COVID-19 & Summer Funding Opportunities

**As the COVID-19 situation is continually evolving, we encourage you
to still submit your applications for available awards.**

In order to support our students, Clark-sponsored opportunity funding for off-campus summer projects, research and internships is still available. The Career Connections Center, in partnership with the Provost, has developed the following update of deadlines and procedures to reflect the changing availability of these opportunities due to COVID-19.

Visit the [funding web page](https://www.clarku.edu/offices/career-connections-center/gain-experience/opportunity-funding/) for the most up to date information and further details.

To make a virtual appointment to discuss your funding proposal, click [this link](https://calendly.com/toarmstrong).

**CANCELLED OPPORTUNITIES**

* On-campus Faculty-sponsored summer research experiences—application and participation—are currently suspended pending how the COVID-19 pandemic evolves. If conditions allow and we can open these experiences up, we will do so. For now, however, we are not taking applications.
* All international travel. At this time, applications for international projects, internships or research will not be accepted.
* The Edwin A. Weiller Summer Fellowship Award, which was meant to begin this year, will not be offered until 2021. No applications will be accepted.

**UPCOMING DEADLINES**

*Atupem, Barth, ClarkCONNECT, Goulandris, Harrington, History, LEEP, and Walker Awards*

* These deadlines have been postponed to **Friday, May 1, 2020** at 12:00pm (noon). Please consult with each department for specific revised deadlines for other awards.
* You must submit written proof that the opportunity for which you request funding is still happening. (This might be a forwarded email or letter, etc.)
* We advise you to include alternate, remote-work plans to complete your experience, should your internship provider cancel on-site work in your application statement.

**FOR STUDENTS WHO HAVE ALREADY RECEIVED AWARDS**

* Students who have already been awarded funding for early-decision funds will need to provide documentation that their opportunity is still happening in order to receive funding.
* Alternatively, these students may submit revisions to their project that will allow them to complete their internship or project remotely. Deadline to submit revisions will be the same as the revised application deadline (no earlier than May 1, 2020).
* Due to the suspension of summer research experiences students who have already been awarded funding for these research projects must submit revisions to their project that will allow them to complete their project remotely, along with documentation of faculty-sponsor approval, in order to receive their funding as planned. Revisions may be submitted directly to the department that is providing the funding.
* Funding for research-based projects will be rescinded if students are unable to revise their research plans.

**FINDING DISBURSEMENT FOR AWARDED STUDENTS**

* [**You must SET UP DIRECT DEPOSIT with student accounts**](https://www.clarku.edu/offices/student-accounts/refund-policy/#direct-deposit)**OR**[**make sure that your REFUND ADDRESS IS ACTIVE AND ACCURATE.**](https://www.clarku.edu/offices/student-accounts/refund-policy/#paper-check)  Otherwise, your funds will go to your on-campus mailbox, which you may or may not be able to access.
* Funds will be disbursed around June 1, 2020, as usual.
* As this is a rapidly changing situation, you may be required to submit one last verification between May 25-29, 2020 to confirm that your opportunity is still taking place in order to receive funds. Documentation may be submitted directly to the department that is providing the funding.

**PROJECT COMPLETION DEADLINES**

* Please put your project or internship deadline(s) into your proposal. This is the date that any planned deliverables (papers, projects, presentations, etc.) will be due.
* Regardless of those deadlines, all students receiving funding **must participate** in either Fall Fest or Academic Spree in the 2020-21 academic year.

**MAKING A CONTINGENCY PLAN**

For fullest consideration, please include a statement about your contingency plans, and what you have done to confirm that you will be able to complete the project. Consider:

* Has the organization you are interning for made a statement about whether or not they will remain open or limit staff? Who can you ask about this? What will you do if the office is closed over the summer?
* If the internship/project location is open, is it safe to travel to/from that location? [Include the most up-to-date information from the Centers for Disease Control (CDC) in your travel considerations.](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html) Also consider local, state and federal shelter-in-place requirements and travel restrictions.
* What plans for remote access have you made with your internship, lab, or faculty sponsor?
* If your project, research, or travel plans cannot move forward as planned due to COVID-19 concerns, what is your back-up plan?

