



STEM Internship Program FAQ

Award & Program Information

What is the maximum award our company can receive for reimbursement per fiscal year?

- The maximum amount any one company may be awarded is \$50,000 per fiscal year and no more than \$5,000 per internship per work term. Applications will be reviewed in the order received. IWD will attempt to award as many eligible internships as funding allows. Reimbursement will be based on the intern's total gross wages worked for the work term.

When do applications open?

- Applications for STEM internship grant award on July 1st each year. Instructions on how to complete the STEM internship grant application will be available on the IWD Internship Portal - <https://internships-iwd-csm.symplicity.com/employers>

What are the internship work terms and dates?

- Fall- August 1-December 31
- Spring- January 1-May 31
- Summer- May 1-August 31

We were unable to hire interns for the current work term. Can we utilize our award in next work term?

- If employers are unable to hire interns during a work term, employers may be able to use their awards in subsequent work terms provided it is within the same fiscal year and receive approval from IWD.
 - For example, Employer A was awarded 3 Fall 2024 internships for FY25 but is unable to secure 3 eligible fall interns. Employer A may be able to use their award for 3 internships during the Spring 2025 work term upon approval from IWD. Spring 2025 is part of the FY25 award.
 - Employer B is awarded 5 Summer 2025 internships for FY25 but is unable to secure 5 eligible summer interns. Employer B will not be able to use their award for 5 internships during the following Fall 2025 work term

because it's after the grant award period for the current fiscal year's award. Fall 2025 is part of the FY26 award.

We weren't able to hire an intern for one of our approved internship positions, but we did hire an intern for a different internship position. Can we use our grant award for this intern?

- Employers wishing to add an internship position to Exhibit B of their executed grant agreement will need to review the STEM Internship Program eligibility requirements and provide the job description to IWD for approval.

Applicants & Eligibility

If my company has applied for the Innovative Businesses Internship Program (formerly the Targeted Industries Internship Program), can we also apply for the STEM Internship Program?

- No, if you have applied and been awarded funding through either the Innovative Businesses Internship Program or the STEM Internship Program, you are not eligible to apply to the second internship program. 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 Innovative Businesses Internship Program rather than the STEM Internship Program.

***Due to legislative changes the Innovative Businesses Internship Program has not been funded for FY26. ***

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 your company is based outside of Iowa, please contact internships@iwd.iowa.gov to discuss eligibility requirements.

Are students eligible to apply for this program?

- No. IWD's internship grant programs are for employers seeking assistance to host student interns/internships. Students interested in applying for internships can search for internship opportunities in IowaWorks-
<https://www.iowaworks.gov/vosnet/Default.aspx>.
- Employers are encouraged to post open internship opportunities in IowaWORKS and reach out to IWD's Business Engagement Division at <https://workforce.iowa.gov/employers/iwd-business> to discuss IWD's one-stop shop of employer services.

What students are eligible to participate in the STEM Internship Program?

- Eligible interns should meet all the following eligibility criteria:
 - Employed/hired for an internship by the awardee at an Iowa location
 - Currently registered undergraduate or graduate student at an Iowa community college, private college, or regent university or
 - Graduated from an Iowa high school if attending an institution of higher learning outside of Iowa.
 - Within 1-2 years of graduation (student is typically a junior or senior classification)
 - Has a declared major in a STEM field
 - STEM field includes all majors listed on the ACT-defined STEM majors and occupations by area list.

Would a student who attends an out-of-state school eligible for the STEM Internship Program?

- Yes, but only if the student has graduated from an Iowa high school. For example, a student attending the University of Minnesota would be considered eligible if he/she graduated from Ames High School in Ames, Iowa and is home for the summer seeking an internship (and meets all other intern eligibility criteria).

Can I hire a graduate student?

- Yes, as long as they are within 1-2 years of graduation.

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

- Yes, you can employ the same intern, however, it will be considered two separate internship periods and counted as two separate reimbursements.
- A new Intern Selected Form, internship placement form, and reimbursement documentation is required for each work term.

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.

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

Please refer to the program requirements outlined in <https://www.legis.iowa.gov/docs/iac/chapter/871.75.pdf> or on the STEM Internship Program website.

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

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

- Per the Iowa Administrative Code STEM Internship Program 871.75.4(2), employers are to pay students hired as interns an hourly wage that is at least twice the minimum wage or higher (\$14.50/hr or above).

