



**INSTRUCTIONS FOR HOST ORGANIZATIONS:
HOW TO CREATE AN ACCOUNT AND COMPLETE AN APPLICATION**

1. Go to the [MLSC website](#).
2. Click on **Internship Host Organization Registration**.

https://mlsc.smartsimple.com/s_Login.jsp



Welcome to the MLSC Application System

New User Account Registration

- Grant Programs
- Tax Incentive Programs

Applicant Registration

Investor Registration

- Internship Programs

Intern Applicant Registration

Internship Host Organization Registration

Login


Email
 Password

Log In

[Forgot Password?](#)

Email smartsimple@masslifesciences.com for technical assistance.

3. If your organization does not have a profile, click where it is circled in red to create one.

 Internship Company Representative Registration

i **Instructions**
Complete the fields below. All fields marked with an asterisk (*) are required fields.
If you are a returning user, [click here](#) to login.

Company Information

* **Name**


i Can't find your company? Click [here](#) to add your company and create your profile.

Contact Information

* **First Name**


* **Last Name**

* **Email Address**

I'm not a robot  reCAPTCHA
Privacy - Terms

Submit

4. Add your organization's name, your first and last name and your email address. Click on **“Submit”**. You will see a message stating that your registration is complete.

 Internship Company Representative Registration

i Instructions

Complete the fields below. All fields marked with an asterisk (*) are required fields.
If you are a returning user, [click here](#) to login.

Company Information


* Name

Contact Information

* First Name

* Last Name

* Email Address

I'm not a robot  reCAPTCHA
Privacy - Terms

Submit

Registration Complete

Thank you for registering.

Your username and password will be emailed to you. [Click here](#) to login.

5. You will receive an email to set up your password. Once you have created your new password, return to the MLSC log-in page. Enter your email and password to log-in.

https://mlsc.smartsimple.com/s_Login.jsp

Welcome to the MLSC Application System

New User Account Registration

- Grant Programs
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- Internship Programs

Intern Applicant Registration

Internship Host Organization Registration

Login

 Email Password

Log In

[Forgot Password?](#)

Email smartsimple@masslifesciences.com for technical assistance.

6. You will see the following screen. Scroll down to “**Internship Host Organization Applications**” and find “**2025-26 Internship Company Application**” (1). If you cannot click on the **[+]** button and you see the message “**Please complete your profile to begin a new application**” (2). Click on “**My Profile**” in the upper right corner of the page (3).



"My Profile" in the upper right corner of the page).

UPDATE as of 10.18.24: All funding allocated for these programs has been committed, and we are no longer able to approve any additional subsidized interns at this time. If you are interested, we can place your organization on a waiting list should additional funds become available. We are closely monitoring incoming reimbursement requests from organizations that hosted interns in the summer/fall to determine the amount of funding not used. These excess funds will then be used to reimburse organizations on the waitlist. You are welcome to still hire interns with the understanding that the internships may not be subsidized by MLSC.

2025-26 Internship Company Application ¹

*This application is for internships taking place during the period **May 1, 2025 - April 30, 2026.***

This program connects employers with students and recent graduates considering career opportunities in the life sciences, and enables small organizations (100 or fewer employees) and research institutions to hire paid interns by reimbursing them for wages of up to \$9,600 (based on \$20/hour for 12 weeks/480 hours) for each college intern and up to \$4,080 (based on \$17/hour for 6 weeks/240 hours) for each high school intern. This application also provides access to the Data Science Internship Program, which subsidizes advanced data science internships for Bachelor's, Master's, and Doctoral levels at \$20, \$25, and \$30 per hour respectively for up to 4 months (640 hours). Data Science Internship positions and interns require MLSC pre-approval. Please ensure that all interns are selected in this application (and confirmed as "Hired") prior to their actual start date and that the Agreement is signed and uploaded soon after. There is no application deadline since placements are rolling, though **funding is only available to employers on a first-come first-served basis**. All applications for this round will expire at the end of the Program Year.

Please complete your profile to begin a new application (click on "My Profile" in the upper right corner of the page).

* City:

* State:

* Country:

* Zip Code:

* Information Confirmation: I agree that the above profile information is accurate and up to date.

Save Draft

Complete Profile

- Complete all of the required information to finalize your profile and click on “**Complete Profile**”. Click on “**Home**”.



Debbie Q

My PIN: 3587 7864 S777 E896 AXXX X ?


Profile Status: Incomplete

* First Name: Middle Initial: * Last Name: * Email Address: ?* Primary Phone Number: Phone Extension: * Title: ?* Organization (Company / Institution / School): DQ Test ?* Address: * City: * State: * Country: * Zip Code: * Information Confirmation: I agree that the above profile information is accurate and up to date.

