

Gerald R. Ford
School of Public Policy

UNIVERSITY OF MICHIGAN

Summer 2008 Internship Funding Application

Through the generosity of donors, the Ford School has limited funds to assist students in defraying some of the costs of completing the 10-week FSPP internship requirement in an organization offering an unpaid or low-paid internship. Please review the information below to ensure you meet funding eligibility requirements and understand all guidelines and conditions.

Guidelines and Conditions for Ford School Internship Funding

- Students may request up to \$2500 of Ford School summer internship support for internships in the United States and \$3000 for internships abroad. Funding is competitive; acceptance of an unpaid internship does not guarantee funding support from the Ford School.
- Students receiving more than \$250 per week (or the equivalent stipend) for full-time work from their internship employer are not eligible for this funding.
- Funding is *not* available for: a) internships with other University of Michigan offices or b) political campaign work for elected officials.
- Funding for internships in countries with a State Department Travel Warning at the time of application or when funding is disbursed will be reviewed on a case-by-case basis and is subject to change. In such cases, students will be asked to sign a Ford School Travel Waiver.
- Funding awards are considered student financial aid awards and are both reportable and taxable.
- Students are encouraged to request funding support from many sources. The FSPP funding award level may be adjusted if the student receives total awards exceeding their 10-week budget.
- Upon completion of the internship, students will be required to submit an Internship Report, the format of which will be communicated to you during the summer. A copy of this report and/or excerpts may be made available to donors sponsoring the funding. Funding recipients will also be contacted by the Development Office to write a letter of appreciation to the donor.
- Students are responsible for notifying Graduate Career Services of any developments concerning their internship which, in any way, might change the scope of the proposed internship.
- Students may be held responsible for reimbursing the Ford School for failure to comply with any of these conditions and eligibility criteria.
- Funding is available for internships pursued after completion of one year of Ford School coursework. Students must be registered as a full-time student in the term following completion of the internship. (Any exceptions to the traditional timeline for completing the internship requirement must be approved by Graduate Career Services in the year the student would typically complete the internship.)
- Funding is primarily intended for students completing the Ford School internship requirement. Dual degree students completing a second summer internship may submit a proposal for funding; however, decisions on these applications will not be made until the end of April. Should funds remain at that time, preference will be given to students who did not receive funding support for their first internship.

Application and Funding Timeline

Applications will be processed on a rolling basis beginning February 11, 2008. Applicants can expect a funding decision within 10 days of their date of application. Funds will not be made available to students until early May. Deadline for applications is May 15, 2008 or when funding has been exhausted.

**Ford School Summer Internship Funding Application
Summer 2008**

Name	UMICH ID
Address	
Telephone	Email
Internship Employer	Internship Location
Amount requested from Ford School	Has direct deposit been set up between the University of Michigan and your bank/credit union?
\$	Yes / No

I certify that I meet the eligibility criteria for unpaid internship support and agree to the terms set forth in the Guidelines & Conditions for Ford School Internship Funding.

Signature: _____

Date: _____

In addition to the above information, please submit the following:

- **A budget that includes:**
 - Transportation (ground, airfare)
 - Housing
 - Food and personal care items (laundry, etc)—provide a per diem
 - HTH Travel Health Insurance (<http://www.uhs.umich.edu/tai/#top>)
 - Other
 - Total budget
 - Amount requested from the Ford School
 - Amount requested from other sources (please list)
 - Total provided by applicant
- Resume
- Statement from employer confirming internship offer and any expected remuneration (including housing, travel reimbursement, stipend, etc)
- A proposal (1-3 pages) explaining the arrangements of the internship. This should include your proposed project timeline, nature of the work including any objectives and anticipated projects, and ways in which the internship will further your career goals and professional development.

Completed applications should be submitted to Tom Phillips, Graduate Career Services, Weill Hall, Suite 2200.

Suggested Budget Format Ford School Summer Internship Funding Application

Expenses

Transportation Itemized transportation costs (provide background research information about where quotations, estimates came from) <ul style="list-style-type: none"> ▪ Air transportation (i.e., Detroit to Geneva): Total ▪ Ground transportation (i.e. Shuttle from the airport, bus fare, etc): Total 	\$
Housing (\$ per day X number of days) Provide information about any cost-sharing from your employer, notes about cost of boarding houses, etc. (Provide citation regarding your source of information.)	\$
Food & Personal Care Items (\$ per day X number of days) Provide information about any cost-sharing from your employer, notes about cost of groceries, laundry, etc. (Provide citation regarding your source of information.)	\$
Other <ul style="list-style-type: none"> ▪ HTH Travel Health Insurance: Strongly Recommended (Example: \$1/day X 70 days + \$5 admin fee = \$75) ▪ (e.g.) Visas: Total 	\$
Total Budget (sum of all expenses)	\$
Funding Sources	
Amount Requested from Ford School (Maximum of \$2500 domestic; \$3000 int'l)	Amount Requested \$
Amount Requested from Other Sources (e.g. International Institute, NPM Center, William Davidson Institute, etc.)	Amount Requested \$ \$ \$
Amount Received from Internship Employer (e.g. stipends, per diems, metro fare, etc)	Amount Requested \$
Total Provided by Applicant	Amount Provided \$