

Olitsky Family Foundation Internship Grant

The Application Process

1. Secure an off-campus internship located in the United States.
2. Schedule an appointment with the CPDC Disability Resources Intern through Handshake.
3. Share your resume and internship offer letter during your appointment.
4. Save the PDF application to your computer and fill in the form completely. Once complete, please save the file as "Olitsky22_studentname." You will be able to apply for this grant by submitting your completed application, expense form, and resume to the Olitsky grant job posting on Handshake. This process will be reviewed during your appointment with Zihui Hua.
5. The final step is to complete your internship and submit your completed internship questionnaire to jbattell@andrew.cmu.edu

Eligible Candidates and Internships

Which Students are Eligible?

- Current undergraduate or graduate students at CMU returning to campus for the Fall 2022 semester who have already received an offer for an off-campus, unpaid or low paying internship. However, Heinz College graduate students are encouraged to first seek internship funding through the Heinz College Internship Opportunity Fund at this link.

What Internships are Eligible?

- Internship experience must be shown to support students' academic and career goals and development
- Takes place during the Summer 2022 session: May 23, 2022 - August 15, 2022
- Must be unpaid or low-paying (less than \$12/hour) | Must be an off-campus internship
- Must be a minimum of six weeks and/or at least 180 hours total
- Must be supervised by a professional in the field throughout the entire internship; remote internships will be considered if proper supervision and work structures are established
- Summer research internships based in Pittsburgh are not eligible
 - Contact the Undergraduate Research Office (URO) for summer research funding information

Applying on Handshake

1. Schedule an appointment with the CPDC Disability Resources Intern (see above) to receive access to the grant posting on Handshake.
2. In Handshake, click your name at the top of the page and choose **Documents**.
3. Click the **Add New Document** button in the upper right of the page.
4. Upload your completed application form, expense form, and resume to your documents (as one file).
5. Wait until your documents are converted into PDFs (this may take a few minutes).
6. On the jobs tab, type "**Olitsky grant**" in the search bar at the top of the page. Select **Olitsky Family Foundation Internship Grant** from search the ptions.
7. Click **Apply** on the right side of the screen.
8. **Choose from existing documents** to attach the two required documents you uploaded previously.
9. Click **Apply** again, and you're done!

Deadlines

Students can begin submitting applications in Handshake beginning February 2022. Completed applications will be reviewed on a rolling basis in the order they are received until all funds have been dispersed. Applications must be submitted and reviewed at least one week before the summer internship is scheduled to begin.

For questions, please contact Joe Battelline at jbattell@andrew.cmu.edu