



Funding Opportunity Announcement/Solicitation:

# Faculty and Student Intern Partnership IP21

VERSION 2020-11-01\_1030

## Key Dates:

**Application Submission Period Open**

**November 2, 2020**

**Application Due On/Before**

Applicants are encouraged to submit applications in advance of the deadline because of the anticipated high volume of applications submitted in the last few hours of the submission period window.

**December 18, 2020**

**(5:00 PM Central Time)**

**Applicants Notified of Award On/After**

**March 23, 2021**

**Submission of Required Documentation Due**

**March 29, 2021**

**Earliest Project Start**

**April 1, 2021**

## **New Grants Management System – Oklahoma Grant Exchange**

The IP21 funding opportunity will be available on the newly launched Oklahoma Grant Exchange (OGX) System, which is the upgraded version of OKGrants. This new system promises a more user-friendly and intuitive interface with many familiar elements from OK Grants. Please help us improve OGX with your feedback by completing our [OGX Feedback Survey](#)

## About this Funding Opportunity Announcement (FOA)

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### Purpose

This Funding Opportunity Announcement (FOA), also referred to as the Solicitation, is intended for informational purposes and reflects current planning; it does not obligate OCAST to make any specific number of awards. Awards under the Faculty and Student Intern Partnerships program are contingent upon the availability of state funds. If there is any inconsistency between the information contained in this FOA and the terms of any resulting contract, the terms of the contract are controlling.

This FOA may be amended by OCAST. Amendments can be found on OCAST's website under the section Funding Opportunities. It is the responsibility of the applicant to review any such amendments and make necessary changes in the application to meet the amended FOA requirements.

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### Users of this FOA

Principal Investigators (PIs), Project Managers (PMs), Contract Officials and/or Administrative Staff affiliated with Oklahoma-based colleges, universities, and companies

Make sure you have the MOST CURRENT version of this FOA by visiting:  
[https://www.ok.gov/ocast/FUNDING\\_OPPORTUNITIES/index.html](https://www.ok.gov/ocast/FUNDING_OPPORTUNITIES/index.html)

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### Application Submission

Applications must be submitted through the state's online grant management system, Oklahoma Grants Exchange (OGX), at <https://ogx.ok.gov>. Neither additional materials nor changes will be accepted after an application is submitted. Individuals wishing to change an application that has already been submitted may have their submitted application cancelled and submit a new application prior to the application deadline.



**Failure to include all required documentation with the application at the time of submission will result in rejection of the application without review.**

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### FOA Document Revision History

2020-11-01\_1030: Program name from IP21.1 to IP21. General document formatting. Contact info update.

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# 1. Award Summary

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## Description

The purpose of Faculty and Student Intern Partnerships funding (Intern Award) is to improve the state’s R&D base by supporting undergraduate/graduate student and faculty internships in Oklahoma companies engaged in some form of R&D or implementation of new technology, e.g., a manufacturing operation improving their product or process through the implementation of new technology. The program encourages undergraduate and graduate students to prepare for careers in scientific and technical fields as well as ancillary areas that support high-tech companies in Oklahoma. OCAST internship funding acknowledges that the principal resources of the two-year and four-year institutions of higher education are the people — undergraduate/graduate students and faculty—and this program places these people into established successful applied research facilities within Oklahoma.

## Benefits of the Intern Award experience to:

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### Students

Undergraduate and graduate student interns are acquainted with prospective employers, are better prepared for the workforce and are encouraged to continue pursuing advanced degrees in higher education and/or careers in science, technology, engineering and math (STEM) as well as supporting high-tech companies.



### Faculty

Faculty interns continue their STEM training with career development specifically focused on “real-world” engagement with industry where opportunities exist for learning up-to-date information about key technical areas. Faculty interns can also be informed by industry contacts of future workforce needs for beneficial guidance in the placement of their students.



### Oklahoma Companies

Oklahoma companies involved in the Intern Award have the opportunity to become acquainted with prospective employees, to interface with academic institutions on workforce needs and to encourage interns who pursue advanced degrees to remain in or return to Oklahoma.



### Oklahoma Universities and Colleges

The higher education institutions gain improved status through increased numbers of graduates who pursue advanced degrees or receive higher wage jobs.



### The State of Oklahoma

The state of Oklahoma benefits directly from having enough STEM-qualified workers to meet Oklahoma’s workforce demands both now and in the future. Having a strong, highly educated STEM workforce is vital to driving innovation, economic growth, competitiveness, and overall standard of living for Oklahoma.

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|                               |   |
|-------------------------------|---|
| <b>Award Funding</b>          | Minimum of \$10,000 and maximum of \$30,000 of OCAST funds per year (for a maximum of \$60,000 of OCAST funds for two years; requires matching contribution greater than or equal to the requested OCAST funds) |
| <b>Award Project Period</b>   | One- or two-years   |
| <b>Anticipated Start Date</b> | April 1, 2021   |

## 2. Eligibility

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### Eligible Projects

This Intern Award program provides OCAST funding for projects that:

- Provide a beneficial and meaningful intern experience which includes exposure to real-world application of technology/ innovation activities;
- Involve projects leading to innovation, new knowledge or technology that will benefit the company;
- Have a reasonable probability to enhance employment opportunities within Oklahoma; and
- Are technically sound, will produce a measurable result, and provide a positive impact to the company.

Projects that focus on the following areas are **not** eligible for funding:

- Market surveys
- Research or research activities that create fundamental or basic information but lack the potential for reasonably short-term commercialization

### Eligible Organizations

Eligible applicant organizations shall include Oklahoma-based companies, public or private colleges or universities, or non-profit research institutions.

