



2016 HIP Mentor's To Do Checklist

HIP SPECIFIC DELIVERABLES: To fully satisfy the conditions of the Terms of Reference for the DoD HPCMP HIP Program, ALL of the following must be completed. **NOTE: Refer to the HIP Mentor's Briefcase for Deliverable Guidelines and Forms.**

	<p>H-1: Provide the name, email address, start date and target end date for each intern <input type="checkbox"/>ACTION: Email name, email address, start and end date to 2016-HIP@hpc.mil, no later than one week prior to intern(s) start date.</p>
	<p>H-2: Establish a HIP Intern Research Portfolio which includes a final Research Paper, Presentation (slides) and Poster. <input type="checkbox"/>ACTION: Email complete Research Portfolio package to 2016-HIP@hpc.mil at close of HIP Project, no later than one month after intern(s) end date, with copies of the appropriate determinations of level of release.</p>
	<p>H-3: Coordinate/Schedule the 15-20 minute intern briefing to members of the host/mentor community AND to NGWD management. NOTE: NGWD representative MUST attend or waive requirement in writing. <input type="checkbox"/>ACTION: NGWD coordination via 2016-HIP@hpc.mil NGWD representative will attend either in person or via VTC. Note: HIP Program is attempting to coordinate either a HIP Program Review in a single location or hold regional reviews. If a Program Review is held, all interns are expected to present their work at one of the Program Review venues.</p>
	<p>H-4: HIP Mentor Program Evaluation – Invitation will be sent towards end of internship. <input type="checkbox"/>Action: Complete the HIP Mentor Evaluation, no later than two weeks after intern end date.</p>
	<p>H-5: Provide a Mentor Report -- one slide . <input type="checkbox"/>ACTION: Email slide to 2016-HIP@hpc.mil at close of HIP Project, no later than one month after intern(s) end date, with copies of the appropriate determinations of level of release. NOTE: The report becomes a part of your 2015 HIP Project's Research Portfolio</p>
	<p>H-6: HIP Intern Experience Evaluation – Invitation will be sent towards end of internship. <input type="checkbox"/>ACTION: Take the necessary steps to ensure that your intern has completed the HIP Intern Experience Evaluation, no later than the last day of the internship.</p>

FINANCIAL DELIVERABLES: To fully satisfy the conditions of the Terms of Reference for the DoD HPCMP HIP Program, ALL of the following must be completed.

	<p>F-1: Ensure that all funds are obligated and expended in a timely manner. <input type="checkbox"/>ACTION: Work with your financial manager to ensure that all funds received are obligated in accordance with all DoD Financial and contractual regulations.</p>
	<p>F-2: Ensure that your financial manager returns the acceptance document (DD448-2) within seven (7) days of receipt of MIPR. <input type="checkbox"/>ACTION: Take the necessary steps to ensure that your financial manager returns the acceptance document (DD448-2) to the financial point of contact identified in the MIPR, within requested time frame, to the HPCMP.</p>

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	<p>F-3: Ensure that your financial manager provides a copy of the contract modification for funds that are being put on contract. NOTE: Usually provided with the DD448-2.</p> <p><input type="checkbox"/>ACTION: Take the necessary steps to ensure that your financial manager provides a copy of the contract modification if intern services are being acquired via contract vehicle to the financial point of contact identified in the MIPR, with a cc to HIP-Financial@hpc.mil.</p>
	<p>F-4: If your financial manager cannot provide a copy of the contract modification by the date as specified in F-3 above, then propose a date when the financial point-of-contact can expect a copy of the contract modification.</p> <p><input type="checkbox"/>ACTION: Provide a date when the financial point-of-contact identified in the MIPR can expect a copy of the contract modification with a cc to HIP-Financial@hpc.mil.</p>
	<p>F-5 Spend Plan (HPCMP WD F-01) for HPCMP Workforce Development Initiatives</p> <p><input type="checkbox"/>ACTION: Prepare and submit a Spend Plan. Submit original Spend Plan within two weeks of receipt of MIPR to HIP-Financial@hpc.mil.</p> <p><input type="checkbox"/>ACTION: Prepare and submit a Revised Spend Plan using the Spend Plan form HPCMP WD F-01, as needed or requested within seven (7) days of modification or request to HIP-Financial@hpc.mil.</p>
	<p>F-6 Obligation and Expenditure Report</p> <p><input type="checkbox"/> ACTION: Beginning 30 days after receipt of funds, and not later than the 15th of each month thereafter, complete a monthly obligation and expenditure report.</p>
	<p>F-7: Ensure funds are fully expended no later than 30 days after completion of internship.</p> <p><input type="checkbox"/>ACTION: Take the necessary steps to ensure that your organization has either fully expended the funds or de-obligates and returns any remaining balance to the HPCMP before December 31, 2016.</p>

ADMINISTRATIVE:

	<p>A-1: pIE Accounts and DSRC system access</p> <p><input type="checkbox"/>ACTION: Work with your S/AAA to establish a pIE account for the intern and access to the necessary project systems.</p> <p><input type="checkbox"/>ACTION: Send a note to the S/AAA requesting deactivation of the intern's account.</p>
	<p>A-2: Intern Debrief</p> <p><input type="checkbox"/>ACTION: Debrief intern – using the HIP Debriefing form located in the Mentor's Briefcase – Forms Section, OR your host institution's briefing process/documents.</p> <p><input type="checkbox"/>ACTION: Forward a copy of the signed Debriefing document, or send a digitally signed email certifying that the debriefing was completed, to 2016-HIP@hpc.mil, due on intern's check out day or the day after.</p>