

## **NJ Career Accelerator Internship Grant Program 2025 FAQs**

### **What is the NJ Career Accelerator Internship Grant Program?**

NJ Career Accelerator Internship Grant Program provides funding to employers interested in hosting undergraduate interns, graduate interns, or recent grads from New Jersey's institutions of higher education or New Jersey residents who attend an institution outside of New Jersey. Funding is available to New Jersey-based companies.

### **What does the internship experience look like?**

This is a structured learning experience that allows students to apply knowledge learned in the classroom. There should be clearly defined learning objectives/goals and a designated supervisor who will be developmental feedback throughout the experience. An intern **should not** be used to displace a regular employee.

### **Can OSHE match me with an intern?**

No, this is not a matching program. You are responsible for collecting applicants, reviewing resumes, conducting interviews, verifying student eligibility, and making offers. OSHE is available to offer guidance on the best ways to connect with NJ College students and can connect you with Institutions Career Services and Workforce Development offices.

### **If I do not use all the funds, can my organization keep the remaining funds?**

No, the remaining funds must be returned to OSHE by September 30, 2025.

### **How does OSHE ensure that I am a New Jersey organization?**

Applications require FEIN/EIN that will be verified during the screening process and you are required to provide documentation of your registered organization with the State of New Jersey.

### **Who decides which student is hired?**

Each organization will recruit, screen, and hire their interns. OSHE requires that student information be shared prior to the start of the internship. Student interns will be required to attend an orientation prior to the start of the internship.

### **What are the criteria for a student to be eligible for an internship experience through Career Accelerator Internship Grant program?**

The intern chosen needs to meet one of the following criteria to be eligible for the funding awarded through CAIGP:

- Current NJ undergraduate student
- Current NJ Graduate student



- Recent NJ College Graduate: must have graduated less than one year prior to start of the internship experience (May 2024-May 2025 graduates)
- A current undergraduate student who is a permanent NJ resident-these candidates will be evaluated on a case by case basis for eligibility

### **How will I verify the intern's eligibility?**

It is the organization's responsibility to verify if the intern meets the eligibility criteria. You can request college transcripts, copies of student identification card, institution enrollment verification system, copies of residential documentation, or student signed certification of enrollment status.

### **Is the grant limited to one intern per organization?**

No, an organization can request as many as presented in the table below:

FTE	Number of Interns you can request
<10	2 or less
10-20	5 or less
20-50	10 or less
51-100	15 or less
>100	No more than 20

The number you are able to request is contingent upon the number of full-time employees. Please be cognizant that this is an experiential learning opportunity for the student and the student should be the primary beneficiary of the internship experience, although the experience should be mutually beneficial.

### **Does the grant proposal require a budget submission?**

No, the funds are only designated to underwrite intern salaries at a standard rate, therefore an itemized budget is not applicable. The organization will provide an expenditure report at the conclusion of the internship.

### **Can we hire an intern for the fall or beyond?**

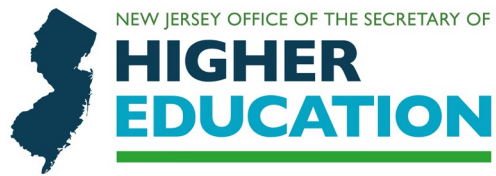
Not at this time-the program is meant for summer 2025 internships.

### **When will I receive the grant money, if accepted?**

Once you have completed all the required paperwork and forms including the internship hiring verification form, we will disburse funds on a rolling basis during the month of May.

### **How do I pay my intern?**

The grant allows the employer the choice of establishing the intern as either a W-2 employee or as a 1099 contractor. The employer should consult with their tax advisor on the best course of action for



their situation. The employer will be required to disclose how they are paying their intern in their internship description.