Intern Award projects often involve a collaboration between one or more Oklahoma colleges or universities along with one or more Oklahoma companies. These projects may also involve the collaboration of other persons or entities, including Oklahoma non-profit research organizations, economic development organizations and/or trade organizations.

If an applicant organization is an Oklahoma company, the following items may not change between the time of application submission and the project start date:

- Business structure or entity (i.e., changing the business structure from a sole proprietor to a corporation)
- Name of the company
- Physical location of the primary business activity associated with the proposal

### Eligible Individuals

#### Principal Investigator / Project Manager

The Principal Investigator (PI) or Project Manager (PM) for this program is the person responsible for the execution of the Intern Award as well as for administrative supervision of the mentor(s) and intern(s). Any individual with the skills, knowledge, and resources necessary to carry out the proposed research as the PI/PM is invited to work with his/her organization to

*Eligible Individuals,  
continued*

develop an application for this Intern program. If the PI/PM owns the organization that is hosting the intern(s), then all direction and mentorship provided to the intern(s) working on the project shall come from the PI/PM. The PI/PM cannot change organizations between the time of application submission and the project start date.

Co-principal investigators (co-PIs) are allowed, but are not required. When an individual from company serves as the PI/PM for a project, a campus co-PI or liaison assigned to assist undergraduate/graduate student interns with on-campus activities may be an important part of the project and is therefore encouraged.

Any PI/PM who has been previously funded through an OCAST program and has a delinquent progress report or has not responded to other OCAST requests for information (e.g. impact survey data) may not be eligible to submit an application for new project funding. Any PI/PM who has a delinquent progress report at the time of review will not be eligible for review. Any PI/PM with a delinquent progress report at the time of award notification will not receive a contract until the progress report has been submitted. In the latter case, if the delinquent report has not been submitted within 60 days of the award date, OCAST will void the award and return the money to the Oklahoma Applied Research Support program.

**Eligible Interns****General Requirements**

An undergraduate student, graduate student, or faculty member may intern for up to one year (i.e., 1.0 FTE for 12 months, 0.5 FTE during each of two years; or two summers at 1.0 FTE and the remaining divided over the academic years). The field of study – degree pursued or held – by the undergraduate or graduate student and faculty must be related to the field of use of the applied R&D performed. The degree pursued by the undergraduate/graduate student interns (or held by the faculty intern) must be in natural sciences, computer science, materials science, engineering, a biomedical/biotechnical area or in a support area related to building successful Oklahoma high-tech companies.

**Undergraduate and Graduate Students**

Undergraduate and graduate students wishing to serve as interns must anticipate receiving their undergraduate or graduate degree from an Oklahoma college or university.

**Faculty**

Faculty wishing to serve as interns must be current undergraduate instructors at an Oklahoma institution of higher education. Faculty interns shall have a degree in a field related to the field of the applied research. The faculty internship program is designed to offer faculty members at institutions with limited campus facilities for research the opportunity to conduct research at Oklahoma applied research centers.

**Number of  
Applications**

A PI/PM may submit more than one application at a time. Also, PIs/PMs currently funded with an Intern Award are not precluded from submitting an application.

**Matching  
Requirements**

In order to qualify for funding for an Intern Award the applicant organization must provide documentation verifying that not less than 50 percent of the total direct cost of the proposed project will be provided by sources other than OCAST and other than state-appropriated money (74 O.S., Section 5060.19). In other words, for every dollar of OCAST funds requested, at least one dollar of matching funds (non-state appropriated) must be used. The chart below shows various types of matching funds that applicant organizations may use.

Matching Requirements, continued

|  | Salary?  | In-Kind Services? | Indirect Costs? | Non-state Grants or Contracts? | Cash? |
|--|--|-------------------|-----------------|--------------------------------|-------|
| Public Institutions of Higher Education  | Yes, if salary does not originate from state funds | No                | No              | Yes                            | Yes   |
| Private Institutions of Higher Education | Yes  | No                | No              | Yes                            | Yes   |
| Nonprofit Research Foundations           | Yes  | No                | No              | Yes                            | Yes   |
| Private Companies                        | Yes  | No                | No              | Yes                            | Yes   |

Eligible matching funds may be only those monies provided specifically for the proposed project. For Intern projects, cash certified as match must be placed in an account at one of the organizations that is party to the contract.

Regulatory Requirements

If the project taking place at a host site/research venue involves any of the following, proper documentation of regulatory review and approval must be provided to OCAST prior to contract initiation:

- **Human Subjects, Human Derived Materials, Human Data**  
Student interns supported under this program must not be research subjects for any host site/research venue project that requires IRB approval.
- **Recombinant DNA, Vertebrate Animals**
- **Narcotics, Dangerous Drugs, Radioisotopes**
- **Biological Hazards**  
In general, student interns will not work with potential biological hazards.

Contract Requirements

Oklahoma statute requires that the funding mechanism for the Intern Award is a professional services contract between OCAST, the applicant organization, and any additional applicant organizations. The Contractor is the applicant organization that: (1) employs or is affiliated with the PI/PM or co-PI, (2) provides research services and/or facilities for the funded project, and (3) executes the contract. All applicant organizations and additional applicant organizations, which shall be providing research services or facilities for the funded project, shall be signatories to the contract. The Fiscal Agent is the applicant organization that receives and accounts for all contract payments from OCAST and is designated as such in the application. The contract shall include commitments on the part of the contractor(s) to perform the activities described in the application and funded by OCAST. However, the obligations of each party to a contract shall be limited to that portion of the contract they have committed to perform.

