

NCI at Frederick
Summer Internship Program (SIP)
OD Funded Programs

Lead Time to OD (Cushena Tribble): 4 weeks

Fellow's Name:

Program Name:

Fellowship Number:

Enter on Duty Date:

Package prepared by:

NOTE: OD will prepare FPS generated request forms.

Complete	N/A	Required Form/Document (assemble package in order of checklist)
		Award Notification Letter: do not send to candidate until package is approved
		CRTA Award Provisions: do not need to provide copy; maintain copy with lab files
		CRTA Award Agreement
		Resume or CV/Bibliography
		2 letters of reference – letters must be within 1 year, e-mailed letters are acceptable
		Copy of degree or degree certification or school verification that candidate is in good academic standing (GPA included and enrolled at least half time
		Training Plan
		Verification of health insurance
		Parental Consent Form - applicable if candidate is under the age of 18 Must have work permit if under the age of 18 https://www.dllr.state.md.us/childworkpermit/WorkPermit.aspx - Send application, minor data receipt and proof of age to the Issuing Officer. If Issuing Officer is not designated, email the information to issuingofficer@dllr.state.md.us
		HHS-745 ID Badge Request Form – applicable if candidate is under the age of 18
		Documentation of permanent resident status – Required for non US Citizens
		NCI at Frederick EOD Checklist