



OCAST
Center for the Advancement
of Science & Technology

**FY 23 INTERN PARTNERSHIP
FUNDING OPPORTUNITY ANNOUNCEMENT**

ocast.ok.gov

About this Funding Opportunity Announcement (FOA)

Purpose

The purpose of the Student Intern Partnerships funding (Intern Award) is to improve the state's innovation base by supporting internships in Oklahoma companies engaged in research, innovation development, or implementation of new technology, e.g., a manufacturing operation improving product or process through the implementation of new technology. The program encourages students to prepare for careers in scientific and technical fields as well as ancillary areas that support high-tech industry in Oklahoma. OCAST internship funding acknowledges that the principal resources of the two-year and four-year institutions of higher education are the students and this program places them into established successful industries applied research facilities within Oklahoma.

This Funding Opportunity Announcement (FOA) is intended for informational purposes and reflects current planning; it does not obligate OCAST to make any specific number of awards. Awards under the Student Intern Partnership 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.

Users of this FOA

Project Leads, Contract Officials and/or Administrative Staff affiliated with Oklahoma-based companies and research institutions.

Ensure you have the current version of this FOA by visiting <https://oklahoma.gov/ocast/funding-opportunities.html>

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 already 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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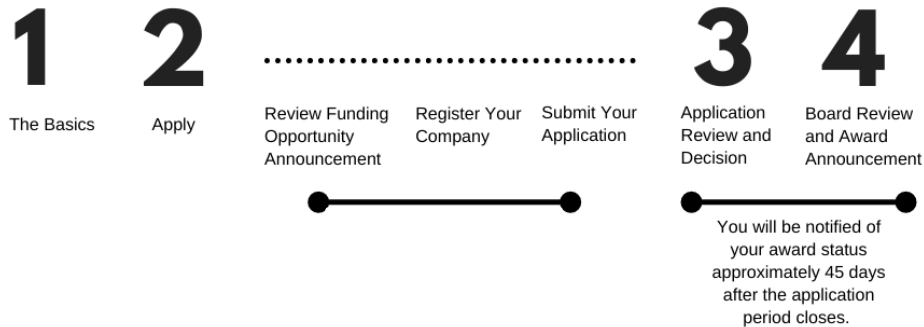
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1. The Basics

OCAST INTERN PARTNERSHIPS

How it works

PROCESS OVERVIEW



Application Dates

Application Submission Period Open	August 29, 2022
Application Due On/Before	September 26, 2022, 5:00PM CDT
Applicants Notified of Award On/After	December 12, 2022
Submission of Required Documentation Due	January 13, 2023
Project Start	February 1, 2023

Award Funding

Minimum of \$10,000 and maximum of \$30,000 of OCAST funds per year
(maximum of \$60,000 of OCAST funds for two years; requires matching contribution greater than or equal to the requested OCAST funds)

Award Project Period

One or two years.

What We Fund

We provide funding to companies hiring undergraduate and/or graduate student interns to participate in innovative industry projects. We fund student intern projects within the targeted industries identified in the 2021-2026 Science and Innovation Strategic Plan: Biotechnology; aerospace, autonomous systems and defense; and energy diversification. Applicants may request up to \$30,000 each year for a period of two years for proposed projects.

What We Look For

Intern Benefit: Projects provide a hands-on, applied experience, introduce the intern to employment opportunities within the company and industry, and immerse the intern into the business culture of the company while directly supporting the industry.

The most competitive applications show high potential for student interns (1) to become acquainted with prospective employers, (2) to become better prepared for the workforce and (3) to be encouraged to pursue advanced degrees and/or careers in science, technology, and engineering.

Impact: Oklahoma benefits directly from having a highly qualified pool of STEM employees to meet Oklahoma's science and technology workforce demands. Having a strong, highly educated STEM workforce is vital to driving innovation, economic growth, competitiveness, and overall standard of living in Oklahoma.

