

UMBC Internship in Research Administration

Interns will learn about research administration – the ins and outs of how university staff support grants, contracts, fellowships, and other sponsored research. Interns will be placed in a research center or shared services center on campus that supports 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 will assist a team of research administrators with preparation of proposals for submission, including reviewing essential documents, assisting with budget development, and data input. Interns will also assist with grant transactions, such as 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 other interns at UMBC and 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 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, up 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, and detail oriented, and have a strong work ethic.

To apply, please submit a resume and a brief letter of interest.

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](#).