**Any applicant organization or principal investigator /project manager who, in OCAST’s judgment, has failed to correct a material breach of contract previously awarded under any of OCAST programs will not be eligible to be awarded a new funding contract.**

Prior to contract initiation of the first year of the Intern Award (and each subsequent award year), the applicant organization(s) shall:

- Complete and maintain an active registration in good standing with the Oklahoma Secretary of State (<https://www.sos.ok.gov/business/>) for the duration of the Intern Award.
- Submit a current, properly completed and executed Vendor Form to OCAST (if applicable).  
Link: [https://www.ok.gov/ocast/documents/Prog\\_CO\\_Form\\_NewVendor.pdf](https://www.ok.gov/ocast/documents/Prog_CO_Form_NewVendor.pdf)
- Submit to OCAST all required documentation and information requested in the Notice of Award Letter by the “Submission of Required Documentation Due” date on the front page of this FOA.

Contract  
Requirements,  
continued

- Document compliance with state and federal requirements pertaining to human subjects, vertebrate animals, recombinant DNA, radioactive substances, and narcotics and dangerous drugs which require special approval or license. This responsibility shall also extend to any subcontract funded through this Contract
- Notify OCAST of any changes to the matching funds (e.g. account numbers, account holder, matching source or matching amount).

### 3. Application Submission

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#### About OGX

Applications must be submitted through the state's online grant management system, Oklahoma Grants Exchange (OGX), at <https://ogx.ok.gov>. The OGX system can be used for monitoring the status of application submissions, and if awarded, managing project related activities such as Requests for Payment (RFP) requests, progress report submissions, contract modification requests, reviewer evaluations, and budget revisions. Additional information about using the OGX system can be found here:

[https://www.ok.gov/ocast/documents/Prog\\_CO\\_Guide\\_OKGrants.pdf](https://www.ok.gov/ocast/documents/Prog_CO_Guide_OKGrants.pdf)

#### Applicant User Roles on OGX

The OGX system utilizes four user roles, each with different permissions for the application.

| Role on Application   | Corresponding Role on OGX |
|---|---------------------------|
| PI/PM   | Authorized Official       |
| Contract Official/Contract Administrator for Applicant Organization | Agency Administrator      |
| Fiscal Agent / Accountant   | Financial Officer         |
| Contributor/Co-PI/Other   | Writer                    |

Only the Agency Administrator has the authority to allow/deny access of the other roles to a specific application. Additional information about these roles, along with other useful application tips can be found in the OGX Quick Reference Guide at

[https://www.ok.gov/ocast/documents/Prog\\_CO\\_Handout\\_OKGrantsWorkshop.PMf](https://www.ok.gov/ocast/documents/Prog_CO_Handout_OKGrantsWorkshop.PMf)

#### Initiating the Application on OGX

Applications for the Intern Awards must be submitted through the state's online grant management system, OGX, at <https://ogx.ok.gov>. **Note:** Only the PI/PM (Authorized Official role) may initiate the application process on OGX.

##### If you are the PI/PM:

1. If you do not already have an account on OGX, you must first contact the Contract Official, Grant/Contract Administrator or similar individual of your organization and request to be set up in OGX. **Please do not contact OCAST as they will be unable to do this for you.** If you already have an account in OGX, please skip this step.

After you are set up in OGX as the Authorized Official role by your Contract Official (Agency Administrator role), a username and temporary password will be emailed to you. When you log in for the first time, the system will immediately require you to change your password in order to access the system.

2. Once logged in, locate the "My Opportunities" heading to see all funding programs that are open and accepting applications. Scroll down to find the desired funding program and click the APPLY NOW button. Once you click "I accept" on the agreement page, a project number will be automatically assigned to your Intern Award application.



Initiating the  
Application on OGX,  
continued

**If you are the Contract Official for the Applicant Organization:**

1. If your organization is NOT already registered on OGX, you will need to register by going to <https://ogx.ok.gov/> and clicking on the “Agency Administrator Registration” to begin the registration process. Otherwise, skip this step.
2. Once you have received notification that your account has been approved by OCAST, set up a new account in OGX for the PI/PM as the Authorized Official role, if an account does not already exist.
3. As the Agency Administrator, you will **not** be able to initiate the application. Only the PI/PM (Authorized Official role) can initiate the application.
4. You will be the last person to make any changes to an application and must approve the application prior to submission to OCAST.

**Resubmissions**

Applications that have previously been submitted but have not been approved for funding or did not rank above the funding line may be resubmitted during a subsequent funding cycle. It is important that resubmissions include all required materials. A resubmission is a new proposal and is required to include the information below:

1. Indicate that the current proposal is a resubmission on the Project Information page
  - a. Include the previous project number(s)
2. Prepare a Resubmission Index, which includes the following:
  - a. Letter that responds to the most recent reviewers’ comments from the previous review and notes all changes in the new research plan
  - b. All reviews of the most recently-submitted application

**Format of  
Attachments**

**File Size and Uploading to OGX**

Each document must be uploaded into the appropriate field in OGX. **The document file size must not be greater than 20MB.** Any submitted application that is missing a required attachment will be returned without review.

**Paper Size and Margins**

Use paper size no larger than standard letter paper size (8 ½" x 11"). Provide at least one-half inch margins (top, bottom, left, and right) for all pages.

**Font and Line Spacing**

Font size must be 10 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable as long as it is legible when the page is viewed at 100%. Line spacing: must be no more than six lines per vertical inch. Text color must be in black color. Preferred fonts include Times New Roman, Arial, Georgia, Garamond, Helvetica, Verdana, or Palatino Linotype.

