

## Request for Proposals George Melendez Wright Climate Change Internship Program

The Climate Change Response Program (CCRP) is soliciting project proposals for the 2012 George Melendez Wright Climate Change Internship Program. All NPS units (parks and programs) are encouraged to submit proposals for a 12-week project related to climate change that will be completed by an undergraduate student, early graduate student, or recent graduate. The internships provide NPS with talented young people who can help meet park-defined needs related to climate change. They provide students with opportunities to apply their formal education, learn about climate change, gain work experience, and explore possible career paths with the NPS. Internships can be completed at any time, though most occur during the summer. Any travel, attendance at conferences, or work beyond the 12 week period will be the responsibility of the NPS unit. For examples from 2011, see [www.nature.nps.gov/climatechange/internshipsresearch.cfm](http://www.nature.nps.gov/climatechange/internshipsresearch.cfm)

**Topical areas:** Proposals will be accepted in the following six categories

Resource Conservation/Adaptation (RCA)	Policy Development (P)
Climate Effects Monitoring (EM)	Sustainable Operations/Mitigation (M)
Communication (C)	Interpretation/Education (IE)

**Limits:** Multiple proposals from one NPS unit will be considered, but only one from any given unit may be funded.

**Party Responsibilities:** The CCRP will review proposals and make final selections, foster communication by and among interns, and promote the interns' activities and products throughout the NPS. The program partner, National Council for Science and the Environment (NCSE), will recruit and screen applicants from across the nation, conduct criminal background checks on selectees, provide general orientation and basic professional development, and pay intern salaries and benefits. The NPS unit will be responsible for tasks listed in detail below.

**Deadline:** Proposals must be submitted by **1/9/2012**. See the attached submission form.

**Results:** Selection of the 2011 internships will be announced on 2/1/2012. Students will be able to apply to selected internships shortly thereafter.

**Criteria:** Selections will be based on the following primary criteria. Superior proposals will:

- 1) Be highly relevant to the objectives of the NPS Climate Change Response Strategy
- 2) Describe innovative and effective approaches to responding to climate change
- 3) Clearly describe tasks and products and how they support the intern's learning about climate change issues
- 4) Describe and ensure the NPS unit's active involvement in the success of the project and the intern's professional development
- 5) Be clearly written

In addition, availability of housing, topical area, geographic location, and whether a unit has received an intern through this program in the previous 2 years will be considered secondarily when deciding among otherwise equally-ranked proposals.

**Contact:** Tim Watkins, [tim\\_watkins@nps.gov](mailto:tim_watkins@nps.gov), (202) 513-7189

**PARK/PROGRAM REPRESENTATIVE RESPONSIBILITIES**

1. Develop and email proposal to program coordinator by the due date. If proposal is selected, work with program coordinator to refine position description.
2. Designate staff as the primary and secondary technical representative/mentor to the intern.
3. Interview and select an intern from the pre-screened pool of applicants provided by NCSE; notify NCSE of the person selected for the position and the project start and end dates
4. Prior to intern reporting to worksite, administer at park expense all requirements of Homeland Security Presidential Directive 12 (HSPD-12) for security background check / credentialing. All interns will be required to undergo the agency verification procedures outlined in HSPD-12.
5. Provide all necessary tools, equipment, network access, and work-site transportation (as appropriate) for intern. Housing may be provided, contingent upon availability, at minimal or no cost to the intern.
6. Provide project orientation; training in all applicable NPS rules, regulations, and safety; project oversight; and mentoring for the intern. Training / mentoring should be provided throughout the duration of the project to enhance the intern's understanding of the particular NPS unit, program goals and objectives; climate change; and the mission and goals of the NPS.
7. Provide adequate time for intern to complete NPS Fundamentals I and other training regarding sexual harassment, electronic communications, and timesheet procedures. It is anticipated that all training will be completed by intern in less than 4 hours.
8. Upon notification, or otherwise becoming aware of an existing or potential CCIP -related problem, the NPS technical representative / mentor shall promptly notify and provide NPS Program Coordinator and NCSE with an opportunity to alleviate such problems.
9. Verify and sign intern's timesheet every 2 weeks. Overtime work is not approved for this program and payment of overtime wages will be the responsibility of the benefitting NPS unit. Overtime is considered any work exceeding 8 hours/day or 40 hours/week. Supervisor will ensure that intern's work hours do not exceed 480 hours obligated for internship.
10. If NPS unit wishes to extend internship it will do so at its sole expense. Funding will be obligated in a task agreement modification by ATR/Program Coordinator using the benefitting unit's account number for all internship extensions.
11. Prepare a written evaluation of intern's work performance and internship program. The evaluation will be prepared by the technical representative / mentor overseeing the intern's work and will be completed prior to intern completing the internship. The evaluation will be sent to Mr. Paul Dion at [pdion@ncseonline.org](mailto:pdion@ncseonline.org) by the specified due date.
12. Ensure that intern completes final internship report and program evaluation prior to completing internship and emails these and 5 – 10 high quality photos of the intern doing his/her project to Mr. Paul Dion at [pdion@ncseonline.org](mailto:pdion@ncseonline.org) by the specified due date.

**2012 GEORGE MELENDEZ WRIGHT CLIMATE CHANGE INTERNSHIP PROGRAM  
PROPOSAL SUBMISSION FORM**

**\*Return this form by COB 1/9/2012 to Tim Watkins at: [tim\\_watkins@nps.gov](mailto:tim_watkins@nps.gov)**

<b>NPS Unit:</b>	Include name and 4-letter code
<b>Position Title:</b>	
<b>City, State:</b>	
<b>Internship Category:</b>	See call for abbreviations: RCA, EM, C, P, M, IE
<b>Response Strategy:</b>	List the specific goals and objectives from the Climate Change Response Strategy that will be met by this project
<b>Position Description:</b>	Description of project, park or service-wide needs that will be met by the internship, and the specific tasks that the intern will complete to meet those needs (< 500 words)
<b>Learning goals:</b>	What and how the intern will learn about climate change in general and as it relates to the park (< 250 words)
<b>Products:</b>	List products and other deliverables to be produced by the intern
<b>Sponsorship:</b>	Describe how the park supervisor will be involved in the project and support the intern's professional and educational development
<b>Qualifications:</b>	List qualifications needed to do the internship – coursework, degrees, certifications etc.
<b>Position Dates:</b>	List start and end dates and if these dates are flexible or fixed
<b>Payment to Intern:</b>	Intern will be paid \$12.00/hour for the internship (\$14 for DC Metro area)
<b>Housing Available:</b>	If housing is available in the park, describe the type of housing and the cost (if any) to the intern
<b>Vehicle Required:</b>	Please note whether an intern will be required to have a vehicle
<b>Work Environment:</b>	Describe the work environment – office vs. field, etc. Elaborate on any special circumstances the intern should know about such as weather, wildlife, terrain, etc.

**PRIMARY CONTACT INFORMATION:**

<b>Contact Name:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone Number:</b>	

**SECONDARY CONTACT INFORMATION:**

<b>Contact Name:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone Number:</b>	