



Iowa Research Administration Internship Student Experience (I-RAISE) Request for Applications 2025

Background

I-RAISE (Iowa Research Administration Internship Student Experience) is a cross-institutional program designed to build a more robust regional research administration (RA) workforce for the future. Funding through the National Science Foundation (NSF) Growing Research Access for Nationally Transformative Equity and Diversity (GRANTED) program will support annual cohorts of student interns from the six I-RAISE partner institutions (Iowa State University, Dordt University, Drake University, University of Northern Iowa, Central College, Simpson College).

This document details the eligibility, application process, support, and expectations for I-RAISE interns enrolled at the University of Northern Iowa. Students from other I-RAISE partners should consult their own institutions for relevant instructions.

Purpose

RA is a critical role for the success of the nation's research enterprise, and there is increasing demand for qualified RA staff at a wide range of colleges and universities. I-RAISE will prepare both undergraduate and graduate students from participating institutions for future RA careers through: (1) a classroom-based bootcamp; (2) a 10-week summer internship with an RA unit at ISU; and (3) 12-week fall and spring RA internships at each student's home institution.

The program will provide students with a broad-based introduction to RA, research development (RD), and compliance; hands-on experience and mentorship in specific RA projects; and connections to current RA staff and job opportunities across Iowa. I-RAISE intern projects will support researchers in identifying funding opportunities, developing and submitting competitive proposals for sponsored funding, managing awarded grants and research projects, and maintaining compliance with federal research regulations.

Eligibility

I-RAISE is open to currently enrolled undergraduate and graduate students in good standing in any UNI bachelor's or master's degree program. Students must have the permission of their advisor or major professor to participate in I-RAISE. All I-RAISE interns must be at least 18 years old by the beginning of the program (May 1, 2024).

Preferred Qualifications

- Attention to detail and strong organizational and time-management skills
- Strong writing skills and ability to communicate effectively and professionally with researchers in diverse fields
- Familiarity with the higher education research enterprise
- Interest in research administration, research development, and/or compliance as a career field
- Ability to read and synthesize complex information
- Ability to work both independently and as part of a team
- Familiarity with Microsoft Word and Excel
- Experience with website design, graphic design software, or database management may be preferred for some, but not all, internship projects.

Financial and Other Resource Support for Interns

UNI students selected for I-RAISE will receive the following Participant Payments:

- **\$6,000 Summer 2025** (10 weeks, 40 h/week). Summer session will take place at Iowa State University and begin on Wednesday, May 28, 2025 and last until Friday, August 1, 2025, with July 4 off.
- **\$1,800 Fall 2025** (12 weeks, 10 h/week). Fall session will begin at the UNI campus on Monday, September 8, 2025 and last until Friday, December 5, 2025 (with the week of Nov. 24-28, 2025 off for fall break).
- **\$1,800 Spring 2026** (12 weeks, 10 h/week). Spring session will last from Monday, January 26, 2026 to Friday, April 24, 2026 (with the week of March 16-20 off for spring break).
- Participant Payments will be made mid-way and at the end of each assignment period in lump sum amounts: 50% payments of each assignment's pay will be made on or shortly after: 7/7, 8/8, 11/14, 12/5, 3/13, 4/24.
- Participant Payments are taxable income, interns will receive 1099-MISC at the end of each tax year.
- A laptop computer will be supplied (loaned) to each intern.
- Intern travel to and from Iowa State University (ISU) for the summer session will be paid for by UNI.
- Housing and meals will be supplied for the summer session while at ISU.

Expectations

All I-RAISE interns are expected to commit to attending the weeklong bootcamp followed by a 9-week immersion experience at Iowa State University. Interns will then return to the UNI campus to begin classes and start working 10-hours per week in the UNI Office of Research & Sponsored Programs (RSP) in the fall 2025 semester and spring 2026 semester. The internship opportunity will be completed no later than April 24, 2026. Interns will have a fall break the week of Thanksgiving, winter break from December 22, 2025 to January 20, 2026, and Spring break in March, 2026.

Attending the bootcamp and summer session at ISU is mandatory and in-person, although some sessions during the summer may be via Zoom (for example, regularly scheduled meetings with UNI host staff). On a case-by-case basis some exceptions to 100% in-person during the summer may be made.

Consistent failure to adhere to the required time commitment, or poor performance of assigned duties, may result in the dismissal from the I-RAISE program.

Application Process

Applications should be submitted by **JotForm** (<https://form.jotform.com/240565450712048>) and are due by **5 pm Friday, February 28, 2025**. Application materials must contain the following to be considered:

- Two Letters of Support
- Resume or CV

More information can be found on the UNI RSP website at <https://rsp.uni.edu/i-raise>. You can use the following QR Code to access the application site as well:



Two informational sessions will be available **via zoom** to learn more, one on [Friday, January 31 at 1 pm](#) and another on [Wednesday, February 12th at 1 pm](#). Please email tolif.hunt@uni.edu to register or simply follow the links on this form to join!

Applications will be reviewed by a committee of representatives from the UNI RSP Office. The committee will interview selected applicants in early March 2025. There are a maximum of two (2) internship spots available. Applicants will be notified of award decisions no later than March 21, 2025.

Further Information

For questions about I-RAISE, please contact Tolif Hunt, Director of the Office of Research & Sponsored Programs at tolif.hunt@uni.edu or by phone at 319-273-3025 or visit the [RSP website](#) or UNI Career Services.