

**Internship Information for NSF, [PARTNER AGENCY], Host Researchers and  
NSF's Graduate Research Fellows**

**Guiding Principles  
for GRFP Fellows Participating in GRIP  
National Science Foundation Agreements with:  
[PARTNER AGENCY]**

<b>GRIP Interns are required to:</b>	<b>GRIP Interns are encouraged to:</b>
<ul style="list-style-type: none"> <li>• Comply with [PARTNER AGENCY] and <a href="#">NSF GRFP</a> policies and procedures (<a href="#">GRFP Admin Guide</a>).</li> <li>• Update their research and professional development plans by the end of the first two weeks of the internship. Discuss with host researcher and e-mail plan to NSF (<a href="mailto:GRIP@nsf.gov">GRIP@nsf.gov</a>).</li> <li>• Identify themselves in emails and meetings as “an <b>NSF GRIP Fellow hosted by [PARTNER AGENCY].</b>” Most partner Agencies would like Fellows to include their direct Agency in their title (...hosted by [PARTNER AGENCY] in the Office/Division/Branch of ....”).</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with NSF (<a href="mailto:GRIP@nsf.gov">GRIP@nsf.gov</a>) as they feel necessary regarding any internship issues or concerns.</li> <li>• Anticipate travel plans and costs early, discuss with [PARTNER AGENCY] host researcher. In <i>some</i> cases, [PARTNER AGENCY] may provide additional travel funds.</li> <li>• Publish and present their own research on their own time and with their own resources.</li> <li>• Co-author papers with [PARTNER AGENCY] personnel (see <a href="#">NSF GRFP</a> and [PARTNER AGENCY] publication policies).</li> <li>• Network beyond the partner Agency.</li> <li>• Share their knowledge and expertise.</li> <li>• Contact NSF (<a href="mailto:GRIP@nsf.gov">GRIP@nsf.gov</a>) if they have questions about [PARTNER AGENCY]'s student related policies.</li> </ul>

## Internship Information for NSF, [PARTNER AGENCY], Host Researchers and NSF's Graduate Research Fellows

### Summary of NSF's Guiding Principles for GRFP Fellows Participating in GRIP, Continued

#### "Cautions" ... with clarifications

Because interns are NSF GRFP Fellows, they must not be treated as [PARTNER AGENCY] employees and must never conduct inherently governmental functions. Interns must not act in a manner that would lead anyone to believe s/he is an employee of, or a representative of, the [PARTNER AGENCY].

#### ***GRIP Interns must not:***

- ...work with or direct [PARTNER AGENCY]'s contractors (on- or off-site).
  - However, interns may contact [PARTNER AGENCY]'s computer and telephone support services contractor or ask the [PARTNER AGENCY] host researcher's administrative staff to help!
- ...represent [PARTNER AGENCY] in meetings or serve as a spokesperson to explain [PARTNER AGENCY]'s programs and policies.
  - Please refer/defer to the appropriate [PARTNER AGENCY] representative to explain and answer questions about [PARTNER AGENCY]'s programs and policies.
- ...serve as a point of contact for [PARTNER AGENCY]'s work (programs, projects, activities, etc.).
  - Although interns may be involved in [PARTNER AGENCY] projects, only [PARTNER AGENCY] employees may serve as project/activity contacts.
- ...be listed as a point of contact for a project on [PARTNER AGENCY]'s intranet or internet web pages.
  - Interns can be part of a team, but may not be the Agency lead.
- ...serve as the host researcher's or any [PARTNER AGENCY] person's official substitute.
  - This does not mean interns may not attend meetings. Interns may attend [PARTNER AGENCY] internal and external meetings (generally with the host researcher's permission).
- ...give direction/training to [PARTNER AGENCY] personnel on how to perform [PARTNER AGENCY] work.
  - This does not mean interns may not participate in technical training. Interns are welcome to give technical and scientific presentations during their internship, including participating in [PARTNER AGENCY] technical training sessions.

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**Summary of [PARTNER AGENCY] and [PARTNER AGENCY] Host Researcher's  
Responsibilities for GRFP Fellows Participating in GRIP**

[PARTNER AGENCY] HOST RESEARCHERS:

- ...have regular, primary contact with their GRIP Intern.
- ... should work with Interns to agree on expectations for a general work schedule including plans for vacation and time off (see [NSF/GRFP leave policy](#)). Extended absences require both [NSF GRFP](#) and [PARTNER AGENCY] approval.
- ...advise the Intern on their research and professional development plan for the internship and ensure project-related activities are within the scope of the internship.
- ...inform the Intern about mandatory Agency training (such as [PARTNER AGENCY] ethics training) and provide advice on the range of [PARTNER AGENCY] training available on-line and in the office.
- ...provide review and approval of proposed travel and training and ensure activities are within the scope of the agreed upon research and professional development plan.
  - Host researchers are aware of [PARTNER AGENCY] travel policy for Interns.

[PARTNER AGENCY]S:

- ...support other internship costs for the Intern, primarily related to the research collaboration as well as the administration of clearance processes, [PARTNER AGENCY] Agency review of NSF-recommended applications, and correspondence with potential applicants and host researchers
- ...arrange for desk, phone, computer and other equipment/supplies for the Fellow.
- ...help arrange for facility access if needed.
- ...may, but are not obligated to, provide additional travel or training funds above the level allotted by NSF

Filename: GRIP\_Guiding\_Principles  
Directory: L:\pubs\2014\nsf14084  
Template: C:\Users\kdubose\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Jayne Michaud  
Keywords:  
Comments:  
Creation Date: 09/04/2014 5:26:00 PM  
Change Number: 2  
Last Saved On: 09/04/2014 5:26:00 PM  
Last Saved By: DuBose, Kelly D.  
Total Editing Time: 1 Minute  
Last Printed On: 09/04/2014 5:26:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 801 (approx.)  
Number of Characters: 4,567 (approx.)