

Internship in Research Administration

The Morgan State University Office of Research Administration (ORA) is hiring two students (undergraduate or graduate) who will complete an internship for the 2023-2024 academic year, during which they will learn the ins and outs of how university staff support grants, contracts, fellowships, and other sponsored research.

This internship is ideal for any students who are interested in research, including those planning to attend graduate school. It may also be of interest to students looking for experience in business and accounting fields. **Interns from any major are welcome. Interns are required to be US citizens or permanent residents.**

Interns will assist a team of research administrators with most pre-award (e.g., grant proposal submission) and post-award (e.g., grant administration), including reviewing essential documents, assisting with budget development, and purchase and payroll requests, and will learn about business/research policies and compliance procedures during the stages of award administration.

This internship is being supported by the National Science Foundation's Growing Research Access for Nationally Transformative Equity and Diversity (GRANTED) Program, Award #2324412. As part of this project, interested interns will have the opportunity to meet interns at UMBC and other neighboring university campuses; receive professional development training; and participate in research activities, including surveys, interviews, presentations, and publications, related to research administration internships.

Interns are expected to **work 5-10 hours per week during the fall and spring semesters** and will receive compensation of **\$1500 (less applicable taxes) at the end of each semester**, upon completion of duties. Interns will have access to office space on campus. Work will be hybrid, with some duties able to be completed remotely. Interns must have strong communication skills, be self-directed, organized, detail oriented, and have a strong work ethic.

To apply, please submit a resume and a brief cover letter.

This resource was developed as part of the project, "GRANTS MADE: Grants and Research Administration Networking and Training for Students across Maryland and Delaware's 7 Minority Serving Institutions," supported by the National Science Foundation, Awards #[2324412](#), [2324413](#), and [2324414](#).

