

# Internship Budget

All IIC funded internships must have an Internship Budget submitted to the IIC by the Host Agency as part of the Internship Agreement with the corresponding funding agreement number identified on it.

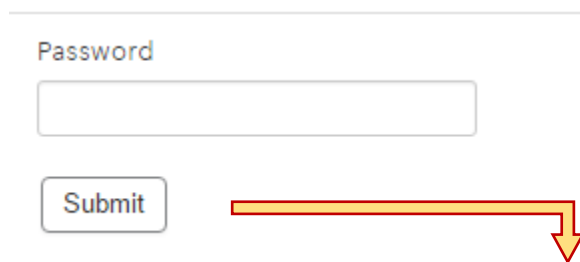
The IIC Intern budget sheet is submitted via an online form.

How to complete an IIC online budget form:

**Each intern needs to have their own agreement AND budget.**

**DO NOT COMBINE INTERNS ON AGREEMENTS OR BUDGETS!**

1. Go to: <https://www.suu.edu/siel/outdoor/iic/>
2. Click On **Forms and Tools – Partner Tools – Submit an Intern Budget**
3. Enter the four-digit password: **4421** (this is the numeric value of IIC1)



A screenshot of a web form. At the top, the word "Password" is written in a light blue font. Below it is a white rectangular input field. Underneath the input field is a button with the word "Submit" in a light blue font. To the right of the "Submit" button is a thick red arrow pointing downwards and to the right.

4. Fill in all fields. Make sure that you include the full name of the intern.
  - a. Include your intern's full legal name (first and last). Make sure that it matches the name listed on the agreement.
  - b. Include an Agency Mentor contact email. The contact email should not be your interns email address.
  - c. All budgets will be required to include an agreement manager or account title. This is how we track the funding. If you do not know the account manager or account title, please contact the IIC contact at your agency office.
  - d. Include the budget start and end date. This is the duration for this budget ONLY

\* required field

Agency*	<input type="text" value="SUU"/>
Agency Location*	<input type="text" value="IIC"/>
Intern Name*	<input type="text" value="Josh Anderson"/>
Budget Start Date*	<input type="text" value="5/1/2019"/>
Budget End Date*	<input type="text" value="8/26/2019"/>
Agreement Number*	<input type="text" value="18-PA-12345678-123"/>
Agreement Manager / Account Title*	<input type="text" value="Tayia Burge"/>
Contact Email*	<input type="text" value="joshuaanderson3@suu.edu"/>

- All National Park Service (NPS) Agencies are REQUIRED to include a project code! **Intern budgets that are submitted without a project code from the National Park Service will not be allowed to begin their internship**

Project codes are REQUIRED for all National Park Service budgets.  
*Optional for Forest Service and Bureau of Land Management.*

Project Code 1	<input type="text"/>
Date Range	<input type="text"/>
Project Code 2	<input type="text"/>
Date Range	<input type="text"/>
Project Code 3	<input type="text"/>
Date Range	<input type="text"/>

5. Select the INTERN TYPE (summer, school year, or non-student).
- a. If it is anticipated that a “Student” Intern will be working for both the summer season, and at least part of the school year, you will be required to complete two submissions. One for the summer and one for the school year
  - b. Non-students (students at other Universities, or recent graduates) only have one budget all year round.

Intern Type\*  Summer  
 School Year  
 Non-Student

6. Complete the budget portion of the budget sheet.
- a. Make sure that if you plan on your intern traveling that you include a budget for any travel here! Travel Reimbursements for interns that DO NOT have a travel budget WILL NOT be approved. You will be required to enter a total in the travel section, even if that total is 0. Do not use commas ie. 5,000.