Grant Application/Applying for a Grant Award

When can I apply for a grant award?

- The application period opens annually on July 1st. If a program is not funded for the fiscal year, an announcement will be made on IWD's website.

Where do I submit the STEM Internship Program grant application?

- Grant applications are completed and submitted in the IWD Internship Portal. Employers will need to have an employer account/profile in the IWD Internship Portal before they are able to complete the grant application. Returning employers will simply sign into their employer accounts and complete the grant application in their existing profile. <https://internships-iwd-csm.symlicity.com/employers>

What is the grant application scoring criteria?

- As outlined in the Iowa Administrative Code 871.75, grant applications will be scored based on the following criteria. Applications must receive a minimum score of 65 out of a possible 100 points and meet all other eligibility criteria to be considered for funding (IAC 871.75).
 - **Substantive STEM Internship Opportunity-** The extent to which the student is involved in a substantive experience closely related to the student's STEM field of study.
30 points.
 - **Employer's Anticipated Workforce Needs & Prospective Employment-** The quality and sufficiency of the explanation of the employer's anticipated workforce needs and of the student's potential for prospective employment with the employer or another Iowa employer following graduation.
30 points.
 - **Internship Job Duties** - The extent to which the internship duties require independent judgment, creativity, and intelligence to complete and contribute to the employer's goals or processes.
10 points

- **Intern Skill Development & Impact** - The extent to which the internship will have a positive impact on the student's skills, knowledge and abilities.
10 points
- **Compensation** - The extent to which the internship pays more than twice the minimum wage.
10 points
- **Intern Applications**- Whether applications will be accepted by the employer from more than one private college, university or community college.
5 points.
- **Internship Program/Grant Management & Capacity** - Whether the application establishes that all relevant internship considerations, including necessary funding, have been addressed by the employer in advance.
5 points

What should I prepare prior to submitting a grant application?

- Employers are encouraged to prepare the following items prior to completing the grant application.
 - W9 & Company Information- You will be required to update your Employer Profile in the IWD Internship Portal as part of the grant application.
 - Signed and Notarized Affidavit- You will be required to submit a completed affidavit as part of the grant application. *Template available in the Resource Library an on the STEM Internship IWD website-
<https://workforce.iowa.gov/employers/build/training/stem-internships>
 - Solid Hazardous Waste Reduction Plan
 - Internship Job Openings/Job Descriptions for Fall, Spring, Summer work terms

Resources & References

Where can I find a list of eligible STEM majors?

- The eligible majors list can be found in the Resources section at <https://workforce.iowa.gov/employers/build/training/stem-internships> and in the IWD Internship Portal under **My Account > Resource Library**.

My interns are having trouble logging into the IWD Internship Portal. What do they need to do?

- Please see the **IWD Internship Portal-Student Account Registration- Internship Placement Guide** under **My Account > Resource Library** in IWD's internship portal.

Reimbursements

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 IWD, as awarded on a matching basis- see STEM Internship Program 871.75.4(4).

I noticed the contract date ends on June 30th, but our summer internships typically run through the end of August. Will our summer internships be reimbursed if they end after this date?

- Yes. The State of Iowa operates on a fiscal year of July 1- June 30, so the contract date will reflect the fiscal year the grant was awarded in. The internship work terms are based on the calendar year. Work terms are listed in the Award and Program Information section above.

What documentation does my company submit for reimbursement?

- Signed grant agreement for the current fiscal year
- Intern Selected Form for the specified work term
- Internship Placement Form for the specified work term
 - The intern will complete the Internship Placement form electronically via the IWD internship portal. The company will then review and approve the internship placement.
- Payroll report, earnings summary, or similar payroll documentation for each intern showing total hours worked, gross wages (including OT), and hourly wage for the specified work term.
 - *Supporting documentation should be generated from the company's payroll system. Excel spreadsheets and/or Word docs are typically not acceptable payroll documentation.*
 - *Contact the STEM Internship Program Coordinator if you have questions regarding reimbursement documentation.*
- Solid and hazardous waste reduction information
- Company's W-9 form
- Final Employer Evaluations – completed by the intern's supervisor and submitted through the IWD internship portal.
- Intern Program Evaluations- completed by the intern and submitted through the IWD internship portal.

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