Innovation / Company Benefit: Oklahoma companies have the opportunity to become acquainted with prospective employees, interface with academic institutions on workforce needs and encourage interns to remain in Oklahoma and for those who pursue advanced degrees to remain in the state and for those seeking further education outside the state to return to Oklahoma following graduation. Projects have the potential to benefit your company and contribute to innovation in your industry or make a difference in people's lives.

Successful Student Intern projects have 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.

Oklahoma Universities, Colleges and the Department of Career and Technical Education: These institutions gain improved status through increased numbers of graduates who pursue advanced degrees or receive higher wage jobs.

Participating institutions are given the opportunity to build long-term relationships with private industry offering the potential to gain real-world opportunities to apply their innovation and technologies while potentially gaining access to financial support and other private sector resources.

Eligibility

Interns

- Must be currently enrolled undergraduate or graduate students from a college or university (CareerTech students concurrently enrolled in college programs are also eligible)
- Are students majoring in STEM-based disciplines, including natural sciences, computer science, materials science, engineering, biomedical/biotechnical, data analytics, finance/mathematics, or a support area related to building successful Oklahoma high-tech companies

Projects

- Provide a beneficial and meaningful intern experience which includes exposure to real-world application of technology and the activities associated with the development of innovation necessary to address industry needs
- Have a reasonable probability to enhance employment opportunities for the intern within Oklahoma
- Target industries identified in the *State of Oklahoma's 2021-2026 Science and Innovation Strategic Plan*, including biotechnology; aerospace, autonomous systems and defense; and energy diversification.
- Must involve tasks and objectives beyond day-to-day operational activities
- Lead to innovation, new knowledge, or technology benefitting the company
- Produce a measurable result

Applicants

- Must be an Oklahoma-based company
- Should include a Project Lead (Principal Investigator) and a Mentor. Advanced degrees are not required for either position
- Qualified applicants may apply if still currently involved in an OCAST-funded project (including Intern)
- A single application may include more than one project
- No limit on number of applications submitted in one cycle

See Application Checklist next page

Application Checklist

Application Requirement		Required	Max Pages	Done
	Oklahoma Grant Exchange (OGX) Logins	Yes		
	Agency Administrator	Yes		
	Authorized Official	Yes		
	OGX Application Forms	Yes		
	Project Lead Information			
	Project Information			
	Intern Host Sites and Compliance			
	Contract Official			
	Key Contacts			
	Abstract, Matching Summary and Benefitting Firms			
	Year 1 and Year 2 Budgets			
1.	Project Plan and Biographical Information	Yes	10 max	
	Project Description			
	Project Deliverable(s)			
	Facilities and Resources			
	Intern Objectives, Roles, and Milestones			
	Intern Recruitment			
	Performance Evaluation			
	Biographical Information (Resume/CV/Biographical Sketch)*		Not included in page count	
	*Not included in page count			
2.	Additional Required Attachments	Yes		
	Budget Justification	Yes	2 max	
	Personnel			
	Travel			
	Supplies			
	Equipment			
	Other Expenses			
	Letters of Commitment, Support, and Benefit	Yes	2 per letter	
	Sample Reports and Instruments	Yes	5 max	
3.	Resubmission Index	Optional	None	
4.	Previous Intern Experience Appendix	Optional	2 max	

Contact OCAST

Dan Luton, Director of Programs
Sam Ephgrave, Intern Program Manager
Laura Sohl-Smith, Contract Manager
Mark Ballard, OGX Technical Support
Main Office

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mark.ballard@ocast.ok.gov
405-319-8400

2. Apply

Using Oklahoma Grants Exchange (OGX)

Complete and submit your applications on Oklahoma Grants Exchange (OGX) at <https://ogx.ok.gov>.

OGX requires one person with the Agency Administrator role (serving as the Contract Official) and one as the Authorized Official role (serving as the Project Lead) for submission of an application. One person may serve in both roles, if required.