Save Draft

Complete Profile

8. Scroll down and click on the **[+]** sign next to **'2025-26 Internship Company Application'** to access your application.

Internship Host Organization Applications + 

Please click on the **[H]** button to begin a new application. You can save your application at any time and continue it later. To edit/update your application, click on its listing below under "My Applications: Internship Company Applications." Should you have any technical difficulties completing this application, please email smartsimple@masslifesciences.com

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2024-25 Internship Company Application

*This application is for internships taking place during the period **May 1, 2024 - April 30, 2025**. There is no application deadline. Applications will automatically deactivate in April 2025.*

This program connects employers with students and recent graduates considering career opportunities in the life sciences, and enables small organizations (100 or fewer employees) and research institutions to hire paid interns by reimbursing them for wages of up to \$9,600 (based on \$20/hour for 12 weeks) for each college intern and up to \$4,080 (based on up to \$17/hour for 6 weeks) for each high school intern. This application also provides access to the Data Science Internship Program, which subsidizes advanced data science internships for Bachelor's, Master's, and Doctoral levels at \$20, \$25, and \$40 per hour respectively for up to 6 months. Data Science Internship positions and interns require MLSC pre-approval. Please ensure that all interns are selected in this application (and confirmed as "Hired") prior to their actual start date and that the Agreement is signed and uploaded soon after. +

UPDATE as of 10.18.24: All funding allocated for these programs has been committed, and we are no longer able to approve any additional subsidized interns at this time. If you are interested, we can place your organization on a waiting list should additional funds become available. We are closely monitoring incoming reimbursement requests from organizations that hosted interns in the summer/fall to determine the amount of funding not used. These excess funds will then be used to reimburse organizations on the waitlist. You are welcome to still hire interns with the understanding that the internships may not be subsidized by MLSC.

2025-26 Internship Company Application




*This application is for internships taking place during the period **May 1, 2025 - April 30, 2026**.*

This program connects employers with students and recent graduates considering career opportunities in the life sciences, and enables small organizations (100 or fewer employees) and research institutions to hire paid interns by reimbursing them for wages of up to \$9,600 (based on \$20/hour for 12 weeks/480 hours) for each college intern and up to \$4,080 (based on \$17/hour for 6 weeks/240 hours) for each high school intern. This application also provides access to the Data Science Internship Program, which subsidizes advanced data science internships for Bachelor's, Master's, and Doctoral levels at \$20, \$25, and \$30 per hour respectively for up to 4 months (640 hours). Data Science Internship positions and interns require MLSC pre-approval. Please ensure that all interns are selected in this application (and confirmed as "Hired") prior to their actual start date and that the Agreement is signed and uploaded soon after. There is no application deadline since placements are rolling, though **funding is only available to employers on a first-come first-served basis**. All applications for this round will expire at the end of the Program Year. +

My Applications +

9. Complete the Eligibility Questionnaire and click on **"Submit"**.

Massachusetts
LIFE SCIENCES CENTER[®]

Home My Profile   

New Eligibility Questionnaire > ⓘ

Host organizations are required to apply each Program Year. To be eligible for reimbursement, organizations must meet the following requirements:

1. Must be located in Massachusetts and internship(s) must take place in Massachusetts. Companies are required to be registered to do business in Massachusetts and must submit Certificates of Good Standing from both the MA Department of Revenue and the MA Secretary of the Commonwealth (research institutions and other non-profit organizations are not). All organizations will need to provide MLSC with a signed copy of their Form W-9.
2. Must be small businesses (100 or fewer employees in MA and no more than 250 employees worldwide) in order to qualify for reimbursement. This requirement is not applicable to research institutions.
3. Must be a "life sciences" organization that provides services to the life sciences industry. "Life sciences" is defined as: "advanced and applied sciences that expand the understanding of human physiology and have the potential to lead to medical advances or therapeutic applications," – Massachusetts General Laws (MGL), ch. 23I, sec. 2.

Please answer the following questions truthfully to determine if your organization is eligible for this program.

Is your organization located in Massachusetts AND will the internship(s) take place in Massachusetts? Interns can work remotely for some but not all of the internship.

Yes
 No

Is your organization engaged in "life sciences" (defined as: "advanced and applied sciences that expand the understanding of human physiology and have the potential to lead to medical advances or therapeutic applications," – MGL, ch. 23I, sec. 2)?

Yes
 No

Does your organization have 100 or less employees (FTEs) in Massachusetts and no more than 250 employees globally? This requirement is not applicable to research institutions.

Yes
 No
 N/A (Research Institution)

Submit

10. Click on “Proceed”.

Based on your responses, your organization is eligible for this program and can proceed with the application. However, MISC staff will review your application once it is submitted to officially determine eligibility.
Please press 'Proceed' to begin.

[Proceed](#)

11. Complete all fields in the application form. If you need to stop at any time during the application process, do not forget to click on “Save Draft”. Click on “Next”.