**Page Limits**

You must adhere to the page limits stated in the Required Attachments section of this FOA. Section text length page limitations include text, inserted graphs, charts and figures as part of the total section page length.

**Headers and Footers**

The project number and PI’s/PM’s last name should appear on every page of the Required Attachments documents in the upper right corner. Reviewers also appreciate page numbers in the lower right corner of every page.

**Images**

Digital images must only be included within the page limits of the Project Plan. Use image compression (e.g. JPEG or PNG) if possible before placement into document. Please be aware of

Format of  
Attachments,  
continued

the 20MB file size limit when working with images.

## Required Attachments

In addition to completing the application forms on OGX, the following documents need to be uploaded on the Required Attachments page in OGX as separate file attachments:

1. **Project Plan and Biographical Information**
2. **Additional Required Attachments**
3. **Resubmission Index** (optional)
4. **Previous Intern Experience Appendix** (optional)

For each of the Required Attachment documents, follow the outline provided below with section headings as indicated in **boldface**:



**File Upload 1:  
Project Plan and  
Biographical  
Information**

**Project Plan and Biographical Information** (*required; 10 pages maximum for sections A-K, not including section L. Biographical Sketches – see below*). The applicant must complete all of the following in this order and begin each section with the following headings:

- A. **Project Description and Research Objectives:** Describe the general nature of the applied R&D to be performed without including proprietary information. Include a list of research objectives. *Typically, this will be one page for each research project.*
- B. **R&D Facility:** Describe the applied R&D facilities where the student and/or faculty interns will work. Show that adequate equipment and supplies are available for the project. *Typically, this will be one page for each venue.*
- C. **Intern Work Description:** Generally describe the work the student and/or faculty interns will perform and how the interns contribute to meeting the research objectives. *Typically, this will be one to two pages for each project/venue.*
- D. **IRB and Hazardous Substances Notification:** When an award is made applicants will be required to provide certification that all regulations pertaining to research use of human subjects, vertebrate animals, recombinant DNA, radioisotopes, narcotics and dangerous drugs, and biological hazards have been satisfied. **Student interns supported under this program must not be research subjects for any research project that requires IRB approval.**

Indicate in this section if the research project involves any of the above research components and how the appropriate certifications/approvals will be obtained. Mark this item NOT APPLICABLE if these components are not a part of the research project. *Typically, this will be one page for each project/venue.*

- E. **Intern Activities**
  1. Describe the role and duties of the applied research mentor(s) as they interact with the interns.
  2. Describe the activities of the intern for the first month of the internship.
  3. If a mentor's principal employer is a non-profit research organization, college or university, describe each mentor's experience in performing applied R&D that has led to commercialized products, processes or services. *Typically, this will be one to two pages.*
- F. **PI/PM/co-PI Role(s):** Describe the role and duties. *Typically, this will be one page.*
- G. **Non-Company Internship Location:** If all or part of the intern experience is at a non-profit research organization, college or university, describe the specific relationship between each participating company and the non-profit or university laboratory. Fully explain why the

Required  
Attachments  
file upload 1,  
continued

internship is not at the participating company site. If the internship will take place solely at the applicant company's location, mark this item NOT APPLICABLE. *Typically, this will be one to two pages.*

- H. Intern Selection Plan:** Carefully explain the plan for selecting and assigning the interns. Intern Partnerships projects must involve one or more students and/or faculty working at R&D facilities located in Oklahoma. Describe the potential intern pool. When a college or university is not a formal partner, include the process for contacting potential interns and the relationship between the applicant organization and Oklahoma colleges and universities. *Typically, this will be one to two pages.*
- I. Performance Monitoring:** For faculty and student interns, describe the process that will be used to monitor and evaluate the intern's work performance. Provide approximate time mentor(s) plan to spend with intern(s). Include evaluation instruments in the Additional Required Attachments. *Typically, this will be a one-page explanation plus the sample instrument(s).*
- J. Intern Reporting:** Describe the process to be used for the intern to prepare reports. In general terms, without including proprietary information, the intern should describe the work done, the skills acquired and the benefits accrued. The intern should use the style guide of the company or of the institution of higher education to prepare each report that describes the internship experience. A minimum of monthly progress reports should be a part of the internship experience. The PI, as part of the annual progress report, will include sample reports. *Typically, this will be one to two pages.*
- K. Intern Tracking:** Describe the process the fiscal agent organization will use to track the academic and professional progress of each intern for five years after the internship is served. This information will be reported to OCAST as a part of the annual impact report request for information that is required of all contractors. Information required, as a minimum, will be institutions of higher education attended, degrees earned, where employed and a current address for the intern. *Typically, this will be one page.*
- L. Biographical Sketches**

***Principal Investigator/Project Manager/Co-Principal Investigator Biographical Sketch*** (required; 5 pages maximum for each professional). A co-PI is not required.

***Mentor Biographical Sketch*** (required; 5 pages maximum for each mentor)

The mentor is the person at the intern host site who works most closely with the interns on the research project. If the mentor and the PI is the same person, include a statement for this section that reads, "PI Name also serves as the mentor for this project." There is no need to add duplicate information in this section.