**FREQUENTLY ASKED QUESTIONS**

**Can I still apply for summer funding?**

* Yes. We have extended some deadlines: Atupem, Barth, ClarkCONNECT, Goulandris, Harrington, History, LEEP, and Walker applications will be due on May 1, 2020 at noon.

**Who is eligible for summer opportunity funding?**

* Please see individual award descriptions for eligibility details.

**What if I am offered an award, but my plans will not work as expected because of COVID-19?**

* We will work with you to develop an alternative plan. If you cannot find an appropriate alternative, you will not be able to receive the funds. We will decide during May 25-29th, 2020 if you will still be able to receive the funds.

**How can I demonstrate that my plans will continue despite COVID-19?**

* We will ask you to send confirmation from your faculty sponsor or internship supervisor that you will be able to proceed with the project or internship. Only confirmation from a supervisor or sponsor will be sufficient to confirm that you will continue.

**What travel restrictions affect my on-site internship or project plans?**

* International travel: At this time, applications for international projects, internships or research will not be accepted.
* Travel within the United States: While travel within the United States is not currently prohibited, please exercise good judgment when planning travel as part of your summer 2020 plans. Consider:
	+ [CDC advisories](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html)
	+ Local, state and federal restrictions on travel
	+ Your exposure en route, for example in airports, train stations, metros, etc.
	+ How others might be negatively affected by your travel and increased exposure to COVID-19, for example elderly or sick members of your household, etc.
* The opportunity funding committees reserve the right to reject applications whose travel plans pose a clear and unnecessary risk of COVID-19 exposure to the applicant or others

**What advice do you have about interviewing for internships remotely?**

* See [our phone and skype interview how-to guide](https://www.clarku.edu/offices/career-connections-center/wp-content/blogs.dir/3/files/sites/74/2020/01/Phone-and-Skype-Interviews.pdf) for advice!
* Also check out Shortlist, our interview practice software, which gives immediate feedback on your video interviewing skills. Find it in the Handshake Resources section (Handshake🡪Career Center tab, top right🡪Resources tile).

**How can I modify my project or research if I need to work remotely?**

* Most importantly: communicate. Speak with your internship, lab, or research supervisor and work with your faculty sponsor to create an action plan.
* Complete readings and preliminary research from home. Use Clark’s [VPN](https://www.clarku.edu/offices/its/a-z-service-catalog/vpn/) or the Proxy Server to access electronic resources from off-campus. You may still request items from interlibrary loan, but note that you may not be able to access print items if the library is closed.
* Complete any online (or print) tasks that do not require your physical presence in the office. There may be more tasks you can do remotely than you expect. Think:
	+ Do you need any specific software or information that is only electronically available in your office?
	+ Do you need any specific equipment or physical items to complete these tasks?
	+ Does the material you are working with require a secure server or contain protected information?
* Have meetings virtually using Skype, Google Hangout, Zoom, or your mobile phone.
	+ Test all of these options in advance to make sure that they work properly and that you know how to use them.
* Modify your planned deliverables to accommodate the potential need to work from home.
* You may find ITS’s [Academic Continuity](https://www.clarku.edu/offices/its/a-z-service-catalog/academic-continuity/) and [Business Continuity](https://www.clarku.edu/offices/its/a-z-service-catalog/support-for-business-continuity/) webpages helpful for specific resources and advice.

**What are some items I should consider for my budget if I am working remotely?**

* Internet access and router set-up (get an estimate based on your location)
* Technology (laptop, keyboard/mouse, speaker/camera adaptations)
* Cell phone minutes/cell plan
* Software subscriptions (i.e., Zoom, or a software you would usually access on campus)
* Journal subscriptions (for research needs)
* Business clothes (necessary even for skype meetings!)
* Rent, utilities, food, etc. (standard items)
* Certifications and online course registration