

Internship housing information and travel request form

* Indicates required question

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Privacy Act Statement

Authority: The collection of this information is authorized by section 4001 of the America COMPETES Act (Pub. Law 110-69).

Purpose: NOAA's Office of Education collects contact information and associated background information of undergraduate and graduate students, as well as recent graduates, for the purpose of tracking scholarship recipients' academic progress, making annual financial awards, and tracking graduate studies and career progress.

NOAA Routine Uses: In accordance with the Privacy Act of 1974, as amended, 5 U.S.C. 552a(e)(4) and (11), the Department of Commerce proposes to collect this information for the purposes of evaluating scholarship applicants and for determining educational and professional attainment of NOAA education program participants following graduation. This includes disclosure to other Federal agencies or contractors of the Department of Commerce as needed. Maintenance and disclosure of this information is subject to the routine uses identified in the Privacy Act System of Records Notice entitled "COMMERCE/NOAA-14 Dr. Nancy Foster Scholarship Program; Office of Education, Educational Partnership Program (EPP); Ernest F. Hollings Undergraduate Scholarship Program and National Marine Fisheries Service Recruitment, Training, and Research Program".

Disclosure: Furnishing this information is voluntary.

1. Your email

Before filling out this form, please review the relevant links below and make sure you are prepared with the necessary information.

[Traveling to and from the summer internship](#)
[Internship start and end date options for 2026](#)
[General travel requirements and procedures](#)

2. Please acknowledge that you have done the following before filling out this form. *

Check all that apply.

- You and your mentor agreed on one of the start date options for 2026 (linked above).
- You've secured housing
- You are driving OR if you are flying, you are ready for us to book your flight. DO NOT FILL OUT THIS FORM IF YOU ARE NOT CERTAIN ABOUT YOUR ARRIVAL DATE.

Internship details

3. Please choose the response that applies to you.

Mark only one oval.

- I am on a standard internship schedule (on-site May 26 through July 24)
- Semester system: Conducting May 26-May 29 virtually. On-site from June 1- July 26.
- Semester system: Starting internship on-site on June 1. Conducting August 3-7 virtually after symposium.
- Quarter system: Returning home after Symposium and finishing internship virtually. (REQUIRED if start date is before June 8. Otherwise, optional).
- Quarter system: Returning to my internship site after Symposium (internship start date must be no earlier than June 8).
- I have a different start date that the scholarship team has already pre-approved.
- Other:

4. Internship start date

You **must** have permission from the scholarship team if you are a:

- Semester system student starting after June 1
- Quarter system student starting after June 16

Example: January 7, 2019

5. We *may* offer a virtual Symposium option for quarter system students starting June 8 or later. If this applies to you, what is your preference?

Mark only one oval.

- I start before June 8 and therefore will attend in person
- I start after June 8 and I am interested in a virtual option so I can stay on-site.
- I start after June 8 and want to attend in person.

6. Which of the following applies to you?

Mark only one oval.

- I am paying for housing and the site is more than 50 miles from my permanent address (eligible for housing allowance).
- I will be staying at NERR housing that charges a fee (typically eligible for housing allowance).
- I will be staying in no-cost housing (not eligible for housing allowance).
- I will be staying at my home or school (not eligible for housing allowance)
- My housing is still not solidified (Please email the team when you confirm your housing)

Housing

7. Internship housing: Type and address

Copy and paste the text and replace the [bracketed terms].

Housing type: [Rental, AirBNB, NERR, dorm, etc].

Address: [Street address]

8. Internship housing: Contact

Please list the following for your internship housing contact (property manager, landlord, etc):

- Name
- Telephone or email

We would only use this in case of emergency or to identify possible housing option leads for scholars in future years.

9. Internship housing: Cost

The amount will not impact your housing allowance eligibility, but helps us assess housing allowance for following years.

If you are in no-cost housing, enter \$0 (not eligible for housing allowance).

10. Lease/rental start date

Example: January 7, 2019

11. Lease/rental end date

Example: January 7, 2019

12. I understand that the scholarship does not cover housing gaps between the internship housing end date and Symposium travel on 7/26.