***Faculty Intern Biographical Sketch*** (if applicable; 5 pages maximum for each faculty intern).

Instructions and a template for the Biographical Sketch can be found here:

[http://www.ok.gov/ocast/documents/OCASTBiosketch\\_IP\\_TemplateGuide.docx](http://www.ok.gov/ocast/documents/OCASTBiosketch_IP_TemplateGuide.docx)

A sample Biographical Sketch can be found here:

[http://www.ok.gov/ocast/documents/OCASTBiosketch\\_IP\\_Sample.docx](http://www.ok.gov/ocast/documents/OCASTBiosketch_IP_Sample.docx)



**File Upload 2:  
Additional Required  
Attachments**

### **Additional Required Attachments**

#### **A. Budget Justification** *(required; 4 pages maximum for all budget years)*

In addition to completing the required budget information for each year of the project in OGX, for each budget year, prepare an explanation and justification for the budget in this section of the attachment. Account for all project funds – both monies requested from OCAST and the proposed matching funds. All amounts should be in whole dollars. Incomplete justifications may result in a requested item not being approved or the entire project not recommended for funding. Items that are unallowable, excessive in cost, or not appropriately justified may be removed from the budget at OCAST's or the reviewers' discretion. Applicants should carefully review the list of unallowable costs here: [https://www.ok.gov/ocast/documents/Prog\\_CO\\_Reference\\_IndirectCostList.pdf](https://www.ok.gov/ocast/documents/Prog_CO_Reference_IndirectCostList.pdf). **Indirect costs are not allowable as a budget item.** If an organization requires direct cost reimbursement for project-specific utility or compliance costs, these should appear as line items in the budget along with both the method of calculation and an explanation for their inclusion.

#### **Personnel**

List the names and positions of all personnel involved in the project, both professional and nonprofessional, whether salaries are requested or not. For each individual, estimate the hours per week of effort directed toward the project. In computing estimated salary charges, an individual's base salary must represent the total authorized annual compensation that an applicant organization would be prepared to pay for a specified work period. The base salary must exclude income that an individual may be permitted to earn outside of full-time duties to the applicant organization and may not be augmented or supplemented by funds from a professional service contract. Fringe benefits may be requested to the extent that they are treated consistently by the applicant organization as a direct cost to all sponsors. Explain calculation used to determine fringe benefits requested. Include any fringe benefits in the Salary field on the OGX budget page. Intern salary and fringe requests are typically supported by a combination of OCAST and matching funds.

#### **Travel**

Describe the purpose of any travel, giving the number of trips and the professional activities involved, the destination(s) and the number of individuals for whom funds are requested. The amount requested for travel must be fully explained in the budget justification. The amount of travel approved by the reviewers cannot be increased after the date of the Intern award.

#### **Supplies**

List supplies needed to manage the internship program. In general, the intern host organization provides the research supplies as a normal part of the research activity at no charge. Therefore, explain fully the unique aspects of this program when research supplies are included as a part of the budget.

#### **Equipment**

List equipment needed to manage the internship program. In general, the intern host organization provides the research equipment as a normal part of the research activity. Explain fully the unique aspects of this program when research equipment is included as a part of the budget. List separately each item of equipment with a unit acquisition cost of \$500 or more.

Addl Required  
Attachments  
file upload 2,  
continued

### Other Expenses

Itemize other expenses, such as telephone/fax charges, contractual services, and costs of supplies for intern presentations at poster sessions or meetings. All costs must be directly related to the project.

**B. Letters of Commitment, Support, and Benefit** *(required; 2 pages maximum per letter)* The content of the letters must be specific to this application and not standard generalized language. Signed letters are to be provided by the following entities:

- An official representing the fiscal agent of the applicant organization *(required)*.
- An official representing the additional applicant organization as a collaborating Oklahoma company, intern host organization, non-profit research organization, college or university *(required)*.
- An official representing a collaborating Oklahoma company, non-profit research organization, college or university that is not an applicant organization or additional applicant organization *(optional)*. Reviewers find letters such as these helpful in understanding the relationship between all parties involved and their commitment to the intern project.

**For each letter, include the following:**

- An assessment of the potential for attracting future federal or private funds to continue the internship program beyond this intern project. How will a sustainable internship program be created?
- Specific organizational commitments to the project for such items as equipment, computer services, facilities, release time for key personnel, secretarial support and technical support.
- A statement of organizational commitment to the proposed project beyond the required matching monies.
- A summary of plans to continue the internship program beyond the project.
- For all R&D site letters: Briefly discuss how the applied R&D performed by the company or on behalf of another organization (e.g., a non-profit research organization or a college): (1) will lead to innovation, new knowledge or technology (and is not training or technical assistance for the company); (2) has a reasonable probability to enhance employment opportunities within Oklahoma; (3) is feasible and technically sound; and (4) has a high likelihood of successful completion with readily measurable results that positively impacts the intern(s) and the company. Include a specific estimate of the potential economic gain the research will give the company. Examples of economic gain may include increased payroll, jobs created or retained, increase in gross sales, cost avoidance, productivity, and number of federal contracts awarded. This statement is very important.

**C. Sample Reports and Instruments** *(5 pages maximum)*

For new projects, include samples of evaluation instruments. For continuing projects or a new project by a previous awardee, include samples of intern reports and evaluation instruments used in the previous program.



**File Upload 3:  
Resubmission**

**Resubmission (optional)**

Projects that have been previously submitted but not awarded a contract may be resubmitted. A resubmission is a new proposal and not prepared by simply commenting on the previous reviewers' comments; a full, new application must be submitted to OCAST. A resubmission must include the following:

- A. A letter responding in detail to the reviewers' comments from the previous review and noting all changes in the new internship program proposal
- B. All reviews of the most recently submitted unfunded application



**File Upload 4:  
Previous Intern  
Experience**

**Previous Intern Experience (optional)**

If the company hosted interns previously, applicants may include up to two (2) additional pages related to those interns' experiences. Acceptable documents include reports or written comments made by previous interns, articles, papers, or drawings generated by the interns, or statements from appropriate staff or collaborators regarding the intern experience.

