

# **Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship**

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## **Terms and Conditions/Administrative Guidelines for Indo-U.S. GETin Student Internship Program Module**

- (i)** The individual availing this internship would be called as **Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Intern** or **Indo-U.S. GETin Intern**.
- (ii)** The Indo-U.S. *GETin* Intern will be entitled to a monthly Stipend of US \$2,500.
- (iii)** The Indo-U.S. *GETin* Intern will be entitled to an appropriate comprehensive Health Insurance cover up to US \$500, for the entire duration of the internship.
- (iv)** The Indo-U.S. *GETin* Intern will be entitled to Contingency/ preparatory allowances of US \$1,000 to cover expenses for obtaining U.S. Visa, airport transfers in India and U.S.A. and an appropriate comprehensive health insurance cover up to US \$500, for entire duration of the internship.
- (v)** Air-tickets for all the selected Indo-U.S. GETin Intern would be provided directly by the IUSSTF Travel Desk ([traveldesk@indousstf.org](mailto:traveldesk@indousstf.org)) by economy class and shortest route from their place of work in India to the U.S. host institute and back.

*Normally, as per IUSSTF rules, reimbursements will not be provided for air-tickets purchased directly but, under some exceptional circumstances IUSSTF may consider reimbursements as per the approved budget or actuals, whichever is less. IUSSTF should be informed for ticketing at least 6 weeks before the date of travel.*

- (vi)** At the time of disbursement of the grants to the parent institution 90% of the total stipend amount due would be directly disbursed and the balance 10% of the stipend amount would be settled at the time of UC/SE settlement. The grants as per the Award letter will be released based on the prevailing foreign exchange rate. Any difference in exchange rate will only be reimbursed by IUSSTF after completion of the Internship visit and on submission of UC/SE supported by foreign exchange conversion receipts.

There will be a maximum restriction on the maximum number of Foreign Exchange during the entire duration of the internship detailed as follows:

- For an internship duration up to 1-3 months - one conversion;
- For an internship duration up to 4-6 months - two conversions.

## **Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship**

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Any additional conversions have to be borne by the Intern. Accordingly, the concerned financial authority at the Parent Institution should confirm to the above.

**(vii)** Applicant's parent institute has to protect the interests of the applicant selected for Internship w.r.t. his/her service, if any, and IUSSTF will not bear any expenses towards leave salary, benefits, etc., for the period of stay in the United States. IUSSTF will have no liability towards these.

**(viii)** The parent institution would be responsible for necessary foreign exchange disbursements against the grants provided by IUSSTF.

**(ix)** Visa arrangements are to be made by the intern directly. The Indo-U.S. *GETin* Intern has to apply for the J1 visa. The IUSSTF internship award letter can be used as a supporting document for the J1 visa along with necessary document from host institution i.e. DS- 2019 form.

**(x)** After the award, the Indo-U.S. *GETin* Intern should not deviate from:

- Approved area of the research
- Identified host and host institute

**(xi)** The Indo-U.S. *GETin* Intern will abide by the conduct, rules & regulations of the U.S. Host Institution and country. IUSSTF will not be responsible for any contravention.

**(xii)** Within 8 weeks of completion of the internship, the Indo-U.S. *GETin* Intern must submit a detailed report to IUSSTF along with the necessary documents (Utilization Certificate/ Statement of Expenditure) etc. towards the settlement of award grant in the prescribed formats.

**(xiii)** Ordinarily, the Indo-U.S. *GETin* Intern is bound to utilize the complete duration of the approved internship. No deviations would be permissible. In case the intern stays beyond the approved internship period, there will be no financial commitments/liabilities of IUSSTF.

*In case of any emergency, IUSSTF may consider the request of the intern to shorten the duration of the internship. If the Indo-U.S. GETin Intern is cutting-short his/her approved internship duration; the stipend amount will be settled only for the actual duration of stay in the United States on a pro-rata basis.*

## **Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship**

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- (xiv)** All grant-in-aid Awards are subject to availability of funding, either from internal resources or external agencies, as the case may be.
- (xv)** IUSSTF is not responsible if the Funding Agency, at any given point of time, withdraws the funding support to the program due to unforeseen exigencies; or for any delays in fund release arising due to delayed receipt of funds from the Funding Agency.
- (xvi)** No damages, direct or indirect, caused due to any eventualities during work, stay and travel, such as an accident, injury or illness shall be attributed to IUSSTF during the course of implementation of the award or any period preceding/ succeeding the Award.
- (xvii)** IUSSTF reserves the right to amend its policies and priorities anytime, depending on circumstances and such decisions shall be binding for all the awards.

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### **Acceptance of Indo-U.S. Genome Engineering/Editing Technology (GETin) Award by Indo-U.S. GETin Intern**

1. I have read the Terms & Conditions governing the Indo-U.S. *GETin* Student Internship Award as stated above and accept the same.
2. I abide by the Terms & Conditions laid by IUSSTF towards the utilization of grants and completion of the fellowship award.

In case, any of the above information is found to be false, untrue, misleading, or misrepresenting, I am aware that I may be held liable for it and the fellowship would be cancelled or withdrawn by the competent authority, as per the rules.

(Signature)

Name:

Place:

Date:

# Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship

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## Application Format for Student Internship Program Module

*(Only for Reference Purpose, applications to be filled through Online Portal)*

GETin\_Internship\_Year\_ Application Reference No.

