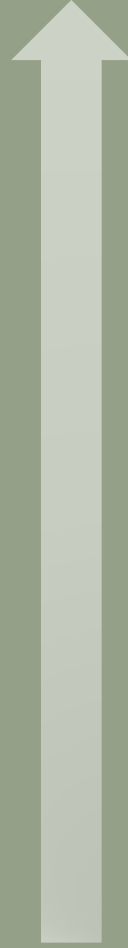


Internship Timeline

	Business Days	Action	Responsibility	Cautions
END 		<i>No earlier than 48 days from Step 1</i>	Step 7. GA Starts Position	PI
	34-48	Step 6. GA Contract Completion, Routing, and Approvals	Various	- GA Contract start date should be at least 15 days from current date. - DO NOT allow interns to begin work until contract is fully executed.
	24-33	Step 5. Account Approvals and Creation	Various	Timeframe for completion of routing is dependent upon people's availability.
	14-23	Step 4. Sponsor Contract Negotiation & Execution	ORP	Timeframe for completion of negotiation is dependent upon many variables and could take months.
	9-13	Step 3. Route proposal in Proposal Development	Various	Timeframe for completion of routing is dependent upon people's availability.
	6-8	Step 2. Open proposal in Kuali Research and begin working with assigned PreAward staff	PI	- Use list of items to update if the proposal is copied in Kuali Research. - Refer to Internship Guidelines document regarding budget development (e.g. salary/administrative fee). - Required attachments to include: * Attachment A with no signatures. * Budget justification. (Make sure time periods are realistic.) - For academic year internships, end by May 15th to avoid eligibility issues.
	0-5	Step 1. Talk with sponsor to establish internship need and discuss general price for contract	PI	- Let sponsors know not to recruit based on a certain dollar amount. - Avoid concrete price until completing Step 2. - Contact the Graduate School Associate Dean if the sponsor wants to see SIUE's contract.
BEGINNING				