Find additional information about using the OGX system at <https://oklahoma.gov/content/dam/ok/en/ocast/documents/ogx/ogx-user-guide.pdf>

Existing vs New Accounts in OGX

- **If your organization has an existing account in OGX:** The Project Lead will need to ask the Agency Administrator for OGX within their organization to create a new account for the Project Lead as the Authorized Official. Once the Project Lead has been set up as the Authorized Official, they may log in and start the application. The Agency Administrator within an organization is typically the Contract Official.
- **If your organization does not have an existing account in OGX:** The Agency Administrator will need to register on OGX first by clicking on the Agency Administration Registration link. Once they have registered the organization, the Agency Administrator must set up the Project Lead as an Authorized Official in order to start the application.

Application Initiation

Initiate your Application through the Oklahoma Grant Exchange at <https://ogx.ok.gov>.

Note: You may start and **save** the application form at any time throughout the application process – you are not required to complete and submit the entire application in one session.

OGX Application Sections

1. Project Lead information
2. Project Information
3. Intern Host Sites and Compliance
4. Contract Official

5. Key Contacts (complete only if you have multiple applicant organizations)
6. Abstract
 - a. Benefitting Firms – indicate who benefits from the project proposed
 - b. Matching Summary – provide a summary of the matching contribution and how it benefits the project
 - c. Abstract – provide an abstract/summary of the project. Consider including importance/impact, number of interns, and a brief summary of the project objectives.
 - d. Key Words – include 5 key words describing the project
7. Year 1 and Year 2 Budget (as applicable for the project)
 - a. List the names and positions of all personnel to be 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 regular base salary must be used. Fringe benefits may be requested to the extent that they are treated consistently by the applicant organization as a direct cost to all funding sources. Explain calculation used to determine fringe benefits requested. Include any fringe benefits in the Salary field on the OGX budget page.
 - b. Matching: The applicant must show evidence 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). For every dollar of OCAST funds requested, at least one dollar of matching funds (non-state appropriated) must be committed. The chart below shows various types of matching funds applicant organizations may use.

Matching Fund Types

	Salary	In-Kind Services	Indirect Costs	Non-state Grants or Contracts	Cash
Private Companies	Yes	No	No	Yes	Yes
Nonprofit Research Foundations	Yes	No	No	Yes	Yes
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

Project Plan and Additional Required Attachments

In addition to completing the OGX application, you must include the following to have a complete application submission:

1. **Project Plan and Biographical Information**
2. **Additional Required Attachments**
 - a. Budget Justification
 - b. Letter(s) of Commitment
3. **Resubmission Index** (if applicable)
4. **Previous Intern Experience Appendix** (if applicable)

The Project Plan

1. **Project Description.** Detail the project, the benefit to the intern completing the project, and the benefit to the company as a result of the project. Explain whether the project is stand-alone or part of a larger initiative. Provide an estimate of the number of jobs this project could create or retain (if any).
2. **Project Deliverable(s).** Describe the project deliverable(s).
3. **Facilities and Resources.** Provide a description of the facilities and the equipment, technology, and resources the mentor and intern will utilize for successful project completion. Include specific organizational commitments to the project for such items as equipment, computer services, facilities, release time for key personnel, administrative support and technical support.
4. **Intern Objectives, Roles and Milestones.** Outline the intern work tasks and how the intern will contribute to project objectives; include mentor and project lead roles. Provide measurable milestones leading to a successful project outcome.
5. **Intern Recruitment.** Describe the intern recruitment process and how you will identify, recruit, interview and hire the ideal candidate for the project. If qualified individuals are already identified, discuss the alignment of their major and expertise to the project. Clearly demonstrate that the process is transparent and nondiscriminatory.
6. **Performance Evaluation.** Provide details on how you will evaluate the intern's performance on the project (e.g. a performance appraisal appropriate for the level of an intern) and what the process will be for the intern regarding developing and submitting progress reports to the mentor and project lead.