Mark only one oval.

Yes

Travel arrangements and reimbursables

13. **Internship travel start date**

This is the day you need to arrive to move in. Not the internship start date.

You may travel up to a week before your start date to get settled in, but your stipend will still begin as-scheduled (you will not receive additional pay).

Example: January 7, 2019

14. **Internship travel end date**

For internships:

- **For start dates before June 8:** Enter July 26 (this is the day you will fly to Silver Spring, Maryland, for Symposium)
- **Quarter-system students approved to return to your internship site:** Enter the day you go back home **after** your internship.

Example: January 7, 2019

15. **Method of transportation**

If you choose to take a personal vehicle, you will only be reimbursed up to the cost of a plane ticket from your school/home to your destination. Reimbursable expenses up to the plane ticket cost include: mileage, parking, tolls, and hotel (hotel reimbursement is only allowable for a drive exceeding 8 hours).

Mark only one oval.

- Flight
- Personal vehicle, I WILL NOT need a flight to Symposium
- Personal vehicle, but I WILL need a flight to Symposium
- Train or bus
- Other: _____

16. **What travel reimbursables do you anticipate will apply to you?**

- All of these are only reimbursable for initial travel to your internship site, from internship site to Symposium, and from Symposium to home.
- If you are taking a personal vehicle, you are only eligible for reimbursement up to a comparable roundtrip flight.

Check all that apply.

- Checked bags (Up to two reimbursable for travel between internship site and home)
- Shuttle, rideshare, taxi, ferry, etc. (Reimbursable only for travel to the internship site, on travel)
- Mileage (Taking a personal vehicle to airport, station, or destination)
- Tolls (Driving a personal vehicle to airport, station, or destination)
- Hotel (ONLY reimbursable if you are driving a personal vehicle more than 8 hours)
- Other: _____

Flight or train/bus options

17. I acknowledge that if I want to change my flight date after it is booked, I will be responsible for changing the flight and associated fees.

In the event of unpredictable extenuating circumstances (e.g., medical emergency, death in the family), please contact the Scholarship Team before adjusting your own flight.

Mark only one oval.

Yes

18. **Legal name**

To ensure correct ticketing, please enter your name as listed on your government-issued ID

For the next section, you will copy and paste the text below into the answer box and replace the [bracketed] blank with your choice. Untitled Title

If you are driving to your internship and only need to fly to Symposium, enter "Driving" after To Internship.

Students on the standard schedule or quarter system not returning to the internship:

If you are not flying home before flying to Symposium, you may skip number 2.

1. TO INTERNSHIP: [Home or school airport] TO [Internship airport] ON [Date]. Prefer [morning/afternoon] flight.

2. FROM INTERNSHIP TO HOME (OPTIONAL): [Internship airport] TO [Home or school airport] ON 7/24. Prefer [morning/afternoon] flight.

3. TO SYMPOSIUM: [Internship or home/school airport] TO Symposium ON 7/26.

4. TO HOME: FROM Symposium TO [Home or school airport] ON 7/31. Prefer [morning/afternoon] flight.

Quarter System students returning to internships:

1. TO INTERNSHIP: [Home or school airport] TO [Internship Airport] ON [Date]. Prefer [morning/afternoon] flight.

2. TO SYMPOSIUM: [Internship Airport] TO Symposium ON 7/26.

3. RETURN TO INTERNSHIP: FROM Symposium TO [Internship airport] ON 7/31. Prefer [morning/afternoon] flight.

4. TO HOME: [Internship airport] TO [Home or school airport] ON [Date]. Prefer [morning/afternoon] flight.

19. **Flight preference 1:** Please copy and paste the text above into the answer box and replace each [bracketed] blank with your choice.

- If you are taking a train or bus, replace "flight" and airport" with "trip" and "station" as appropriate.

20. **Flight preference 2, if applicable:** Please copy and paste the text above into the answer box and replace each [bracketed] blank with your choice.

- If you are taking a train or bus, replace "flight" and airport" with "trip" and "station" as appropriate.

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