



## **Career Accelerator Internship Grant Program – Employer Guidelines Summer 2024**

### **Background**

The Office of the Secretary of Higher Education (OSHE) **NJ Career Accelerator Internship Program** provides funding to New Jersey employers interested in hosting undergraduate and graduate interns from New Jersey's institutions of higher education. Funding is available to New Jersey-based companies, non-profits, not-for-profits, and small businesses that are hiring interns for summer 2024 (May – August). The purpose of this funding is to provide New Jersey based companies the opportunity to offer structured learning experiences to undergraduate students, graduate students, and recent grads who attend a New Jersey institution of higher education. An internship should consist of the following:

- A structured learning experience that allows students to apply knowledge learned in the classroom
- Skills and knowledge learned must be transferrable to other employment opportunities
- Clearly defined learning objectives/goals
- A designated supervisor(s) who is a professional with expertise and education and/or professional background in the field who will provide routine feedback to the student(s)
- Resources, equipment, and facilities provided by the employer that support the learning objectives/goals

### **Employer Eligibility Criteria**

Any New Jersey based company who is in good standing with the State, can offer a structured learning experience as detailed above, and the ability to comply with the requirements of the grant. Priority will be given to employers in STEM, and NJ key industry sectors. For reference, please visit [NJ key industry sectors](#).

Other eligibility requirements include:

- The employer must be located in New Jersey
- The employer must identify as a for-profit corporation, non-profit organization, not-for-profit organization, or small business
- The employer must be willing to provide an educational internship experience that fosters the skills necessary to succeed in the employer's industry
- The employer must have or be willing to create a [NJSTART account](#) (this is how funding will be disbursed). Please make sure to verify your address in the NJSTART system. New employers should consider registering as an ACH vendor to avoid disbursement delays
- The employer must designate a point of contact(s) for communication and supervision
- The employer must provide an [internship description](#) for each internship type by the deadline



### **Funding Availability**

The funding structure has been designed to align with the [national salary average](#) for undergraduate interns. Interns must be paid \$20.00 an hour and should work between 150-200 hours over a minimum of 10 weeks between May and August. Participating employers will be reimbursed up to 100 percent of wages paid to interns, with a reimbursement rate up to \$4000 per student. Requests for the amount of interns cannot exceed the following ranges:

FTE	Number of Interns you can request
1-20	5 or less
20-50	10 or less
51-100	15 or less
100-150	25 or less
>150	No more than 30

Grant funds are to be used solely to cover the salaries of undergraduate interns. The funding cannot be used for any administrative costs.

Upon submission of the grant application, selection of the applicant as a grant recipient, the execution of the Grant Agreement, and completion of the new hire form(s), funds for intern salaries will be disbursed to employers using NJ START. OSHE will not disburse funds until all steps are complete, including completion of the [new hire form](#). The new hire form for every intern hired is due no later than **Friday, April 12, 2024 at 5:00 p.m.**

**All funds must be expended by August 30, 2024.** Any funds remaining as of September 6, 2024 must be returned to OSHE by September 27<sup>th</sup>, 2024.

### **Application Information**

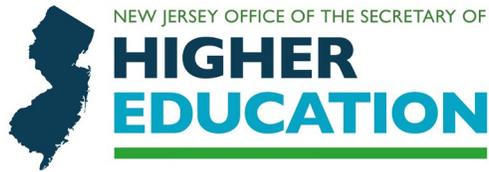
Applications will be reviewed for completeness and eligibility. It should be noted that OSHE, in administering this grant program will not serve as a matching intermediary between employers and potential interns.

Additionally, employers will have the opportunity to register for one of the following 30 minute webinars to learn more. The webinars will provide information on the program, including program priorities and application requirements

### **CAIGP Technical Assistance**

December 14, 2023 at 2:00 p.m.

Register [here](#)



December 20, 2023 at 1:00 p.m.

Register [here](#)

January 4, 2024 at 10:00 a.m.

Register [here](#)

OSHE will host additional webinars for grantees that focus on Best Practices in Recruiting, Best Practices in Onboarding, and Best Practices in Supervision. The links and dates for these will be sent if you are awarded grant funding through CAIGP.

A maximum of one (1) applicant per employment entity may be submitted.

The application for this grant program can be found [here](#).

#### **Application Submission Deadline**

Applications must be received by 5:00 p.m. on **January 12, 2024** via the [OSHE's secure application](#). You will also need to provide a [description](#) for each position you are requesting funding for by the deadline. OSHE reserves the right to reject any incomplete application or any application otherwise not in conformance with the requirements of this Notice of Grant Opportunity.

Employers will be notified of the status of their grant application on or before **January 31, 2024**.

#### **Technical Assistance**

OSHE will host three sessions to review the guidelines and application process. OSHE will also host one on one virtual meetings to assist with any questions about the program application, process, or required documentation. You can schedule your meeting by clicking this [link](#). Select Nicole Bailey as the staff option and you will see available meeting times.

#### **Reporting Requirements:**

If selected as a grant recipient, an employer must submit a final report to OSHE upon the conclusion of the tenth week in addition to an evaluation form for each intern hired. The grant recipient will also be required to provide an expenditure report at the conclusion of the internship. The required reports will be submitted using a form and format prescribed by OSHE that will be made available to employers upon selection as grant recipients.

Please contact Internship Program Manager, Nikki Bailey at [Nicole.Bailey@oshe.nj.gov](mailto:Nicole.Bailey@oshe.nj.gov) with any questions.