

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/web/content/Home.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](#)