



HIP Mentor's To Do Checklist

To fully satisfy the conditions of the FS 7600A for the HIP program, **ALL** of the following must be completed.

ADMINISTRATIVE DELIVERABLES:

A-1	pIE and DSRC System Access
<input type="checkbox"/>	ACTION: Work with your S/AAA to establish a pIE account for the intern and access to the necessary project systems.
<input type="checkbox"/>	ACTION: At the completion of the internship, send a note to the S/AAA requesting deactivation of the intern's account.
A-2	Intern Debrief
<input type="checkbox"/>	ACTION: Debrief intern using either the HIP Debriefing form located in the Mentor's Briefcase OR your host institution's briefing process/documents.

HIP-SPECIFIC DELIVERABLES:

H-1	Intern Information
<input type="checkbox"/>	ACTION: Email intern information (name, email, school attending (if applicable), start- and end-dates) to the HIP team no later than one week after selecting your intern(s) .
H-2	Intern Briefing
<input type="checkbox"/>	ACTION: Coordinate intern brief with HIP team. (WD representative will attend either in person or via VTC.) Note: The HIP team is attempting to coordinate regional reviews. If a Program Review is held, all interns are expected to present their work at one of the Program Review venues.
H-3	Intern Research Portfolio – Research Paper, Intern Presentation, Mentor Report
<input type="checkbox"/>	ACTION: Email complete Research Portfolio package with appropriate distribution statements to the HIP team no later than one month after intern(s) end-date .
H-4	Intern Close-Out Feedback Summary (suggested, but not required)
<input type="checkbox"/>	ACTION: Conduct a Close-Out Feedback Review with your Intern(s).



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FINANCIAL DELIVERABLES:

F-1	Form FS 7600A
<input type="checkbox"/>	ACTION: Work with your financial manager to ensure that the draft FS 7600A is signed and returned to ERDC. Funds cannot be approved until these signed documents are received.
F-2	Form DD448-2 (within 7-days 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 to the HPCMP within 7-days of receipt of MIPR.
F-3	Contract Modification (usually provided with the DD448-2)
<input type="checkbox"/>	ACTION: If intern services are being acquired via contract vehicle , take the necessary steps to ensure that your financial manager provides a copy of the contract modification to the financial point-of-contact identified in the MIPR, with a cc to HIP-Financial@hpc.mil.
<input type="checkbox"/>	ACTION: If your financial manager cannot provide a copy of the contract modification by the date as specified in F-2 above, you must propose a date when the financial point-of-contact can expect a copy of the contract modification, with a cc to HIP-Financial@hpc.mil.
F-4	Expense Breakdown Report
<input type="checkbox"/>	ACTION: Prepare and submit a Spend Plan to HIP-Financial@hpc.mil within two weeks of receipt of MIPR.
<input type="checkbox"/>	ACTION: As needed, prepare and submit a Revised Spend Plan (using the Spend Plan form HPCMP WD F-01) to HIP-Financial@hpc.mil within 7-days of modification of request.
F-5	Expend Funds
<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 within 30-days after the internship has completed.
<input type="checkbox"/>	ACTION: If funds have not been fully expended 30-days after completion of the internship, submit a monthly obligation and expenditure report (due the 1st of the following month and each month thereafter), until your organization has either fully expended the funds, or returns any remaining balance to the HPCMP.