Biographical Information: Provide Project Lead and Mentor Resumes/CVs

- *Save your Project Plan file, combine with your resumes/CVs and upload as the "Project Plan and Biographical Information" attachment on the OGX portal.*
- *NOTE: The resume/CV do not count towards the page count for the Project Plan and Biographical Information. The resume/CV is considered in addition to the 10-page limit for this section.*

Additional Required Attachments

1. Budget Justification

- *2 pages maximum for all budget years*
- Prepare an explanation for year 1 and year 2 of the budget. Account for all project funds – both monies requested from OCAST and the required 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.
- Detail your 1:1 match. *(Mentor and Project Lead salary and benefits can be used as matching. Matching fund categories need not align with OCAST fund categories. Example: \$1,000 in supplies can match \$1,000 in OCAST intern salary funds.)*
- Indirect costs are not allowed as a budget items

2. Letter(s) of Commitment from the applicant organization(s)

- *Two pages maximum per letter. The content of the letters must be specific to this application and not standard generalized language. Letters should state a detailed commitment to providing resources and support for the project. Signed letters are to be provided by the following entities:*
 - An official representing the fiscal agent of the applicant organization (*required*), including a statement of organizational commitment to the proposed project beyond the required matching monies.
 - An official representing any additional collaborating organization (if applicable) including a statement of organizational commitment to the proposed project beyond the required matching monies.
- The letter(s) of commitment must clearly state that all forms of matching fund types provided by the organization for the 1:1 match share referenced in the budget and budget justification will be available, unencumbered, and committed at the time of the award.
- **The following language should be used when stating the commitment to the match:**
 - [Organization] commits the following resources to supporting the required 1:1 match for this proposal: [list allowable matching fund types from the Matching Fund Types table, e.g. salary of {list out individuals/positions}, listing of non-state grants or contracts, and/or cash funds committed to the project]. These allowable match funds will be available, unencumbered, and committed at the time of the award.
- *Combine your budget justification and letter(s) and upload as “Additional Required Attachments” on the OGX portal.*

3. Sample Reports and Instruments.

- For new projects, include samples of evaluation instruments. Evaluation instruments may be modified employee performance 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

Resubmissions and Prior Internship Program Experience

- **Are you resubmitting a prior application that did not fund?** Address reviewer comments in your “Resubmission Index” upload. (*Reviewer comments for previous submissions can be found on the OGX portal.*)
- **Already have a successful internship program?** Include up to two pages of testimonials, previous intern work, or other related internship materials in your “Previous Intern Experience Appendix” upload.

3. Submit

Submitting through OGX

Find additional information about using the OGX at

<https://oklahoma.gov/content/dam/ok/en/ocast/documents/ogx/ogx-user-guide.pdf>

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 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 11 point or larger. Line spacing must be no more than six lines per vertical inch. Text color must be in black. Allowable fonts include Times New Roman, Arial, Georgia, Garamond, Helvetica, Verdana, or Calibri.

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 Project Lead's last name should appear on every page of the Required Attachments documents in the upper right corner. Please include 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 the 20MB file size limit when working with images.

Applications must be submitted on or before September 26, 2022 at 5:00 PM Central Time; the OGX system is hard coded to shut down the application submission window at precisely 5:00 PM CST. Applicants are **STRONGLY** encouraged to submit applications in advance of the deadline given the anticipated high volume of applications submitted in the last few days and hours of the submission period on the OGX system. Although every effort is taken to make sure OGX operates as expected, unanticipated technical issues may still arise possibly delaying submission by the due date.

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.

Individuals who want to make changes to an application 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 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 your application was

submitted, or by contacting OCAST to confirm your submission was successful. When in doubt, please contact Mark Ballard at OCAST mark.ballard@ocast.ok.gov to confirm your application was received.

You may use OGX to monitor the status of application submissions, and if awarded, manage project related activities such as Requests for Payment (RFP) requests, progress report submissions, contract modification requests, reviewer evaluations, and budget revisions.

4. Review

All eligible applications are reviewed and ranked for funding by peer reviewers from outside the state of Oklahoma. Reviewer expertise must include significant research and/or development experience in industrial and academic settings. Project applications will be ranked for funding based on the potential benefit to the participating intern(s), companies, and research institutions, and to the State of Oklahoma. Reviewer recommendations are presented to OCAST's governing board, which has the authority to grant final approval for funding.

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.