### Section-1: Basic Information

1. Name: \_\_\_\_\_(First Name)                      \_\_\_\_\_ (Last Name)
  
2. Contact details:
  - Present Postal address:
  - State:
  - Phone number :
  - E-mail:
  
3. Date of Birth (dd/mm/yy): \_\_\_\_\_(up to 32 years as on 31 December 2019 are eligible to apply)  
Age :
  
4. Gender: \_\_\_\_ (Male/ Female)
  
5. Passport Details:
  - **Yes I have a passport -**
    - Passport Number
    - Place of Issue
    - Date of Issue
    - Expiration Date
  - **Applied for passport**
  
6. Indian Parent Institution:
  - Institution Name
  - Address
  - State
  - Phone Number
  
7. Degree program currently enrolled: \_\_\_\_\_
  
8. Major Field of Study: \_\_\_\_\_

## Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship

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**9. Cumulative Grade Point Average / Percentage:**

**10. Date of Registration in PhD Degree:**

- Month
- Year

**11. Expected date of Completion of Ph.D. Degree:**

- Month
- Year

**12. Academic qualifications (12<sup>th</sup> Standard onwards):**

Examination / Degree	University/ Board	Institute/ College/ School	Duration (from mm/yy to mm/yy)	Subjects studied/ Specialization	Percentage/ CGPA/ Rank

**13. Employment history:** Please provide details of your work experience starting with the current Organization and going back to previous organizations in reverse chronological order

Name & Address of the Organization	Department	Designation	Duration (from mm/yy to mm/yy)	Brief job description/ Nature of work (max 100 words)

**14. Honours and awards received** (should not exceed 1000 words):

### Section-2: Technical Details

**1. Title/Topic of the Proposed Research to be done under the GETin program** (max limit 300 characters) :

**2. Title/Topic of your current Ph.D. thesis** (max limit 300 characters) :

**3. Details of the Project Guide /Doctoral Supervisor in India:**

- Name:
- Designation:

## **Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship**

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- Department:
- Institute Name:
- Postal address:
- State:
- Phone number:
- Email Id:
- Web URL:

#### **4. Details of the Host Mentor in the USA:**

- Name:
- Designation:
- Department:
- Institute Name:
- Postal address:
- State:
- Phone number:
- Email Id:
- Web URL:

#### **5. Proposed duration of the internship (in months): \_\_\_\_\_ (Up to 6 months)**

#### **6. Brief summary of your current area of research work (Should not exceed 500 words, figures/graph can be uploaded as optional):**

#### **7. Description of proposed research work to be done under this fellowship program including:** (Point 7 Should not exceed 1000 words, figures/graph can be uploaded as optional):\*

- i. Objectives, Methodology with respect to timeline :
- ii. Specific need for the joint work (should not be confined only to access to instrumental facilities):
- iii. Tangible outcome expected and its relation to present state of knowledge in the field:
- iv. Mutual scientific benefit to be accrued to both sides:
- v. Follow up activities that may emerge towards a sustained collaboration:

#### **8. State any other relevant aspects in the application which may be useful for the reviewer to make a qualitative judgment on the application (Should not exceed 200 words):**

## Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship

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**9. Details of international internships/fellowships availed in the last three years:**

Name & address of overseas institute	Duration (in months)	Agency which sponsored the visit	Brief objective of the work done	Achievement/Outcome

**10. Details of applications made/ pending for any other international fellowships:**

Name & address of overseas institute	Duration (Months)	Agency	Brief objective of the work done

**11. On-going scientific projects with the applicant:**

Title	Duration (from mm/yy to mm/yy)	Grant Period Cost (Rs. in lakhs)	Funding Agency

**12. List of publications in peer-reviewed journals:**

Authors	Year	Title of the Paper	Journal name; Volume; Page; Impact factor

**13. List of Conference Paper(s)/Oral Presentation/ Poster Presentation/Abstract presented by the applicant (Best 5):**

Oral Presentation/Poster Presentation/Abstract	Authors	Year	Title of the Paper	Name of the Conference/Symposium/Seminar attended

**14. Recommendations:** One of the referees should be your faculty member/advisor or in case you have completed training in any lab, a reference from your supervisor there

## Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship

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would be preferred. (Please furnish details of persons who can provide an assessment of your suitability for this internship. The recommendation should be provided on the official letter-heads of the referees:

Recommendations		
Details	Reference 1	Reference 2
Name of Referee		
Designation		
Organisation		
Email id		
Phone Number		
Relationship with Applicant		

### 15. Signed and stamped no objection certificate from Indian Parent Institution:

#### NO-OBJECTION CERTIFICATE

*(This should be given on the official letter-head of the parent institution/organization in the following format):*

This is to certify that this institution has no objection to the consideration of an application for the Awards for Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship Program from Mr. /Ms. .... bonafide ..... (degree currently pursuing) student in the ..... (name of the department/institute/organization) to undertake a research internship for the duration of ..... months in the US at ..... (name of US University/Laboratory).

Place: .....

date: .....(Head of Institution/Organization): .....

Official seal: .....

### 16. Supporting Documentation check-list: (All the documents should be in 'jpg' OR 'jpeg' OR 'png' or 'pdf' format & file size should not exceed 2 MB)

- Current PhD degree transcript/Latest Marks sheet \*
- First recommendation letter from a faculty member, advisor or lab supervisor on their official letterhead (as indicated in Point 12)
- Second recommendation letter from a faculty member, advisor or lab supervisor on their official letterhead (as indicated in Point 12)



## **Indo-U.S. Genome Engineering/Editing Technology Initiative (GETin) Student Internship**

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- No objection certificate from Indian Parent Institution (in the format provided in S. No. 13)\*
- US Host Acceptance letter \*
- CV of US Host (not more than 3 pages)\*
- CV of the applicant with current photo (not more than 3 pages)\*
- Proof of DoB (Please attach scan copy of the supporting document, e.g. Birth certificate/ 10<sup>th</sup> Class certificate/ passport) \*
- Any other document I (Optional)