Summer Internship Grant FAQs

Application Process & General Questions

- Where do I find internships?
- When will I be notified about the grant?
- How do I tell the employer that I'm waiting for funding before accepting the position?
- I'm new to the process of requesting recommendation letters. Could you give me some advice?
- May I turn in a recommendation letter after the grant application deadline?
- If I receive funding, what are the program requirements?
- Whom should I contact if I still have questions about the grant application process?

Applicant Requirements & Restrictions

- What qualifies as a non-profit or public sector organization?
- What qualifies as an entrepreneurial experience?
- Can I work for a political campaign or other campaigns and still be eligible for the grant?
- Can I put two internships together to make 300 hours?
- Can I receive credit for my internship and still be eligible for the grant?
- I have already interned for this organization. Can I apply for the grant to work at the same place?
- Am I still eligible for the grant if my selected internship site pays me or offers other "perks" like a T pass or travel reimbursement?
- What are the weekly hour requirements for the grant?
- I'm planning to study abroad in the fall. May I apply for a grant?
- I will graduate in December 2019. May I apply for a grant?
- Can I apply for Summer Scholars, the Tisch Summer Fellows Program (or other funding) and a Career Center grant?
- Does the Career Center take financial need into consideration when selecting grant recipients?

Funding

- Will receiving an internship grant impact my financial aid?
- How and when will I be paid?
- Can I receive the entire $4000 grant at the start of my internship?
- What happens if I don't complete the requirements that I agreed to during the Grant orientation?

Where do I find internships?

Check out the many internship search resources available through the Career Center website. Discuss your internship search with a career advisor during an appointment or at our drop-in hours.

When will I be notified about the grant?

Round 1 (for international internship funding applications only) decisions (Sunday, March 10, 12am deadline) will be made by March 25. See Application Process & Deadlines for additional details re: Round 1 decisions. Round 2 decisions (Sunday, March 31, 12am deadline) will be made by April 16.

How do I tell the employer that I'm waiting for funding before accepting the position?
You first need to make a decision about what you will do if you do not receive funding. If you are not able to do the internship or if you will only be able to intern part-time without funding, you need to let your internship supervisor know your situation immediately. If you are in this situation we encourage you to schedule an appointment to talk to us to discuss how best to approach this conversation.

I'm new to the process of requesting a recommendation letter. Could you give me some advice?

A completed grant application requires one recommendation letter. You may submit only a professional reference; a letter from a fellow student will not be accepted. A letter from the supervisor of the internship for which you are applying for grant funding will not be accepted.

Remember to request your letter as early as possible, and be sure to provide your letter writer with a copy of your resume and information about your internship. Consider setting up a brief meeting to discuss your internship, the skills/experiences you'll bring, and what you hope to gain from it. This information will enable your recommender to write a stronger letter in support of your candidacy. For more advice, check out this section of the Career Center website. While the information is tailored to those who are applying to grad school, the points are helpful for anyone requesting a recommendation letter.

May I turn in a recommendation letter after the grant application deadline?

No. All materials must be submitted to the Career Center by March 10 (Round 1) or March 31 (Round 2). It is up to you to make sure your letters have been received on time. If you are not sure if we have received your letters, you may call us (617.627.3299) to check.

Grant recommendation letters are submitted through SLATE (the grant application platform). Students must submit the name and email address for their letter writer. Then SLATE sends an email to the writer asking them to submit a letter of recommendation back to SLATE. This letter is submitted confidentially.

If I receive funding, what are the program requirements?

Students who receive a grant must complete the following requirements:

- Two reports (1-2 pages each) at the middle and end of the internship
- Informational Interview report
- Tufts Internship Profile (TIP) Book profile
- Final evaluation from Supervisor
- Possible additional requirements for international students receiving Curricular Practical Training (CPT)

Students must also attend required “pre-internship” orientation meetings held in early May.

Whom should I contact if I still have questions about the grant application process?

First, please review all application instructions and FAQs. If you haven't found an answer to your question, please email james.mccarthy@tufts.edu.

What qualifies as a non-profit or public sector organization?