Internship Company IComp2025-6410

[>](#)  [Download Application PDF](#)

ORGANIZATION INFORMATION ORGANIZATION DOCUMENTS INTERNSHIP POSITIONS DISCLAIMER

Organization Name: Internship DQ Test

*** Organization Type**

- Company
- Research Institution (Academic/Hospital)
- Incubator
- Non-Profit Organization
- Trade Association

*** Official MA Business Address:** *** City:** *** State:** *** Zip Code:** **Internship Location (if different from the official business address entered above):**


Please enter the full address, including street and city, of the site where the intern(s) will be working (if different from the address above). Intern(s) must work under supervision at a commercial, non-residential, official place of business.

If your intern(s) will be working remotely for any period of time, please specify below. **Interns cannot work remotely for the full duration of the internship.**

Primary Contact[Withdraw Application](#)[Save Draft](#)[NEXT >](#)[Submit Application](#)


12. If you would like more than one individual to access this account, you must add them as a **“Co-Applicant”**. Click on **“Next”**.

Internship Company IComp2025-6428


[ORGANIZATION INFORMATION](#) [ORGANIZATION DOCUMENTS](#) [INTERNSHIP POSITIONS](#) [DISCLAIMER](#)[Co-Applicants](#)[Co-Applicant Instructions](#) 

The following fields will allow you to invite another individual to access and edit this application. Co-applicants will have access to all questions and answers provided in the application. To assign a co-applicant, the individual must first register in the SmartSimple system and will be assigned a pin. Once registered, they will be able to provide you their pin to add to this application. Co-applicants can include consultants, colleagues, authorized signatories, etc.

Assign Organization Co-Applicants

 If there are individuals within your organization that you would like to access this application please add them below. These individuals will need to have registered in the system under the same organization as the primary applicant. Under the role drop-down, co-applicants can either have full edit or view only access.

**Assign Co-Applicant by PIN**

 If there are individuals outside of your organization that you would like to access this application, please add them below. You will require a PIN for each contact added. If they are a

[NEXT >](#)[Withdraw Application](#)[Save Draft](#)[Submit Application](#)

13. Upload your organization’s documents (**Certificates of Good Standing, W-9 and EFT Authorization Form**). Please upload the most current version of the documents. Click on “**Next**”.

Massachusetts LIFE SCIENCES CENTER

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Internship Company IComp2025-6428

ORGANIZATION INFORMATION ORGANIZATION DOCUMENTS INTERNSHIP POSITIONS DISCLAIMER

Secretary of the Commonwealth Certificate of Good Standing

Upload a PDF of your company's Certificate of Good Standing from the MA Secretary of the Commonwealth. If you need to request a certificate, please visit their [website](#).

Upload

Department of Revenue Certificate of Good Standing

Upload a PDF of your company's Certificate of Good Standing from the MA Department of Revenue. If you need to request a certificate, please visit their [website](#).

Upload

W-9 Form

If not recently provided to MLSC, please upload a PDF of your organization's W-9 Form (recently dated with current address). The template for the latest version posted by the IRS can be downloaded [here](#).

Upload

EFT Authorization Form

All payments will be made via ACH. In order for MLSC to deposit the funds into your bank account, please upload the [EFT Authorization Form](#). Please also submit this form along with your reimbursement request so that we can confirm we have the most recent information in our system.

Upload

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Withdraw Application Save Draft Submit Application

NEXT >

14. Select the types of interns you intend to hire (college students, data science interns, or high school students). Provide a **clear and detailed description** of your interns' responsibilities and their projects. Click on “**Next**”.

Massachusetts LIFE SCIENCES CENTER

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Internship Company IComp2025-6433

ORGANIZATION INFORMATION ORGANIZATION DOCUMENTS **INTERNSHIP POSITIONS** DISCLAIMER

Internship Challenge (for Associate's, Bachelor's, and Master's students/recent graduates)

Data Science Internship Program (for Bachelor's, Master's, and PhD/post-doc)

High School Apprenticeship Challenge (for eligible high school students/recent graduates ages 16+)

* Description of Internship Challenge (college intern) Position(s)

Provide a brief overview of the college level internship position(s) you are looking to fill. This information will not be posted publicly, but rather used to help us determine eligibility and inform us of the skills you are seeking in order to target our outreach.

xxx

* Description of Data Science Internship Position

Provide a brief overview of the data science internship you are offering and identify any technical skills the position requires. This information will not be posted publicly, but rather used to help us determine eligibility and inform us of the skills you are seeking in order to target our outreach.

xxx

* Description of High School Internship Position(s)

Provide a brief overview of the high school level internship position(s) you are looking to fill. This information will not be posted publicly, but rather used to help us determine eligibility and inform us of the skills you are seeking in order to target our outreach.

