

# 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.

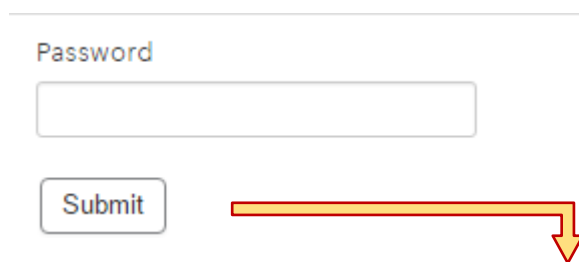
The IIC Intern budget sheet is submitted via an online form.

## 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/iic/>
2. Click On **Forms and Tools – IIC 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, orange-outlined 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 intern's 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\*

SUU

Agency Location\*

IIC

Intern Name\*

Josh Anderson

Budget Start Date\*

5/1/2019

Budget End Date\*

8/26/2019

Agreement  
Number\*

18-PA-12345678-123

Agreement  
Manager /  
Account Title\*

Tayia Burge

Contact Email\*

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).
- 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
  - 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.
- 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.
- Verify that the "Estimated Budget End Date" matches the proposed budget end date

**BEFORE PRESSING UPDATE**

Available for hourly pay: 0  
 FICA + Medicare: 0.00  
 Worker Compensation: 0.00  
 Unemployment: 0.00  
**Gross Intern Pay: 0.00**

Benefits rate: 1.098495  
 Total Hourly Cost: 0.00

Hours available:  
 Days Available:  
 Estimated Budget End Date:

Please complete all required form fields.

**AFTER PRESSING UPDATE**

Available for hourly pay: 15000  
 FICA + Medicare: 1044.45  
 Worker Compensation: 283.91  
 Unemployment: 16.38  
**Gross Intern Pay: 13652.92**

Benefits rate: 1.098495  
 Total Hourly Cost: 16.48

Hours available: 910.19  
 Days Available: 113.77  
 Estimated Budget End Date: 12/6/2022

Please complete all required form fields.

- 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: 1500  
 FICA + Medicare: 104.51  
 Worker Compensation: 28.41  
 Unemployment: 1.64  
**Gross Intern Pay: 1366.12**

Benefits rate: 1.098495  
 Total Hourly Cost: 10.98

Hours available: 136.61  
 Days Available: 17.08  
 Estimated Budget End Date: 7/23/2022

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 Supervisor 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: 136.61

Days Available: 17.08

Contact Email\*

joshuaanderson3@suu.edu

Estimated Budget End Date: 7/23/2022

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 Supervisor or Operations Manager will contact, you.

Intern	John	Intern Type	Summer
Budget Start Date	2022-07-01	Budget End Date	2022-08-31
Agency	NPS	Location	Zion
Agreement Number	ACP182452	Account Manager / Title	Jane Doe
Mentor Name	Bob	Mentor Email	<a href="mailto:bobjohn@nps.gov">bobjohn@nps.gov</a>
<hr/>			
Project Code 1	NPS2122	Date Range	
<hr/>			
Overhead		Total Intern Funding	
Travel	0	Hotel	
Per Diem		Bonus	
Training/Equipment/Uniform			
Hourly Pay	10	Daily Hours	8
Weekly Hours	40		
Available for Hourly Pay	1500	FICA + Medicare	104.51
Worker Comp	28.41	Unemployment	1.64
Gross Pay	1366.12	Benefits Rate	1.098495
Hourly Cost	10.98	Hours Available	136.61
Days Available	17.08	Estimated Budget End Date	7/23/2022