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

1. Benefit to the undergraduate or graduate student intern(s) and the quality of project plan, recruitment, and performance monitoring (60% of application score)
2. Quality and probability of success of the project plan
3. Commitment of the applicant organization(s)
4. Competency of project personnel
5. Adequacy of the proposed resources including facilities
6. Adequacy of matching funding and other project support
7. Degree of interest shown by the market
8. Potential of short-, medium- and long-term impact on the Oklahoma economy including the potential for enhancing employment opportunities in the state

5. Award

Notification of Award

Upon approval by OCAST's governing Board, all applicants will be notified of the award funding decision via an e-mail from OGX. Please ensure 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 Project Leads and Contract Officials within seven business days of the award funding decision. The Notice of Award Letter will contain important information regarding documentation required for award contract initiation.

IRB/Hazardous Substances

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. Interns supported under this program must not be research subjects for any research project requiring IRB approval.

Contract Specifications

Oklahoma statute requires the funding mechanism for the Intern Award be 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 Project Lead or co-Lead, (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 submits requests for payment to OCAST and 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.

Neither members of the OSTRaD 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.

Effective 1/1/2022, start dates for program awards cannot be delayed more than 60 days and requests for delayed start dates will only be considered if there is a compelling reason such as an unavoidable delay in securing IRB approval, the principal investigator/project lead is unavoidably detained on another project, unavoidable material shortages, etc. Additionally, extensions to award contracts, including no-cost extensions, cannot be permitted for more than 90 days.

Progress Reports

Acceptance of an Intern Award contract obligates the Project Lead to submit an annual progress report 30 days following the termination date of each contract period. Failure to meet these deadlines may 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 potential 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 verifying the Project Lead is complying with the terms of the contracts and achieving project objectives.

Intern Tracking

The fiscal agent organization will direct interns to provide a yearly update to OCAST for three years after the internship is served. Information required, as a minimum, will be institutions of higher education attended, degrees earned, where employed and a current address for the intern.

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.

Use of Application 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. Resources

OCAST Unallowable Costs

Items unallowable, excessive in cost, or not appropriately justified may be removed from the budget at OCAST's discretion. Applicants should carefully review the list of unallowable costs at <https://oklahoma.gov/content/dam/ok/en/ocast/documents/ogx/budget/indirect-costs.pdf>

Indirect costs are not allowable as a budget item for use of the OCAST funds. 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.

Budget Justification Recommended Format

Personnel

Explain the roles and responsibilities for each personnel member listed in the budget. Explain calculation used to determine fringe benefits requested. 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 and the number of individuals for whom funds are requested. The amount requested for travel must be fully explained in the budget justification.

Supplies

List supplies needed to manage the internship project. In general, the intern host organization provides the research supplies as a normal part of the research activity at no charge to the OCAST funded portion of the project. 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 an acquisition cost of \$500 or more.

Other Expenses

Itemize other expenses, such as telephone/fax charges, contractual services, and costs of supplies for intern presentations. All charges to the OCAST funded portion of the project must be directly related to the project.

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 Project Lead and fiscal agent are affiliated, and with whom OCAST goes to contract as the primary organization for the project. Eligible applicant organizations include Oklahoma-based companies with their principal place of business in Oklahoma.

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-Project Lead (co-Lead): A co-Lead may be designated to help the Project Lead with the general administration of the project and can be affiliated with either the applicant organization or a collaborative organization. Co-Leads 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.

Fiscal Agent: The entity who generates and submits request for payments and 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.

Intern: Student interns are undergraduate or graduate students currently enrolled in Oklahoma institutions of higher education, or students concurrently enrolled at an Oklahoma CareerTech center and an accredited two- or four-year institution of higher education. The intern's field of study should be related to the applied research area associated with the Intern project. Interns must be legally eligible to work in the U.S.

Mentor: The mentor is the person who works most closely with the interns in the business setting. The mentor may be the same person as the Project Lead.

Project Lead: The person responsible for executing the project according to the research plan (similar to a Principal Investigator or Project Manager). For Intern projects, the Project Lead 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.

Research Institutions: Any Oklahoma two- or four-year institution of higher education involved in STEM related research.