Graduate Student Training Enhancement Grants (GSTEG)

Overview
The Office of the Provost seeks applications from Ph.D. students who, with endorsement from their programs, wish to pursue a summer internship with an off-campus host that is related to their intellectual trajectory. This opportunity is limited to current Ph.D. students without any funding for Summer 2022. Applications will be accepted via Formstack (https://dukeinterdisc.formstack.com/forms/gsteg_2022).

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<tr>
<th>RFP released</th>
<th>12/01/2021</th>
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<tr>
<td>RFP deadline for submission</td>
<td>01/31/2022 at 5:00 p.m.</td>
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<td>Anticipated recipient notification</td>
<td>02/28/2022</td>
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<td>Funds made available</td>
<td>06/01/2022</td>
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<td>Funds to be expended by</td>
<td>08/31/2022</td>
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Rationale
The goal of this grant competition is to expand opportunities for Ph.D. students to augment their core research and training by acquiring additional skills, knowledge or experiences through an off-campus summer internship. We believe such experiences will lead to better preparation/training, whether for academic positions or other career trajectories. We will consider proposals from current Ph.D. students without any summer funding for internships with a non-Duke community organization, government agency, NGO or cultural institution, related to the student’s area of study. Successful applications will demonstrate how the activities associated with the proposed research experience aligns with the student’s fields of study and research interests.

The GSTEG resource page includes information and advice about how to explore research experiences eligible for GSTEG support.

Restrictions and Parameters
- All internships must have a non-Duke host (i.e., may not involve research, training, or other engagement with a Duke unit).
- Internships should involve up to three months of engagement. Internships must take place between May 16 – August 19, 2022 with no more than 19.9 hours/week of engagement.
- Any proposal for an internship must comply with Duke University coronavirus response policies and the residency requirement detailed below.

Updated October 2021
• International Ph.D. students who reside in North Carolina or an approved US jurisdiction detailed below and who wish to apply for a summer internship should consult as soon as possible with Duke Visa Services for assistance with filing applications for Curricular Practical Training and any other visa-related requirements.

• GSTEG recipients may receive other Duke summer funding; however, total Duke summer funding may not exceed $8,750.

• Internship hosts must either be based in North Carolina or an approved U.S. jurisdiction available for Duke employment: California, the District of Columbia, Florida, Georgia, Hawaii, Maryland, New York, South Carolina, Tennessee, Texas and Virginia.

• All recipients will be required to take the experiential workshop, GS950, during Duke Summer Session I or II.

Eligibility
• All current Ph.D. students who do not have summer funding may propose internships. Students who will matriculate in the summer/fall of 2022 are not eligible.

• Ph.D. student applicants must be resident this summer in North Carolina or an approved U.S. jurisdiction available for Duke employment: California, the District of Columbia, Florida, Georgia, Maryland, New York, South Carolina, Tennessee, Texas and Virginia.

• Previous GSTEG awardees may not apply.

Selection Criteria and Review Process
Proposals should specify the type of internship being sought, describe the nature of activities, and explain how the experience will contribute to the student’s intellectual trajectory and dissertation research. Successful past applications have made a compelling case for how the proposed experience would amplify the student’s intellectual agenda beyond the standard offerings within their program and opportunities otherwise available at Duke. The review process will be overseen by the Vice Provost for Interdisciplinary Studies and the Executive Vice Provost.

Scope and Duration
In person, remote and/or hybrid internships will be considered. The proposed internship experience should last for up to three months in the summer and proposals may be configured in one of the following formats:

1. Three-month (19.9 hours/week) internship; awardee will receive a stipend of $8,250 as well as coverage of summer tuition and health fee
2. Two-month (19.9 hours/week) internship; awardee will receive a stipend of $5,500 as well as coverage of summer tuition and health fee
3. One and a half month/6-week internship (19.9 hours/week); awardee will receive a stipend of $4,125 as well as coverage of summer tuition and health fee

Proposal Requirements
You will be asked to provide the following information:

- An updated CV (maximum two pages);
- A brief narrative (maximum three pages) that articulates the proposed activities for the internship, how the experience will contribute to amplifying research training, and how it fits with overall academic, research, and professional plans, and that also explains why the internship lends itself to a remote/virtual arrangement (if relevant);
- A letter from the prospective host that offers details about the anticipated project or projects, identifies the person within the organization to whom the Ph.D. student would report, describes the nature of engagement with organizational staff members, specifies how the organization envisages a remote/virtual work experience (if relevant), and confirms whether the host can provide a 50% cost-share of the proposed stipend amount;
- A brief plan (maximum one page) for any complementary training/research activities that a Ph.D. student will undertake during engagement with the host (such as other specific research activities or dissertation writing);
- For those applying for less than a three-month internship, a brief plan (maximum one page) for how the internship will intersect with other activities (i.e. research or teaching);
- A letter or e-mail of support from your primary faculty advisor, sent separately to Amy Feistel, amy.feistel@duke.edu, indicating how the proposed activities will enhance your intellectual trajectory;
- For international students applying for a summer internship, a description (maximum one page) of how the proposed activities align with visa requirements;
- A listing of all already awarded summer funding, along with concurrent proposals for other summer funding. If applicants receive news about other funding proposals after the submission deadline, they should provide updated information to Amy Feistel, amy.feistel@duke.edu.