**Submitting the  
Application on  
OGX**



**Applications must be submitted on or before December 18, 2020 at 5:00 PM Central Time;** the OGX system is hard coded to shut down the application submission window at precisely 5:00 PM CT. Applicants are **STRONGLY** encouraged to submit applications in advance of the deadline given the anticipated high volume of applications submitted in the last few hours of the submission period window.

**No corrections will be allowed or supplemental materials will be accepted after an application has been submitted, even if the request is made before the deadline.** OCAST does not have authority to access and/or modify submitted application information and documents. Individuals who want to make changes to an application that has already been submitted may cancel their submitted application and submit a new application prior to the application deadline.

**Failure to include all required documentation with the application at the time of submission will result in rejection of the application without review.**

Please note that an application has not been submitted until confirmation is received. There are several ways to confirm successful submission of your application: by checking the status of the application in OGX (best), by receiving an e-mail from OGX indicating that your application was submitted, or by contacting OCAST to confirm that your submission was successful. When in doubt, please contact Connor Cox at OCAST to confirm that your application was received.

## 4. Application Review and Award

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### Overview of the Review Process

All eligible applications are reviewed and ranked for funding by peer reviewers from outside the state of Oklahoma. Reviewers are nominated and approved by the OARS Advisory Committee. Reviewer expertise must include significant research and/or development experience in an industrial or academic setting. Project applications will be ranked for funding based on the potential benefit to the participating student and faculty interns, educational institutions and companies, and to the state of Oklahoma. Reviewer recommendations are presented to the OCAST board, which grants final approval for funding.

***\*Applicants may assume that issues resulting from the coronavirus pandemic will be resolved prior to award, and not allow concerns about temporary, emergency situations to affect their scores by reviewers.***

### Evaluation Criteria

Peer reviewers will evaluate applications with respect to the benefits to the interns according to the following general criteria:

1. Quality and probability of success of the project plan
2. Commitment of the applicant organization(s)
3. Competency of project personnel
4. Adequacy of the proposed R&D resources including facilities
5. Adequacy of matching funding and other project support
6. Degree of interest shown by industry
7. Potential of short-, medium- and long-term impact on the Oklahoma economy including the potential for enhancing employment opportunities in Oklahoma
8. Benefit to the undergraduate or graduate student intern(s)
9. Benefit to the faculty intern who teaches undergraduates, if applicable
10. Quality of intern recruitment, monitoring, and tracking plans

Reviewers have a strong preference for projects with a central focus on providing a beneficial and positive learning experience to the intern. This focus should be evident throughout the application: from the proposed allocation of OCAST award dollars as described in the budget breakout, to the experience and leadership position within the company of the proposed mentor, and by the importance of the work described to the growth and/or efficiency improvement(s) for the company involved.

### Award Notification

Upon approval by the OSTRaD Board, all applicants will be notified of the award funding decision by e-mail from OGX. Please ensure that your email server is set up to receive emails from OGX. Once these decisions are made, evaluations will be available to view within OGX. Notice of Award Letters for funded applicants will be emailed to PIs and Contract Officials within seven business days of the award funding decision. The Notice of Award Letter will contain important information regarding any missing or incomplete documentation needed for award contract initiation. The approved budget amount is established by the reviewers as part of the review and cannot be increased after award notification.

### Contract Initiation

Prior to contract initiation of the first year of the award (and each subsequent award year), the applicant organization(s) shall:



Contract Initiation,  
continued

- Submit to OCAST all required documentation and information requested in the Notice of Award Letter by the “Submission of Required Documentation Due” date on the front page of this FOA;
- Document and submit to OCAST as requested in the Notice of Award Letter compliance with state and federal requirements pertaining to human subjects, vertebrate animals, recombinant DNA, radioactive substances, and narcotics and dangerous drugs which require special approval or license. This responsibility shall also extend to any subcontract funded through this Contract;
- Have on file verification that the PI is not presently receiving funds from another source to support any portion(s) of the proposed research described in the current application that has been approved for funding;
- Assure that all project-associated state and federal regulatory requirements have been met.

#### Concurrent Funding

Acceptance of funding from another source—either prior to the beginning or during the period of an OCAST contract—that duplicates support for the research described in the application submitted to OCAST is considered concurrent funding. A PI shall not receive concurrent funding that duplicates support for any portion of the research described in the application.

## 5. Administration of Awarded Project

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#### Administrative Requirements

During the performance of the contract, the Contractor (Applicant Organization) shall:

- Assure and document compliance with state and federal requirements pertaining to human subjects, vertebrate animals, recombinant DNA, radioactive substances, narcotics and dangerous drugs and/or biological hazards which require special approval or license before issuing a subcontract for any portion of the project funded by OCAST.
- Maintain records and accounts that properly document and account for the source and application of all project funds. All such records and accounts shall be made available on demand by OCAST for inspection and use in carrying out its responsibilities for administration of the funds.
- Understand and comply with all requirements of the award contract especially with regard to use of state funds in strict accordance with the budget section of the approved application.
- Be able to provide upon request specified documentation of matching expenditures to OCAST with each request for payment. At no time shall the amount invoiced from OCAST exceed the amount of documented matching funds expended. Failure to document the required matching amount could result in a decrease in the OCAST funding amount and/or a termination of all-subsequent OCAST funding.
- Comply with the audit policy of OCAST and, as OCAST deems necessary, permitting authorized representatives of OCAST and the state of Oklahoma full access and the right to fully examine all project records and accounts. The contractor or designated fiscal agent shall provide OCAST timely copies of reports on any audits that include funds received from OCAST. The contractor, at OCAST’s request, shall provide OCAST with an independent audit report of all funds expended on each contract in which the amount of OCAST funds awarded. In the event an audit results in the determination that the



*Administrative  
Requirements,  
continued*

contractor or designated fiscal agent has expended contract funds on unallowable costs, the contractor or designated fiscal agent shall reimburse OCAST in full for all such costs.