Overhead Rate	<input type="text" value="17.5"/>
Available Funds*	<input type="text" value="5000"/>
Per Diem	<input type="text"/>
Travel*	<input type="text" value="200"/>
Hotel	<input type="text"/>
Bonus	<input type="text"/>
Training/Other	<input type="text"/>
<hr/>	
Hourly Pay*	<input type="text" value="13.5"/>
Daily Hours*	<input type="text" value="10"/>
Hours per Week*	<input type="text" value="20"/>

- Once you have completed your budget please select UPDATE. The SUBMIT button will not appear until you have updated your sheet. The projected totals will be displayed on the right after you have clicked UPDATE.

<b>BEFORE PRESSING UPDATE</b>	Available for hourly pay: \$0	Available for hourly pay: \$4800
	FICA + Medicare: \$0	FICA + Medicare: \$334.27
	Worker Compensation: \$0	Worker Compensation: \$90.86
	Unemployment: \$0	Unemployment: \$5.24
	Gross Intern Pay: \$0	Gross Intern Pay: \$4369.52
	Benefits rate: 0	Benefits rate: 0
	Total Hourly Cost: \$0	Total Hourly Cost: \$14.83
	Hours available: -	Hours available: 323.67
	Days Available: -	Days Available: 32.37
	Weeks Available: -	Weeks Available: 16.18
<input type="button" value="Update"/>	<input type="button" value="Update"/> <input style="border: 2px solid green;" type="button" value="SUBMIT BUDGET"/>	

- Utilize the days and weeks available to make sure that you have enough funding to last your intern.

Hours available: 323.67  
Days Available: 32.37  
Weeks Available: 16.18

- If you would like to test a few numbers, you can enter different amounts in each slot and click UPDATE. The totals will update each time and be displayed on the left.

Available for hourly pay: \$2350  
FICA + Medicare: \$163.73  
Worker Compensation: \$44.51  
Unemployment: \$2.57  
Gross Intern Pay: \$2140.25

Benefits rate: 1.098495  
Total Hourly Cost: \$10.98


Hours available: 214.03  
Days Available: 26.75  
Weeks Available: 10.70

7. Once you are happy with your budget sheet please UPDATE and click SUBMIT. **Your budget sheet will be automatically sent to the IIC.** Please contact the IIC Internship Coordinator to ensure you're your budget sheet was received. You should have also received a copy of the budget sheet to the contact email address listed in your budget sheet.

Hours available: 214.03  
 Days Available: 26.75  
 Weeks Available: 10.70

Contact Email\*

8. Check your email for your copy of the budget sheet. It will come from NOREPLY@SUU.EDU and be titled **SUU Intern Funding.** Please keep this for your records. Do not include it with the agreement. The IIC should have received a copy of the budget. If the IIC did not receive a copy of the budget the IIC Internship Coordinator or Partnership Director will contact, you.

SUU Intern Funding  Inbox x



SUU IIC <noreply@suu.edu>

to me ▾

<b>Intern</b>	Danny Strand	<b>Intern Type</b>	Summer
<b>Start Date</b>	1/6/2016	<b>End Date</b>	1/7/2016
<b>Agency</b>	IIC	<b>Location</b>	
<b>Agreement Number</b>	111-111	<b>Account Manager / Title</b>	Danny Strand-Crew
<b>IICIC</b>			
<b>Overhead</b>	8.0	<b>Available Funds</b>	9000
<b>Travel</b>	100	<b>Hotel</b>	
<b>Per Diem</b>		<b>Bonus</b>	
<b>Training</b>	250	<b>Daily Hours</b>	10
<b>Hourly Pay</b>	14.00		
<b>Weekly Hours</b>	40		
<b>Available for Hourly Pay</b>	9650	<b>FICA + Medicare</b>	671.99
<b>Worker Comp</b>	182.67	<b>Unemployment</b>	10.54
<b>Gross Pay</b>	8784.13	<b>Benefits Rate</b>	1.098495
<b>Hourly Cost</b>	15.38	<b>Hours Available</b>	627.44
<b>Days Available</b>	62.74	<b>Weeks Available</b>	15.69