

**KANSAS BOARD OF REGENTS
TECHNOLOGY INTERNSHIP GRANT
FY24 REQUEST FOR PROPOSALS**

PARTICIPATION

Eligible institutions include Kansas community and technical colleges and Washburn University Institute of Technology.

CONDITIONS FOR PARTICIPATION

- Grants may be awarded to full-time career technical education faculty participating in an internship with a business, industry, or another agency for the purpose of upgrading knowledge and skills in their profession, vocation, or trade. Similarly, full-time employees in private business/industry or other agency may participate in an internship at an eligible institution by teaching in approved career technical education programs.
- A faculty member or business/industry employee may be awarded no more than two internships over a three-year period.

APPLICATION REQUIREMENTS

- The private business/industry partner must provide a financial or in-kind match (or any combination thereof) equaling at least 100% of the amount of the grant request. A letter from the private business/industry partner validating the dollar-for-dollar monetary match amount and/or in-kind match value including itemized details must accompany the application.
- Internships may range from a minimum of two weeks to a maximum of 16 weeks during the year. Internship activities may take place during non-consecutive weeks. **All internships must be completed by July 31, 2024.**
- **All applications are due by March 29, 2024.** Submit applications to WFDgrants@ksbor.org.
 - ***NOTE: Applications for internships outside of the summer months must be received a minimum of two months before the proposed internship start date to allow for Board review and TEA approval.***
- The grant-funded intern salary will not exceed \$30 per hour with a maximum salary of \$1,200 per week. The total grant award from state funds for an internship shall not exceed a total of \$6,000, inclusive of all proposed expenditures.
- Allowable expenses:
 - Instructor or business/industry employee salary
 - Related training costs and/or Industry recognized credential
 - Internship required travel***NOTE: Per diem or food are not allowable***
- Applicants must complete, sign, and submit electronically to WFDgrants@ksbor.org:
 - Application form
 - Budget
 - Grant narrative
 - Commitment form
 - Business/industry match verification letter

TRANSFER AND EXPENDITURE OF FUNDS

The award will be made by KBOR Finance and administered to the institution upon approval of all final reports. The college will make a payment to the employee.

REPORTING REQUIREMENTS

At the conclusion of the internship period, the following documents must be submitted electronically to WFDgrants@ksbor.org by **August 16, 2024**:

1. Verification of Internship and Timesheet weekly forms
2. Employer Evaluation, with signatures of the business/industry supervisor
3. Final Narrative Report, including how participation in this internship will improve curriculum and/or instruction
4. Final Expenditures Report, with signatures (receipts may be requested in an audit)

Required application and reporting forms are posted with this notice.