

# 2017 DOD HPCMP WORKFORCE DEVELOPMENT HPC INTERNSHIP PROGRAM (HIP) PROPOSAL INSTRUCTIONS

Mentors interested in submitting a HIP Proposal will use this PDF form. No other formats will be accepted. Submit a separate proposal for each HIP project. Much of the information requested is self-explanatory. For those areas that require clarification, those fields with directions follow.

## Section 1:

**Synopsis:** This is a brief description of the project that, if awarded, will be used to prepare the DD1144.

### Mentor's Information

**Alternate POC for the Mentor:** *Optional*

### Mentor's Plan:

**No. of Interns:** Identify the number of interns being proposed to support this effort. All associated costs, contractor fees, or government internship processing fees are either covered in this limit or covered by the organization if the Total Cost is greater than the funding provided.

**Est. Start Date:** For planning purposes, provide the best guess at this point for your intern to start. Note: the actual starting date for your intern will depend on availability and in-processing by the intern vehicle used.

## Section 2:

**Proposed performing organization's confirmation of intent to accept funds:** This section requires signatures of the Mentor, Performing Organization's Approving Official and Financial POC's, confirming that the organization is able to accept and fully expend the funding for this project, if awarded.

**Funding Document addressed to:** Provide the address as it should appear on the MIPR.

**Special Instructions:** Provide any special instructions that may be useful for the HPCMP financial team in processing a funding document.

## Section 3:

This section is limited to two (2) pages and must contain the following four elements. Please begin each new section with the element heading (i.e. **Mission Impact, Program Plan**, etc.).

**Element 1: Mission Impact:** State clearly the value of the project to the mentor's Service/Agency organization and DoD. If there are any specific Service/Agency RDT&E activities (such as Key Mission Priorities or Programs of Record) that this project will support and possibly impact, so state.

**Element 2: Program Plan:** State the overall science and engineering goals of the project and discuss the technical approaches required to accomplish those goals. Identify the appropriate HPC tools and resources to be used. Provide a project plan with clearly defined outcomes and a realistic project schedule.

**Element 3: Intern Activities:** Show evidence that the proposed work is challenging to the intern. State the relevance of the project to a STEM student's professional goals. Provide detailed plans for professional networking activities, training, and touring the local laboratory/test center specified. Describe how the project will enhance an intern's skills, knowledge, and abilities to improve career opportunities.

**Element 4: Mentor Qualifications:** State the mentor's experience in intern programs such as HIP. Show there is a reasonable expectation that the mentor has a clear understanding of the roles and responsibilities required to successfully mentor a HIP intern. State how the project will be coordinated with the technical work performed by the mentor and his/her research group. Place this project in the appropriate context of Workforce Development.

**The Submission Process:** Section 2 **must** have the digital signatures of the Mentor, Performance Organization's Approving Official and Financial POC **before** the package can be accepted by HPCMP Workforce Development. When submitting the proposal, use the following file naming convention for the document: <mentor's last name>\_<org>\_<date> (for example: Polsky\_NAWCAD\_06Nov2016.pdf). Proposals must be submitted by email to the HPCMPO at [2017-HIP@HPC.mil](mailto:2017-HIP@HPC.mil)

**2017 Mentor Proposal for the  
High Performance Computing Internship Program (HIP)**

**HIP-17-**  
WD Staff Only

**Section 1**

**Project Title:**

**Synopsis:**

**Mentor's Information:** *(please provide full organization name, office symbol, street address, city, state and zip code)*

Organization/Command:

Department/Division/Branch:

City:

State:

Zip:

HPCMP Project No.  
*if applicable*

**Mentor** *(Must be government):*

Name:

E-mail Address:

Phone Number

**Alternate POC for the Mentor** *(Can be contractor):*

Name:

E-mail Address:

Phone Number:

**Mentor's Plan:**

No. of Interns Planned:

Est. Start Date:

**Section 2 MANDATORY- ALL FIELDS MUST BE COMPLETED**

**Proposed Performing Organization's Confirmation of Intent to Accept Funds:** *(The mentor's organization must be able to accept funds for the internship effort.)*

"I confirm that the organization is capable of, and intends to, accept the funds for this internship opportunity if awarded. I further confirm that the organization will take the necessary steps to ensure that funds are either fully expended, or will de-obligate and return any remaining balance to the HPCMP no later than 30 days after the internship is complete."

**Name, Phone, and Email of Mentor**

**Name, Phone, and Email of Financial Point-of-Contact**

**Name, Phone, and Email of Performing Organization Approving Official**

**Funding Document Addressed to:**

**Special Instructions:**



### Section 3

**HIP Project** This section is limited to two (2) pages and MUST contain the following four elements: **Mission Impact, Program Plan, Intern Activities, and Mentor Qualifications.** (See Instruction Page for more details on specific element content). Begin each new area with a header for each Element. (Ex: **Mission Impact**).

