

**NCI-FREDERICK CHECKLIST
SUMMER INTERNSHIP PROGRAM
APPOINTMENT**

LEAD TIME TO OD (J. Hartman): 4 WEEKS

Fellow's Name: _____
Lab/Branch: _____
Fellowship No: _____
Proposed EOD: _____
Prepared By: _____

Note: OD will prepare FPS generated request form.

Complete	N/A	Required Form/Document (assemble package as follows)
1.	<input type="checkbox"/>	Award Notification Letter - do not send to candidate until package is approved
2.	<input type="checkbox"/>	CRTA Award Provisions - do not need to provide copy to ARC; maintain copy with Lab file
3.	<input type="checkbox"/>	CRTA Award Agreement
4.	<input type="checkbox"/>	Resume or CV/Bibliography
5.	<input type="checkbox"/>	Copy of degree or degree certification (see footnote) or school verification that candidate is in good academic standing (GPA included and enrolled at least half time)
6.	<input type="checkbox"/>	2 letters of reference - letters must be within 1 year, e-mail and faxed letters are acceptable
7.	<input type="checkbox"/>	Training Plan
8.	<input type="checkbox"/>	Verification of health insurance-include English summary of benefits if applicable (see footnote 1)
9.	<input type="checkbox"/>	<input type="checkbox"/> Parental Consent Form - applicable if candidate is under the age of 18
10.	<input type="checkbox"/>	<input type="checkbox"/> HHS-745 ID Badge Request Form - applicable if candidate is under the age of 18
11.	<input type="checkbox"/>	<input type="checkbox"/> Documentation of permanent resident status - required for non U.S. citizens
12.	Reminder	View your ARC's entrance-on-duty (EOD) checklist for additional requirements: Basic Research ARC EOD checklist Clinical Research ARC EOD checklist NCI-Frederick ARC EOD checklist OD ARC EOD checklist

Footnote: Degree certification must be signed by Dean/Academic Registrar/Chancellor on institutional letterhead. Degree certification must state that degree requirements have been fulfilled and date on which degree will be conferred. For doctoral degree candidate, official documentation that fellow has completed course requirements, passed qualifiers, and formally recognized as a doctoral degree candidate using NCI facilities for the purpose of developing and writing a thesis. For student, school verification that fellow is in good academic standing (GPA included) and is enrolled at least half time.

Footnote 1-If translated by independent person, must contain the following statement: "I certify that I am competent to translate from (*insert foreign language*) into English and that this is a true English translation of the attached document in the (*insert foreign language*)." Must be signed and dated with name and title typed below.