ISGC Internship Checklist

Congratulations on your internship! As an ISGC Intern, you have some requirements to meet to satisfy the terms of your award.

Before your internship starts:

You will need to complete information for three different entities – ISGC, University of Idaho, and NASA. Each entity has a different system to collect different information from you.

1. **ISGC - Smartsheet –** To collect information that ISGC needs to facilitate your internship.

   - Complete the ISGC Student Participant Form

   - As part of the Participant Form, you will be asked to upload a NASA Media Release Form.

      - For "Name and Location of Event" please put "Internship at [your location]" or something similar.

2. **University of Idaho – PaymentWorks –** To collect information to process your internship stipend payments.

   - **You will receive an email from PaymentWorks requesting your W-9 and direct deposit information.** (*We will get your email address from your Student Participation Form mentioned in Step 1.)*

3. **NASA - NASA Gateway –** To collect information on your demographics and interests to help NASA understand who participates in internships – and to make you aware of new NASA opportunities that you may be interested in.

   - **NASA Gateway Registration Page:**
     https://stemgateway.nasa.gov/public/s/login/SelfRegister

      - Please register as an "Active Student"

During your internship:

Take pictures or videos! While this is not required, we would love to see and hear more about what you are doing! They can be uploaded via this Space Grant Picture Submission form.

When your award ends:

1. Complete your Internship Final Report- this must be completed within 2 weeks of the end of your internship.

2. Present a 5-Minute presentation/video in a virtual meeting with other ISGC interns and ISGC staff to provide a wrap-up of your work during your internship.

3. Upload a copy of any paper, poster, or presentation that you created during your internship here: ISGC Patent, Presentation, Publication, and Technology Transfer Report