If a PI/PM under an Intern Award contract becomes unable to perform the proposed research, the applicant organization must inform OCAST within 10 days. More specifically, the contractor shall inform OCAST within 10 days of the occurrence of any of the following:

- Official notification of resignation by the PI/PM as an employee of one of the parties to the contract
- Official decision to terminate the PI/PM as an employee of one of the parties to the contract
- Inability of the PI/PM to perform the research described in the application
- Any occurrence which the contractor or fiscal agent determines will affect the successful completion of the research project
- PI/PM leaves Oklahoma
- Majority of the research will not be performed in Oklahoma
- Receipt of notification of an award from another funding agency by the PI/PM or co-PI (that is not already part of the approved matching monies requirement) that duplicates or overlaps with any portion of the OCAST award supported by OCAST funds. The areas of overlap can include scientific overlap, budget overlap, and/or commitment overlap.

Any of the conditions above may result in the termination of the contract at the discretion of OCAST. If the PI/PM is subsequently employed by another eligible applicant organization in the state of Oklahoma that agrees to support the research project, OCAST may consider issuing a new contract negotiated between OCAST and the new organization including new intellectual property agreements, if applicable. If a PI/PM cannot perform on a contract, the applicant organization may request that OCAST consider continuing the contract with a new PI/PM with sufficient skills and background.

**Progress Reports**

Acceptance of an Intern Award contract obligates the PI/PM to submit an annual progress report 60 days prior to the ending date of each contract period, except for the final year. For one-year projects or the final year of multiple-year projects, a final report must be submitted no later than 30 days after the end of the final contract period. Failure to meet these deadlines will result in the termination of an existing contract or in the case of the final report result in nonpayment of the final request for payment and ineligibility for future OCAST funding. In most instances, the original reviewers of the application evaluate the annual progress reports to assess project performance. Continued funding is contingent upon satisfactory annual performance evaluations that verify the PI/PM is complying with the terms of the contracts and achieving project objectives.

**Information  
Requests**

Efforts to evaluate the Intern Partnerships program require periodic collection of information from investigators and contractors. The PI/PM and contractor are required to provide OCAST with the requested information during and after the funding period. This information may include, but is not limited to, impact survey information, site visits, and reverse site visits during which the PI may be required to present his or her project related information to OCAST staff, the OCAST board of directors, members of the Oklahoma legislature and other interested parties. The fiscal agent of the applicant organization is required to track the academic and

Information  
Requests, continued

employment status of interns for five years after the award ends. Anecdotal evidence from interns is also helpful to establish program impact upon the interns.

**Audits**

OCAST may perform compliance reviews and audits of contracts executed by the agency for all OCAST programs including the Intern program. The acceptance of an OCAST professional research contract obligates the contractor to permit authorized representatives of OCAST and the state of Oklahoma to have full access to, and the right to fully examine, all such records and documentation pertaining to the project.

**Release of Information**

OCAST is subject to the Open Meeting and Open Records Acts. OCAST may use the contents from application abstracts from OGX and summaries from annual progress reports for the required OCAST annual report or other publications without obtaining permission from the applicant or applicant organization(s). Public release of information in any proposal or application submitted will be subject to existing statutory and regulatory requirements.

## 6. Contact OCAST

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|                               |                        |              |  |
|-------------------------------|------------------------|--------------|--|
| <b>Main Office</b>            | 405-319-8400           |              |  |
| <b>Director of Programs</b>   | Dan Luton              | 405-319-8415 | <a href="mailto:dan.luton@ocast.ok.gov">dan.luton@ocast.ok.gov</a>               |
| <b>Contract Manager</b>       | Laura Sohl-Smith       |              | <a href="mailto:laura.sohl-smith@ocast.ok.gov">laura.sohl-smith@ocast.ok.gov</a> |
| <b>Intern Program Manager</b> | Heather Davis McDowell |              | <a href="mailto:Heather.McDowell@ocast.ok.gov">Heather.McDowell@ocast.ok.gov</a> |

## 7. Other Information

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**Key Terms**

**Additional Applicant Organization:** organization(s) providing research services and/or facilities for the funded project while collaborating with the applicant organization, and included as a party to the OCAST contract. All additional applicant organizations must be Oklahoma-based entities. Eligible additional applicant organizations include Oklahoma-based universities, colleges, and non-profit research foundations, as well as companies with their principal place of business in Oklahoma.

**Applicant Organization:** The organization leading the project, with which the PI/PM and fiscal agent are affiliated, and with whom OCAST goes to contract as the primary organization for the project. All applicant organizations must be Oklahoma-based entities. Eligible applicant organizations include Oklahoma-based universities, colleges, and non-profit research foundations, as well as companies with their principal place of business in Oklahoma.

Key Terms,  
continued

**Application:** The complete package of information as required in the application section of this solicitation. If any required information is not supplied at the time the application is submitted the application will be returned without review.