Non-profit means not conducted or maintained for the purpose of making a profit. Instead, it operates to serve a public good. Any net earnings by a non-profit organization are used by the organization for the purposes for which it was established. As an entire sector,
non-profits include hospitals, universities, trade organizations, voluntary associations and religious organizations. The IRS recognizes three main types of nonprofit organizations:

-- 501(c)(3) – majority of nonprofits, must show broad public support, donations are tax-deductible (e.g., American Red Cross)
-- 501(c)(4) – advocacy work, donations not tax-deductible (e.g., AARP)
-- 501(c)(6) – professional and trade associations, donations not tax-deductible (e.g., Chamber of Commerce)

Public sector refers to government agencies, offices and departments. The public sector is that portion of society controlled by national, state or provincial, and local governments. In the United States, the public sector encompasses universal, critical services such as national defense, homeland security, police protection, firefighting, urban planning, corrections, taxation, and various social programs. Public sector internships can be in the offices of elected officials, but not working with election or re-election campaigns.

If you have questions about whether a particular organization qualifies for the non-profit or public sector grants, please contact the Career Center at 617-627-3299.

What qualifies as an entrepreneurial experience?

The Entrepreneurial Leadership Internship grant is not just intended for students working at newer start-ups, but rather as a way of thinking/being/acting/problem solving that can be equally as valuable in a larger more mature company.

If you are applying for the Entrepreneurial Leadership Internship grant we expect you to explain how the internship position or the organization is "entrepreneurial". You could be working at an established company in a position that is considered entrepreneurial. If you find yourself in this position, make sure you are very clear how/why the position is entrepreneurial.

Can I work for a political campaign or other campaigns and still be eligible for the grant?

Yes. You can work for a campaign and still be eligible for the grant. You are also eligible for the grant if you are working in the office of an elected official.

Can I put two internships together to make 300 hours?

No. You are to have one internship position that will provide you with the required 300 hours.

Can I receive credit for my internship and still be eligible for the grant?

Yes. Academic credit is only granted through your academic department. You must fulfill the requirements of the grant as well as the department if you are receiving credit. You will also need to pay for the summer credit.

I have already interned for this organization. Can I apply for the grant to work at the same place?

Yes. However, the new internship experience should be VERY different from your old experience. You should be working in a new department and completing new responsibilities, or working in a different capacity. In your application please take extra care in explaining how your upcoming internship will differ from your previous internship.
Am I still eligible for the grant if my selected internship site pays me or offers other "perks" like a T pass or travel reimbursement?

You are still eligible for the grant as long as the amount of “perks” + compensation (if applicable) does not exceed $1500 over the course of the summer.

What are the weekly hour requirements for the grant?

To be eligible for the grant, you must work a minimum of 300 hours over the course of the summer, for example, working 30 hours/week for 10 weeks. Completion of the 300 hours must be done by August 30 and start no earlier than mid-May.

I'm planning to study abroad in the fall. May I apply for a grant?

Yes. If you are studying abroad in the fall, whether on a Tufts or non-Tufts program, you are eligible for the grant. However, you will still need to complete all requirements to receive the final payment.

I will graduate in December 2019. May I apply for a grant?

Yes. You may apply for a grant as long as you'll be enrolled as a full-time undergraduate student in the 2019 fall semester on-campus at Tufts.

Can I apply for Summer Scholars or the Tisch Summer Fellows Program and a Career Center grant?

Yes. You may apply for different sources of funding; however, you will not receive more than ONE grant. If you need help deciding on your summer plans, make an appointment with a career advisor.

Does the Career Center take financial aid into consideration when selecting grant recipients?

Yes. We strongly consider financial aid status in the awarding of internship grants. However, you don’t have to be on financial aid to apply for or receive the grant.

Will receiving an internship grant impact my financial aid?

No. The grant will not adversely affect your financial aid package since you would be expected to earn $3000 - $4000 over the summer anyhow, and this counts as that requirement for the Office of Financial Aid.

How and when will I be paid?

Selected students are eligible to receive up to $4000; $3500 paid in early June and the remaining $500 will be paid in mid-August.
Can I receive the entire $4000 grant at the start of my internship?

No. You must complete all required steps throughout the summer and at the end of your internship to receive the final $500 payment.

What happens if I don’t complete the requirements that I agreed to during the Grant orientation?

While is it very uncommon, if a student does not complete the grant requirements, they will not receive the grant funding in full and the Career Center reserves the right to restrict usage of its services, including Handshake, until the student has completed their requirements.