

## STEM Internship Program FAQ

### **1. If my company applied for the Iowa Student Internship Program (Targeted Industries), can we also apply for the STEM internship Program?**

No, if you applied and were awarded funding through either the Iowa Student Internship Program or the STEM Internship Program, you are not eligible to apply. Companies may only use one program per fiscal year (July 1 - June 30).

Evaluate the program that best suits your needs. If your company plans to have only three interns during a fiscal year and will likely not exceed the \$3,100 reimbursement for that program, apply for the Iowa Student Internship Program rather than the STEM Internship Program. ([See Iowa Student Internship Program Eligibility](#))

### **2. If my company is based outside of Iowa, but we have a few interns working in the state, can we apply?**

No. Your company must have a significant presence in Iowa. If you are based outside of Iowa, contact [internships@iowaeda.com](mailto:internships@iowaeda.com) to assess the situation.

### **3. Are students eligible to apply?**

No. Students are ineligible applicants. Iowa employers must apply for reimbursement funding through the STEM Internship Program. The Iowa Economic Development Authority (IEDA) currently does not have capacity to directly connect students with employers or vice versa.

### **4. What students are eligible to participate in the STEM Internship Program?**

Interns must be a currently registered student at an Iowa Regent university, private college or community college and within one to two years of graduation. (This typically means junior or senior status for a four-year institution. Community college students need to be enrolled in their first or second year.)

### **5. Is a student that attends an out-of-state school eligible for the STEM Internship Program?**

Yes, but ONLY if they graduated from an Iowa high school.

### **6. Where can I find a list of eligible majors?**

The eligible majors list can be found in the Resources section at [iowaeda.com/grown/stem-internships/](http://iowaeda.com/grown/stem-internships/).

### **7. Can I hire a graduate student?**

Yes, as long as they are scheduled to graduate within one to two years.

### **8. Can the same intern participate in more than one internship period? (i.e. fall and spring)**

Yes, you can employ the same intern; however, it will be considered two separate internship periods and counted as two separate awards.

**9. If an internship began prior to receipt of our company's award, can we be reimbursed for that time?**

No. You are only eligible for reimbursement starting on or after your program award date.

**10. How many hours do interns need to work to be eligible for reimbursement?**

Semester interns must work a minimum of 140 hours.  
Summer interns must work a minimum of 240 hours.

**11. What if our wage rate is lower than the \$14.50/hr. minimum?**

The IEDA will only provide reimbursement for intern wages at or above \$14.50/hr.

**12. Will the company be reimbursed for the full amount of the intern's wages?**

No. The amount of the reimbursement will be calculated to result in an equal share of the cost being borne by the employer and IEDA, as awarded on a matching basis.

**13. What is the maximum award amount our company can receive for reimbursement per fiscal year?**

The maximum amount any one company can receive is an award of up to \$50,000 per fiscal year and no more than \$5,000 per internship. Your company will apply for a certain number of internships and be awarded an amount based off of wage rates and total number of interns. Reimbursement will be based on actual payroll processed and submitted.

**14. What does my company need to complete for reimbursement?**

**Online application**

- a. Internship job descriptions, wage rates, number of work hours per week and number of weeks worked
- b. Affidavit (filled out, signed, notarized and stamped)
  - Applications will be processed in the date/time order received by IEDA

**After the application is reviewed and the company receives an award notification from IEDA, the company will submit these documents to IEDA's reimbursement contact, [internships@iowaeda.com](mailto:internships@iowaeda.com).**

- a. Executed contract
- b. Intern selected form (To be turned in by employer after funding is awarded. Intern will submit Internship Placement electronically and must have supervisor's approval)
- c. Payroll report, earnings summary or similar payroll documentation for each intern which identifies total weeks worked, gross wages and hourly wage
- d. Solid and hazardous waste reduction information
- e. Signed and dated GAX (reimbursement) form provided by IEDA
- f. Company's W-9 form
- g. Final Manager and Intern reports through the electronic system

**To Learn More:**

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