**Contract Official:** The person who has the legal authority to designate funds and resources on behalf of the applicant organization. This is the person to whom OCAST will send all award or contract correspondence. If there are multiple applicant organizations, the designated contract official will be responsible for sharing contractual information with all other parties.

**Contractor:** The applicant organization who has been awarded and has signed an Intern contract.

**Co-Principal Investigator (co-PI):** A co-PI may be designated to help the PI with the general administration of the project and can be affiliated with either the applicant organization or a collaborative organization. Co-PIs are often included on projects where interns in different locations, or on projects involving a company/university partnership.

**Enterprise:** A company or firm with its principal place of business in Oklahoma.

**Faculty Intern:** Faculty who teach undergraduate students at Oklahoma institutions of higher education are eligible to serve as interns. Faculty interns should possess a degree in the applied research and technology area associated with the Intern project.

**Fiscal Agent:** The entity who receives and accounts for all contract payments from OCAST. If more than one applicant organization is involved in a project a fiscal agent must be designated on the application.

**Mentor:** The mentor is the person who works closest with the interns in the business setting. The mentor may be the same person as the PI.

**Principal Investigator (PI):** The person responsible for executing the project according to the research plan (similar to the PM). Typically this person works in academia. For Intern projects, the PI often coordinates the administrative supervision of the project.

**Professional Services Contract:** The mechanism by which OCAST awards projects. Different from grants, these contracts allow OCAST to issue payments to contractors on a reimbursement basis upon receipt of satisfactorily completed requests for payment that are submitted to the agency.

**Project Manager (PM):** The person responsible for executing the project according to the research plan (similar to the PI). Typically this person works in the business sector. For Intern projects, the PM often coordinates the administrative supervision of the project.

**Student Intern:** Student interns are undergraduates at Oklahoma institutions of higher education. Students may be in pursuit of an associate's or bachelor's degree. The student intern's field of study should be related to the applied research area associated with the Intern project. Student interns must be legally eligible to work in the U.S.

**Funding Program  
Background**

The Economic Development Act of 1987 (H.B. 1444) authorized the creation of the Oklahoma Center for the Advancement of Science and Technology (OCAST) with the purpose of being Oklahoma's technology-based economic development agency and to oversee the programs necessary for the development, transfer, and commercialization of technology (74 O.S., Section 5060.2). OCAST's mission is to "foster innovation in existing and developing businesses by supporting basic and applied research, by facilitating technology transfer between research laboratories and firms and farms, and by providing seed-capital for new innovative firms and their products . . . [and] to foster enhanced competitiveness in the national and international markets by small and medium-sized manufacturing firms located in Oklahoma by stimulating productivity and modernization of such firms" (74 O.S., Section 5060.2).

**Program  
Restrictions**

Neither members of the OCAST board nor the advisory committee are precluded from participating directly in an Intern Partnerships application. However, any director, officer, agent or employee of OCAST, including any member of an advisory committee or review panel who has any direct or indirect interest in an Intern Partnerships application, may not act or vote upon, or have any official involvement in regard to such application.

**Required Attachments Checklist**

| File #   | Required?       | Page Length                 | Done?                    |
|--|-----------------|-----------------------------|--------------------------|
| <b>1 Project Description and Research Objectives</b>         | <b>Yes</b>      | <b>10 max, sections A-K</b> | <input type="checkbox"/> |
| A. Project Description and Research Objectives               | Yes             | ~1 per project              | <input type="checkbox"/> |
| B. R&D Facility  | Yes             | ~1 per facility             | <input type="checkbox"/> |
| C. Intern Work Description                                   | Yes             | ~1-2 per venue              | <input type="checkbox"/> |
| D. IRB and Hazardous Substances Notification                 | Yes             | ~1 per project              | <input type="checkbox"/> |
| E. Intern Activities   | Yes             | ~1-2                        | <input type="checkbox"/> |
| F. PI/PM/co-PI Role(s)                                       | Yes             | ~1                          | <input type="checkbox"/> |
| G. Non-Company Internship Location                           | Yes             | ~1-2                        | <input type="checkbox"/> |
| H. Intern Selection Plan                                     | Yes             | ~1-2                        | <input type="checkbox"/> |
| I. Performance Monitoring                                    | Yes             | ~1                          | <input type="checkbox"/> |
| J. Intern Reporting  | Yes             | ~1-2                        | <input type="checkbox"/> |
| K. Intern Tracking   | Yes             | ~1                          | <input type="checkbox"/> |
| L. Biographical Sketches (PI/PM/co-PI/Mentor/Faculty Intern) | Yes             | 5 max for ea indiv          | <input type="checkbox"/> |
| <b>2 Additional Required Attachments</b>                     | <b>Yes</b>      |                             | <input type="checkbox"/> |
| A. Budget Justification                                      | Yes             | 4 max                       | <input type="checkbox"/> |
| Personnel  |                 |                             |                          |
| Travel   |                 |                             |                          |
| Supplies   |                 |                             |                          |
| Equipment (items \$500 or more)                              |                 |                             |                          |
| Other Expenses   |                 |                             |                          |
| B. Letters of Commitment, Support, and Benefit               | Yes             | 2 max                       | <input type="checkbox"/> |
| C. Sample Reports and Instruments                            | Yes             | 5 max                       | <input type="checkbox"/> |
| <b>3 Resubmission</b>  | <b>Optional</b> | <b>No page limit</b>        | <input type="checkbox"/> |
| <b>4 Previous Intern Experience</b>                          | <b>Optional</b> | <b>2 max</b>                | <input type="checkbox"/> |