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Overview

The Research Operations Internship Program in the Office of Knowledge Enterprise Development at Arizona State University is an elite 1-2 Year program designed to identify ASU’s most talented students aspiring to careers in research operations with an emphasis on sponsored project negotiation, management and administration.

Each year, Research Operations selects only two of the best and the brightest students to participate as interns. The program provides students with the opportunity to acquire skills and experiences that will assist them in accomplishing their educational and career goals through a part-time (20-hours per week), paid internship. Students enrolled in the W.P. Carey School of Business and the College of Public Programs’ School of Public Affairs also may be eligible for academic internship credit if selected to participate in the Program. Please check with your individual academic department to determine if academic credit is awarded for internship credit.

Objective

The objectives of the program are to:

- Enhance student learning in a professional environment
- Offer students professional experience by contributing to significant projects
- Teach students communication, interpersonal, teamwork and other leadership skills critical for success
- Allow students to network with people across ASU and the private sector
- Add professional skills and accomplishments to their resume

As a result of the professional experience gained during the program, students may also be eligible for permanent employment with the department upon graduation.

The start date for the program is the first day of classes during the academic term (i.e., Spring/Winter).

Eligibility

- Undergraduate (sophomore and above) and graduate students in good academic standing with a 3.0 GPA or above
- Academic major must be in a related field such as business administration, finance, public service, sponsored project administration and operations
- Requires a minimum 1-year commitment (3-research modules); 2-year option (2-research modules & 1-student selected module)
- Must receive overall evaluation rating of 4 or above after first year in order to be invited to continue in the program for the second year.
Program Outline

The following program outline is designed to give applicants an awareness of the skills they can acquire during their program tenure. Due to the technical nature of the tasks associated with the administration of sponsored projects, there is no expectation that a successful candidate will have prior knowledge or experience in the area of research administration, nor an understanding of any of the terminology used in this outline.

Year 1

- **Research Advancement Services Module – Four Months**
  Working under direct supervision, student interns will support the Research Advancement Team in daily operations of unit’s pre-and post-award grants and contracts administration, including project proposal reviews, transmittals, data, and reports; analyzing information and ensuring accuracy of sponsored projects data. At the end of the four month period, student interns will have gained an understanding of the standard practices and procedures in analyzing situations or data from which answers can be readily identified.

- **ORSPA Pre-Award Team Module – Four Months**
  Working under direct supervision, student interns will support the Proposals & Negotiation Team in pre-award and post-submission proposal issues, contract setup, distribution and follow-up, review and processing of internal paperwork. At the end of the four month period, student interns will have an understanding of how proposals are reviewed and submitted to Sponsors and the award acceptance process.

- **ORSPA Post Award Team Module – Four Months**
  Working under direct supervision, student interns will support the Post Award Team in the Office of Research and Sponsored Project Administration by assisting with activation task setup; processing basic activations to include setting up new awards; preparation of invoices and standard and non-standard financial reports; administration and submission of award change requests; closeout of sponsored projects; accounts receivable; preparation of Letter-of-Credit draw requests; and the effort reporting process. At the end of the four month period, student interns will have gained an understanding and decision making skills for how to process the above stated items. They will have learned standard practices and procedures for analyzing situations and develop prioritization skills and techniques. They will have an opportunity to work with COEUS, SharePoint and Outlook and will have an opportunity to develop their communication skills.
Year 2 – Optional Format

- **College Specific Module – Four Months**
  Working under direct supervision, student intern will provide support to a departmental research advancement office to gain skills and knowledge in managing post award functions of a departmental research portfolio. Duties will include account monitoring, forecasting and reconciling, provide financial status updates to faculty. May also utilize pre-award and post-award administrative skills learned while interning with the Research Advancement Services group.

- **Process Oversight Team Module – Four Months**
  Working under direct supervision, student intern will support and participate with the Process Oversight Team in its fiscal compliance, process oversight and knowledge management system roles which include serving as audit liaison for sponsored projects audits, researching and disseminating information on issues of fiscal compliance with regulatory requirements, documenting and overseeing continuous improvement of research operations processes for administration of sponsored projects, management and oversight of the research enterprise knowledge management system, development and delivery of training for University stakeholders responsible for research administration functions. At the end of the four month period, student interns will have gained an understanding of the “cradle-to-grave” sponsored projects process and will be familiar with the roles and responsibilities of stakeholders in the process and how to facilitate efficient, effective administration and monitoring of sponsored projects to ensure institutional success of the research enterprise and mitigate risks associated with sponsored projects activity.

- **Student-Selected Research Module – Four Months**
  Working under direct supervision, student intern will support and participate in their program of choice (i.e. Research Advancement Services Module, ORSPA Pre-Award Team Module or ORPSA’s Post-Award Team Module).

**Application Process**

- Submit internship program application to the Internship Program Coordinator by December 2, 2013 for the start of the Spring Semester.
- Materials should include three references (at least one should be from a faculty who can evaluate applicant’s academic performance and two could be a professional and personal source), a resume and cover letter.

A selection committee will review applications and students will be notified no later December 6th of their application status.

[Download application materials](#)