xxx

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Withdraw Application Save Draft **NEXT >** Submit Application

15. Check the Disclaimer box, add your name, and click on “**Submit Application**”.

Internship Company IComp2025-6410

Download Application PDF

ORGANIZATION INFORMATION ORGANIZATION DOCUMENTS INTERNSHIP POSITIONS **DISCLAIMER**

Specific Prohibited Uses
The Internship application database may be used only for lawful purposes by individuals representing organizations authorized by the Massachusetts Life Sciences Center (MLSC) to review applications submitted by internship candidates. MLSC specifically prohibits any other use of the Internship database, and all users agree not to do any of the following: (a) post internships, jobs or content on any MLSC site that contain hyperlinks, hidden keywords or keywords that are irrelevant to the internship or are otherwise misleading; (b) post internships or jobs that do not relate to life sciences; (c) use the MLSC Internship database and website for any purpose other than as a life sciences employer seeking interns, including but not limited to using the information in the MLSC database to sell or promote any products or services; or (d) post any materials that are implicitly or explicitly offensive, such as content that engages in, endorses or promotes racism, bigotry, discrimination, hatred or physical harm of any kind against any group or individual.

Host Organizations
MLSC does not represent or guarantee the truthfulness, accuracy, or reliability of applications posted by students. You, as a prospective host organization, acknowledge that any reliance on material posted by student applicants will be at your own risk.

MLSC's Liability
The Internship database acts as a venue for intern candidates to submit information for possible matches with life sciences employers. MLSC does not screen or censor the listings, including resumes and cover letters posted. MLSC is not involved in the actual transaction between employers and candidates. As a result, MLSC has no control over the quality truth or accuracy of the resumes posted, the ability of prospective employers to offer internship opportunities to candidates or the ability of candidates to fill internship openings and MLSC makes no representations about any internships or resumes on the Internship database website. While MLSC reserves the right in its sole discretion to remove applications, resumes or other material from the Internship database from time to time, MLSC does not assume any obligation to do so and disclaims any liability for failing to take any such action. MLSC is not to be considered to be an employer with respect to a student's or a host organization's use of any MLSC website and MLSC shall not be responsible for any decisions, for whatever reason, made by any host organization desiring to mentor an intern whose application is posted on the MLSC's website. MLSC cannot guarantee and does not promise any specific results from use of the Internship database or any MLSC website. No advice or information, whether oral or written, obtained by a student or host organization from MLSC or through or from the Internship database or any other MLSC site shall create any implied or express warranty. In no event shall MLSC be liable for any damages whatsoever resulting from the use of this site, or for any harm to interns resulting from posting information on the MLSC's site or from participating in the MLSC's Internship program, or to host institutions from reviewing applicant information or hosting an intern as part of the MLSC's Internship program.

General
MLSC makes no claims that the content of this website may be lawfully viewed or accessed outside of the United States. Access to the content of the MLSC website may not be legal by certain persons or in certain countries. If you access the Internship site from outside of the United States, you do so at your own risk and are responsible for compliance with the laws of your jurisdiction. The terms of use for this website are governed by the internal substantive laws of the Commonwealth of Massachusetts, without respect to its conflict of laws principles. Jurisdiction for any claims arising under this agreement shall lie exclusively with the state or federal courts within Boston, Massachusetts. If any provision of these terms are found to be invalid by any court having competent jurisdiction, the invalidity of such provision shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

Signature

I have read and agree to the terms and conditions of using this website, and have confirmed all of the information above is accurate

Name

If you would like to subscribe to MLSC's weekly newsletter, please check the box below. You may unsubscribe at any time.

Select to subscribe

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Withdraw Application Save Draft **Submit Application**

16. You will see the following message.

Massachusetts Life Sciences Center Application Submission Successful

Application Number: IComp2025-6410

You will automatically receive a confirmation email of the application submission. If you don't receive an email within 10 minutes, please check your spam/junk folder. To view your application, please click on the 'Home' button above to return to your home page.

17. If you need to go back to your application before finishing it, click on “Save Draft” before leaving. To continue the application, log-in and click on “Open”.

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Application in progress (scroll down to open)

My Applications

INTERNSHIP HOST ORGANIZATION APPLICATIONS (1)

PROGRAM APPLICATIONS

To open an application, simply click anywhere on the application listing below. Only "Approved" applications will have access to the intern applicant database (click on the "Search for Interns" button that will appear on the first page of your application). "Archived" applications are listed for your reference only and cannot be used to hire interns.

#	Submission Number (Program Year)	Company	Created By	Created Date	Last Updated	Status	Submission Date	
1	IComp2025-6410	Internship DQ Test	Debbie Q	01/06/2025 04:49PM	01/06/2025 05:11PM	Submitted	01/06/2025	Open