To apply, visit https://dukeinterdisc.formstack.com/forms/gsteg_2022

Resources
The GSTEG resource page provides:

- Advice for Ph.D. students who wish to explore an individualized/custom summer internship;
- A link to further advice from the Duke Career Center about arranging a remote internship;
• Information about tax implications of internships occurring outside of North Carolina;
• Information about visa implications of internships undertaken by international Ph.D. students; and
• Links to information about past GSTEG awardees.

Contact
For any questions related to the online application and/or other logistical questions, please contact Amy Feistel, amy.feistel@duke.edu.

For questions about whether to pursue a GSTEG application, or to talk through specific ideas for a proposal, such as identifying a potential summer internship host and developing a proposed plan of summer internship activities, the following individuals can provide guidance:

• Melissa Bostrom, Assistant Dean, Graduate Student Professional Development, Duke Graduate School, melissa.bostrom@duke.edu (any discipline)
• Rachel Coleman, Director of Career Development & Education, Duke Career Center, rachel.coleman@duke.edu (all areas of knowledge)
• Maria Wisdom, Director of Interdisciplinary Advising and Engagement, maria.wisdom@duke.edu (humanities and interpretive social sciences)
FAQ

What are the key elements of a strong GSTEG application?

The key is to articulate how the proposed experience will enhance your training in a substantial way and why the timing makes sense for where you are in your program.

Who is available to discuss whether a GSTEG proposal makes sense for me this year, given the range of options for seeking summer funding?

As with so many questions that confront graduate students, it’s a good idea to get input from multiple sources, though the mentors and sounding boards who make sense for individuals will vary. Your professors, your program’s DGS, key staff members with expertise about professional development, and peers can all be helpful; and you will need to discuss any proposal with your faculty advisor, since that individual will need to write a letter of endorsement on your behalf.

I’m a master’s student and would like to apply for a grant to fund a research internship.

We’re sorry – grants to support internships are only available for Ph.D. students.

I’m a Ph.D. student who is intrigued by the possibility of developing a proposal for a summer internship, but don’t have a good sense of how to get started. Who might be able to help me think about possible internships linked to my course of study and research interests, and guide me in reaching out to potential hosts and conceptualizing a proposal?

Several Duke Ph.D. students have had internships. The GSTEG resource page includes links to reflections from these students, as well as some more general tips. In addition, there are several individuals who can help you think through this process, including:

- Melissa Bostrom, Assistant Dean, Graduate Student Professional Development, Duke Graduate School, melissa.bostrom@duke.edu (any discipline)
- Rachel Coleman, Director of Career Development & Education, Duke Career Center, rachel.coleman@duke.edu (all areas of knowledge)
- Maria Wisdom, Director of Interdisciplinary Advising and Engagement, maria.wisdom@duke.edu (humanities and interpretive social sciences)

I’ve heard there are pre-configured internship opportunities with organizations that have previously partnered with Duke. Where can I find out about those opportunities?

We will soon be posting a set of summer experiential learning opportunities – pre-configured fellowships, research assistantships, and internships, mostly with Duke units, but also with some
external organizations. These opportunities do not fall under GSTEG, and will have a different application mechanism.

**How much time should be planned for an internship?**

The appropriate amount of time for an internship can vary, depending on the nature of the research project(s) that you would be undertaking with your host organization and constraints related to your course of study and obligations within your program. This year, we will accept proposals for internships that have a duration of three months, two months, or six weeks, to offer flexibility as some students develop complementary activities for part of the summer.

**How should I think about the organization where I might pursue an internship?**

As you consider different hosts for a potential internship, the most important consideration in putting together a GSTEG application is how that experience will enhance your intellectual development. Ideally, you want to find a host that will offer you the opportunity to engage with research projects that both provide value to the organization and will be relevant for your course of study. It’s also crucial that the host provides you with a clear supervisor and a plan for engagement with staff, so that you have a window on organizational culture and decision-making.

Any proposed internship must comply with Duke University’s coronavirus response policies.

**What are the tax implications of doing an internship?**

Applicants for a GSTEG-supported internship should give careful thought to tax implications and other logistical challenges. Employment taxation follows the location of the individual taxed. Thus, if you receive GSTEG funding for an internship and remain a resident in North Carolina through the summer, you will be subject to North Carolina taxation regardless of the location of your internship host. By contrast, if you are currently residing outside North Carolina but still in the United States, you will be subject to taxation in that jurisdiction.

Keep in mind that Duke can only fund internships for Ph.D. students who during the term of the internship reside in North Carolina or in a U.S. jurisdiction available for Duke employment outside of North Carolina. These jurisdictions are: the District of Columbia, California, Florida, Georgia, Maryland, New York, South Carolina, Tennessee, Texas, and Virginia.

Applicants who currently reside outside of North Carolina but within the United States should note that even within these jurisdictions, there may be tax implications for income earned out-of-state, including separate withholding forms. Applicants should also consult their tax advisor with any questions.
**Why do international students who want to pursue an internship need to reach out to Duke Visa Services?**

International students need to remain in compliance with the terms of their student visas. [Duke Visa Services](#) can assist those students with fulfilling any additional requirements related to Curricular Practical Training provisions or other aspects of adhering to visa-related obligations and limitations.