HIP Frequently Asked Questions (FAQ)

Q: When are HIP proposals due?

A: Although specific due dates vary from year to year, the call for internship proposals is generally issued in the fall, and proposals are generally due about a month after the call is issued. Check the HPCMP website (www.hpc.mil) for the most current information.

Q: Can we submit multiple proposals?

A: You can submit as many proposals as you like, but please send in separate emails.

Q: Who can act as the project's Performing Organization Approving Official and/or the Financial Approving Official?

A: The Approving Officials must be government employees in the mentor's organizational chain of command, authorized to accept the work and funds on behalf of the organization. This is usually a branch or division head/chief.

Q: How do I know if/when my proposal has been received?

A: You should receive a confirmation email with a proposal control number within 2 business days of submission. Please send a follow-up email to confirm receipt if you do not hear back within that timeframe.

Q: Is the HIP Program replacing the Academies' Cadet Summer Research Program?

A: No, both programs are still active. The Academies are welcome to submit HIP proposals, and they have participated in the HIP program in previous years.

Q: Who is eligible to be a HIP intern?

A: Interns must be a U.S. Citizens—no exceptions!—and eligible to obtain/maintain a clearance (NACI or Secret). HIP interns can be undergrads, Postdocs, returning Veterans, or recent college graduates who want to explore long-term employment goals within the DoD and/or national research labs.

Q: How do I find and bring on an intern?

A: The HPCMP does not help find and hire interns. As a mentor, use your organization's resources, including existing contracts, USAjobs, Pathways, AFIT students, NRIEP, SMART, ESDPs, ORISE, etc.

Q: Will extra hours on HPMCP machines be reserved/allocated for the interns?

A: We prefer organizations to use their allocated project hours, but if additional hours are needed, please contact a member of the Workforce Development team, and we will ensure that your needs are met.

Q: What is the requirement for the *location* of where the intern will be located? Can the internship be located at a collaborating organization's research laboratory, for example?

A: Interns should be located at a Department of Defense lab or test center so that they can have the full experience of working within the DoD and explore future employment opportunities with the host organization.

Q: How soon after my proposal has been selected will the funds arrive?

A: Once the proposal has been selected, an Inter-service Support Agreement (DD Form 11144) is drafted/reviewed and submitted to the Organization for signature. After we have all of the internal signatures necessary, it needs to be approved by ERDC. It is very difficult to provide a timeframe, but the faster your organization can get the signed paperwork back, the sooner you will get the funds.

Q: What is the appropriation category (or color of money) used for HIP?

A: RDT&E

Q: What can the HIP award funds be used for (travel, hardware, software purchases)?

A: All use of award money must be specifically related to the intern's activities. Generally, HIP funds do not cover travel, lodging, or mentor labor. Travel to academic conferences is a possible exception, if relevant to the work being done on the HIP project (i.e., if intern is presenting a paper). Please direct questions about specific expenditures to HIP staff.

Q: What is the timeline for summer internships? When should an intern begin and end?

A: Timelines vary among organizations, but interns generally begin sometime in May and end in or around August. All funds must be expended by the end of the Fiscal Year.