

## 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](http://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: I am having problems opening and/or digitally signing my HIP proposal form.**

*A: Refer to the instructions sheet of the proposal form for detailed instructions on how to open, edit, and digitally sign the proposal form. If issues specifically related to digital signatures persist, it is also acceptable to collect physical signatures and scan the form back as a PDF document.*

**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 to Postdocs (**no** high school students). HIP Interns can be returning Veterans, fresh out of college, etc., who want to explore long-term employment goals within 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 is award amount based on?**

*A: \$24,000 per intern is based on an estimated 10 weeks/400 hours. The HPCMP is committed to this amount, but any expenses incurred above and beyond this amount must be covered by the hosting org.*

**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, equipment (hardware or software) 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.*