

Internship Challenge: Instructions for Approved Host Companies

Thank you for your interest in hosting one or more interns this year! Please note that your application's approval does not guarantee your company funding through this program. Funding up to the amount specified below is only committed upon execution of an Agreement for named interns.

Your application provides you with access to both our college and high school internship programs. Our college internship program runs from **May 1, 2019 – April 30, 2020** and internships can take place at any time during this 12-month Program Year. Our high school internship program runs from **June 1, 2019 – August 31, 2019** and internships can take place at any time during this 3-month period. However, students enrolled in a Massachusetts vocational technical high school are also eligible to participate during the school year (September 1, 2019 - May 30, 2020) as part of their cooperative education experience.

To begin, please carefully read the following instructions:

Step #1: Log in to your SmartSimple Account by visiting <http://mlsc.smartsimple.com> and open your approved application. The first tab of the application will display the listing of college internship applicants (the second tab is for high school interns) you have hired or requested to extend an offer to. The database of intern applications can be accessed by clicking on the "Search for Interns" button (see the second tab for a separate database of high school applicants). All of the currently active intern applications will appear under the search criteria. You can filter the list of applications by entering a keyword and/or using the provided search criteria.

Step #2: If you find candidates that you would like to reach out to, contact them directly using the information they provided. Inform them that you are participating in the MLSC program and describe your company and the internship opportunity. If there is mutual interest, proceed to arrange for and conduct an interview.

Step #3: Once you have decided to extend an offer to a candidate, you must first click the "**Request Offer**" button to the left of the candidate's name in the database. Your application will display a listing of all intern candidates you have requested approval to extend offers to, along with the status of each request. MLSC staff will then approve the requests or contact you about why one was not approved.

Step #4: Once approved, their status will change from "**Offer Requested**" to "**Offer Approved.**" You can then proceed to extend the formal offer letter to the candidate.

Step #5: If and when the offer is accepted, you **MUST** log back in to your application and change the status of the candidate to "**Hired.**" You can also change the status to "Not Hired" if the offer is declined by the candidate at any time. You will then be prompted to upload the offer letter (signed by both the company and the intern) which includes the starting date, projected end date, explicit mention of the employment being an internship, and the pay rate. You will also be prompted to upload the signed Intern Sponsorship Agreement (one Agreement for all interns). The download link for this Agreement will be emailed to you and posted inside your application. Should another intern be hired at a later date, an Amendment to the Agreement will be required (template provided by MLSC). Fully-executed Agreements/Amendments can be sent to you via email upon request.

Step #6: Reimbursement is provided as one electronic fund transfer at the conclusion of the internship(s). Please submit all required paperwork (see below) only once the internship(s) is/are completed and final paycheck(s) has/have been issued. Reimbursements are capped at \$8,160 per intern (\$2,880 for high school interns), and the maximum reimbursable pay rate is \$17 per hour (\$12/hour for high school interns). Companies are welcome to pay more or less, but can only request reimbursement based on this rate. When ready to request reimbursement, please email internship@masslifesciences.com the following:

1. Reimbursement Summary Form (use the Excel spreadsheet provided by MLSC)
2. Proof of payment (payroll documentation, copies of checks, etc.)
3. W-9 tax form for company (if not submitted previously or if the company address/name has changed)
4. Electronic Fund Transfer (EFT) Authorization Form (if not submitted previously). This form can be downloaded here: www.masslifesciences.com/wp-content/uploads/MLSC-EFT-Authorization-Form.docx

For more details regarding documentation required for reimbursement, please review the Company Document Checklist available on the program's web page: www.masslifesciences.com/programs/internship/

PLEASE NOTE:

- There is a limit of two college interns and two high school interns per company per Program Year for which stipends are reimbursable, however, we welcome and encourage additional intern selections that would be funded at the company's expense.
 - As part of our commitment to increase the number of community college students selected, we are offering companies the option to hire up to two additional subsidized college interns from 2-year/community colleges.
 - Furthermore, companies that convert their interns to full time employees are eligible for an additional intern (one for each employee hired) in the same Program Year.
- Companies are required to employ interns as W-2 employees of the company, not as contractors or subcontractors, for compensation purposes.
- Multiple companies that are 'Related Parties' can participate, however will be limited to the funding available for ONE company. Related Party Companies are defined as companies having common ownership and/or management personnel (including but not limited to the Chief Executive Officer, Chief Financial Officer, or Chief Operating Officer). Related Party Companies are also considered to be related if at any time one company has the ability to Control (as defined below) the other company or exercise influence over the other company in making financial and/or operating decisions. Control is defined as:
 1. ownership, directly or indirectly, of more than one half of the voting power of a company; or
 2. control of the composition of the board of directors, or other governing body of a company; or
 3. a substantial interest in voting power and the power to direct the financial and/or operating policies of the company.

- Companies cannot hire an intern who is the spouse, child, grandchild, sibling, niece, nephew, cousin or spouse of a child, grandchild, sibling, niece, nephew, or cousin of ANY employee of the company. Interns cannot participate in more than one subsidized internship in the same Program Year.
- Interns cannot participate in more than two subsidized internships (over two Program Years) with the same company.

Thank you again for helping us in our mission to strengthen the Massachusetts life sciences workforce by offering to provide a meaningful hands-on learning experience for our students!