebrate animal research that requires approval from the IACUC must make an appointment with Employee Health at least four weeks in advance of travel for an animal worker health clearance. In addition to the health clearance, you must also complete animal worker health and safety training. Your IACUC protocol cannot be approved until Employee Health has issued the appropriate health clearance.

Also, you must complete *Animal User Training* available through the AALAS Learning Library

By providing your initials in the box below, you are indicating that you have read, understood, and will comply with the requirements outlined for research involving vertebrate animal subjects.

Initial Here

Research or Independent Work

You have indicated that you will be conducting research or independent work. If you will be conducting field research and your work involves any of the following, you must consult with [Environmental Health and Safety](#) prior to the initiation of your project to ensure that you have completed the required training:

- confined space
- excavation
- heavy equipment
- elevated surfaces
- welding and cutting
- radiation
- lasers
- infectious agents
- human blood and body fluids
- chemicals and other hazardous materials

By providing your initials in the box below, you are indicating that you have read, understood, and will comply with the requirements outlined above.

Initial Here

Disclosure Consent

I hereby acknowledge that the information and documents submitted with my SAFE application, including but not limited to my resume and personal statements and other personal information, as well as other information from relevant University offices such as the Office of the Dean of Undergraduate Students or residential colleges, will be made available to University reviewers, to fulfill their professional responsibilities. Furthermore, I consent to the release/disclosure of the application and included information to external reviewers as appropriate. I understand that my official transcript will not be released or disclosed to any external parties.

By providing your initials below, you are acknowledging your consent

Initial Here

Financial and Tax Information

- Please consult the Treasurer's Office website for information regarding potential [tax implications](#) related to your financial award(s).
- Be advised that the transfer of funds can take up to four weeks from the time you have completed the appropriate requirements; therefore, if you have not already done so, you are advised to establish a [direct deposit arrangement](#) with the University immediately upon submitting this application or as soon as you are notified of your award. Funds will be transferred to the account that you have indicated to the University. If you do not have direct deposit, you will need to receive your funds in the form of a check that will be available for pick-up at the [Financial Service Center](#), 7th Floor New South. Some individual funders may request that you pick up your check directly from the funding office. In either case, please cash or deposit these checks promptly, as they expire within 90 days.
- Be advised that the timing of your activity may not allow for you to be in receipt of your funding prior to embarking. So long as all requirements are met at least one week in advance of the start of your activity, you can count on being reimbursed for funds that you may have to personally lay out in advance, for preapproved expenses. If your circumstances are such that this delay may present special difficulties for you, you should contact your funder(s) directly.

By providing your initials in the box below, you are indicating that you have read and understood the statements above.

Initial Here

Award Compliance

I understand that upon my acceptance of any financial award, I am to withdraw my applications to any other opportunity that would impede my ability to fully commit to the activity as described in my SAFE application. Failure to comply may have disciplinary consequences.

I have read the requirements of the specific funding offices to which I am applying, and I understand that each program has different requirements and funding arrangements. In all cases, I affirm that the information I have presented in this application is accurate and true and that I have every intention of completing the activity as described in this application or returning any funding awards received, as required.

By providing your initials in the box below, you are indicating that you have read, understood, and agree to the statements above.

Initial Here

Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability, or veteran status in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The Vice Provost for Institutional Equity and Diversity is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of Princeton's equal opportunity or affirmative action programs should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 205 Nassau Hall, Princeton NJ 08544 or (609) 258-6110.

ADDITIONAL REQUIREMENTS AND INSTRUCTIONS

1. Sample Funding Opportunity for Internships

Applicants must have a faculty letter of recommendation. Students receiving funds must, at the conclusion of their projects, submit a brief summary of their work.

[Click here for additional instructions](#)