

### C. Program Description

The objective of the program is to provide research training opportunities to students interested in pursuing environmental careers. The proposed cooperative program will be administered by a single recipient in response to EPA-approved and funded intern opportunities at EPA locations, or at other EPA-approved locations of other Federal organizations or non-Federal organizations where the opportunity exists for students to participate in research training in environmental protection.

In cooperation with the EPA, the recipient will select and employ student interns to work on individual projects in response to internship opportunities established by the program offices within the EPA. Interns are not EPA employees but are employed by the recipient. The recipient, in cooperation with the EPA, will develop an orientation program that will explain the intern's roles, responsibilities, and limitations. The interns must be undergraduate students, graduate students, or college graduates who have been accepted into graduate programs and will begin their studies within 9 months of accepting an internship position. There is no specific course requirement for an intern but some preferred study areas include environmental science, earth science, environmental engineering, geodesy, chemistry, physics, oceanography, biology, fishery science, geography, resource economics, risk assessment, policy analysis, computer science, and law.

The EPA Code of Federal Regulations, 40 CFR 45.135(a), states that "Trainees must be citizens of the United States, its territories, or possessions, or lawfully admitted to the United States for permanent residence."

All internship projects will be carried out under a written research training plan with the technical guidance of a technical advisor from the EPA or other EPA-approved sponsoring organization. These projects must be designed to provide learning experiences for the interns that will make them competitive for employment opportunities in both the public and private sectors. Final details for individual training plans will be developed by the recipient in consultation with the individual technical advisor in accordance with the "Statement of Substantial Involvement between EPA and the Recipient" described below.

The maximum period that an intern may participate in the Intern Program on a full or part time basis with funding

from the EPA is six months. The EPA may fund one additional three-month extension of an internship to enable the intern to complete a project.

The recipient, under other funding agreements, may establish other environmental protection internship opportunities with organizations other than the EPA. The EPA may choose to fund and sponsor these other internships or the recipient can obtain sponsorship or funding from non-EPA sources. Please note that under OMB Circular A-122 applicable to assistance agreements with nonprofit organizations, general fund-raising costs are not allowable.

There is no fixed number of internships per year under this program. The actual number will depend on opportunities and funding identified by offices within the EPA.

Internships may be located at the EPA or at facilities of other organizations with missions relating to environmental protection. If interns are required to relocate to either location for any portion of the internship, the EPA will provide financial assistance to the recipient in an amount up to \$500 to offset the intern's relocation expenses. The finding of local housing and payment of housing costs is the responsibility of the intern. Interns will be provided individual project assignments for each internship.

Under this Cooperative Agreement, the Recipient will make extra effort in advertising and promoting the availability of internships at Minority Serving Institutions, emphasizing Native Americans, Hispanic Americans, African Americans, Asian Americans, and women.

### D. Definitions

1. *Student Intern*—Individual trainee who will be provided with and perform internships under this cooperative agreement.

2. *Project Officer*—The EPA Project Officer is that individual specifically named by the EPA to manage this program.

3. *Technical Advisor*—The EPA employee responsible for providing technical guidance on the specific project(s) assigned to the intern and for monitoring the intern's individual development and progress. Because the student interns will be employees of the recipient organization, EPA technical advisors do not provide day-to-day supervision of student interns but they do oversee the work.

4. *Intern Opportunity/Project*—An opportunity for an internship which is documented and has funds obligated for its costs. In general, these opportunities

will be assignments within existing EPA programs and ongoing projects and will be performed at the site of an EPA facility. In some cases, the assignment may involve a project at locations other than an EPA facility such as a community organization facility; a nonprofit organization facility; or a local government, state government, or tribal government facility.

5. *Travel Expenses of Interns*—All travel expense must be paid by the recipient. No EPA travel funds can be used. The funds will be included as part of the original funding to the Recipient at the time the internship project is initiated or at a later date by way of an amendment to the cooperative agreement. The EPA will provide travel and transportation for any intern assigned to EPA projects requiring field work as documented in the description of the Intern Opportunity and the Intern's training plan. Interns will complete Recipient's travel approval form prior to each trip, complete a travel reimbursement form at the conclusion of each trip, and a travel results report at the conclusion of each trip for the Recipient. The U.S. EPA Technical Advisor will sign all forms to acknowledge the trip is consistent with the intern's training plan prior to any action by the Recipient. Travel advances for interns will be available from the Recipient as needed. All travel and transportation required for field work will be paid by the Recipient out of funds included in the intern's amendment to the agreement.

6. *Training Expenses of Interns*—All training expense must be paid by the recipient. No EPA training funds can be used. The funds will be included as part of the original funding to the Recipient at the time the internship project is initiated or at a later date by way of an amendment to the cooperative agreement. The EPA will provide training for any intern when it is decided by the Technical Advisor that training is appropriate. The need for the training must be requested by the intern, approved by the Technical Advisor, prior to requesting the recipient to pay for the training expense. Interns will complete Recipient's training approval form prior to registration. When possible, the Recipient will pay for the training rather than requiring the intern to pay. When necessary, the intern may be asked to pay and then to complete a training reimbursement form at the conclusion, and a training results report at the conclusion of the event for the Recipient. The U.S. EPA Technical Advisor will sign all forms to acknowledge the training is consistent with the intern's training plan prior to