

KANSAS BOARD OF REGENTS
KANSAS TECHNOLOGY INTERNSHIP GRANT
FY25 REQUEST FOR PROPOSALS

K.S.A. 74-32,430 establishes the Kansas Technology Innovation and Internship program to provide “Start-up support for innovative technical courses or programs in emerging technologies, manufacturing, or areas of skill shortages; ...”

OVERVIEW

The Kansas Board of Regents (KBOR) announces the availability of approximately **\$30,000** in Technology Internship Grant funds to be awarded to community and technical colleges as a cost-reimbursement grant through a competitive process. The opportunity is afforded through the Kansas Technology and Internship Grant fund, which supports innovative technical courses or programs in emerging technologies or areas of skill shortages. The targeted programs for this fund are high-growth, high-wage, and/or high-skill occupations with higher-than-average job vacancy rates or projected growth rates. Successful applications will include a strong partnership and alignment with industry.

PARTICIPATION

Institutions eligible to participate in this initiative include Kansas community and technical colleges and Washburn University Institute of Technology. For purposes of this provision, “career technical education institution” shall mean any “community college,” “technical college” or “institute of technology,” as those terms are defined in K.S.A. 74-32,407, and amendments thereto.

- Grants may be awarded to full-time career technical education faculty participating in an internship with a business, industry, or another agency for the purpose of upgrading knowledge and skills in their profession, vocation, or trade. Similarly, full-time employees in private business/industry or other agency may participate in an internship at an eligible institution by teaching in approved career technical education programs.
- A faculty member or business/industry employee may be awarded no more than two internships over a three-year period.

APPLICATION REQUIREMENTS

- Applicant will identify a private business/industry partner(s). **The private business/industry partner must provide a one-to-one dollar financial or in-kind match (or any combination thereof) equaling at least 100% of the amount of the grant request.** The match must be specifically dedicated to the program.
 - A letter of support from the private business/industry partner must accompany the application.
 - Letter must validate the exact one-to-one monetary match amount and/or in-kind match monetary value including itemized details (i.e., specific items/activities provided as match).
- Internships may range from a minimum of two weeks to a maximum of 16 weeks during the year. Internship activities may take place during non-consecutive weeks. **All internships must be completed by July 31, 2025.**
- The grant-funded intern salary will not exceed \$30 per hour with a maximum salary of \$1,200 per week. The total grant award from state funds for an internship shall not exceed a total of \$6,000, inclusive of all proposed expenditures.
- **Allowable Expenditures:**
 - Instructor or business/industry employee salary
 - Related training costs and/or Industry recognized credential

- Internship required travel
NOTE: Per diem or food are not allowable
- **March 10, 2025 is the last day to apply.** Applicants must complete, sign/date, and submit applications electronically to WFDgrants@ksbor.org. *Electronic signatures are accepted.*
 - **NOTE: Applications are accepted throughout the fiscal year. Applications for internships outside of the summer months must be received a minimum of two months before the proposed internship start date to allow for Board review and TEA approval.**
- **Required Application Documents:**
 1. Completed Application Form packet including:
 - a. Cover Page (*Applicant Information, Internship Site, Internship Length, B/I Match*)
 - b. Budget Form – Signed/dated by the institution president/administrator and business/industry internship partner
 - c. Narrative Form
 - d. Commitment Form – Signed/dated by intern/applicant
 2. Signed letter of support from the business/industry partner(s) including:
 - a. specific monetary match amount
 - b. specific in-kind match monetary value with itemized details (i.e., items/activities provided)

TIMELINE

March 10, 2025 – Last day to apply

April 10, 2025 – Presented to TEA Budget & Finance Committee for recommendation (Virtual)

April 24, 2025 – Presented to Technical Education Authority for approval (Virtual)

July 31, 2025 – Internship completed

August 15, 2025 – Final Report submission deadline

FUNDING SPECIFICS

KBOR reserves the right, based on the type, number, and quality submissions, to fund applications at either a lower or higher amount, fund a smaller or larger number of internships, award a smaller amount than requested, and/or not award all available funds.

The award will be made by KBOR Finance and Administration to the institution upon approval of all completed final reports by Board staff. The college will make a payment to the employee.

REPORTING REQUIREMENTS

At the conclusion of the internship period, the following documents must be submitted electronically to WFDgrants@ksbor.org by August 15, 2025:

1. Verification of Internship and Timesheet weekly forms
2. Employer Evaluation, with signatures of the business/industry supervisor
3. Final Narrative Report, including how participation in this internship will improve curriculum and/or instruction
4. Final Expenditures Report, with signatures (receipts may be requested in an audit)

Required application and reporting forms are posted with this notice.

For more information, contact WFDgrants@ksbor.org