



**Iowa Research Administration Internship Student Experience (I-RAISE)
Request for Applications 2025**

Summer Student Internships in Research Administration

*Room & Board
\$6,000 in compensation*

Background

I-RAISE (Iowa Research Administration Internship Student Experience) is a cross-institutional program designed to build a more robust regional research administration (RA) workforce for the future. Funding through the National Science Foundation (NSF) Growing Research Access for Nationally Transformative Equity and Diversity (GRANTED) program will support annual cohorts of student interns from the six I-RAISE partner institutions (Iowa State University, Dordt University, Drake University, University of Northern Iowa, Central College, Simpson College).

This document details the eligibility, application process, support, and expectations for I-RAISE interns enrolled at Drake University. Students from other I-RAISE partners should consult their own institutions for relevant instructions.

Purpose

RA is a critical role for the success of the nation's research enterprise, and there is increasing demand for qualified RA staff at a wide range of colleges and universities. I-RAISE will prepare both undergraduate and graduate students from participating institutions for future RA careers through: (1) a classroom-based bootcamp; (2) a 10-week summer internship with an RA unit at ISU; and (3) 12-week fall and spring RA internships at each student's home institution.

The program will provide students with a broad-based introduction to RA, research development (RD), and compliance; hands-on experience and mentorship in specific RA projects; and connections to current RA staff and job opportunities across Iowa. I-RAISE intern projects will support researchers in identifying funding opportunities, developing and submitting competitive proposals for sponsored funding, managing awarded grants and research projects, and maintaining compliance with federal research regulations.



Eligibility

I-RAISE is open to currently enrolled undergraduate and graduate students in good standing in any Drake bachelor's or master's degree program. Students must have the permission of their advisor or major professor to participate in I-RAISE. All I-RAISE interns must be at least 18 years old by the beginning of the program (May 1, 2025).

Preferred Qualifications

- Attention to detail and strong organizational and time-management skills
- Strong writing skills and ability to communicate effectively and professionally with researchers in diverse fields
- Interest in research administration, research development, and/or compliance as a career field
- Ability to read and synthesize complex information
- Ability to work both independently and as part of a team
- Familiarity with Microsoft Word and Excel
- Experience with website design, graphic design software, or database management may be preferred for some, but not all, internship projects.

Financial and Other Resource Support for Interns

Drake students selected for I-RAISE will receive the following Participant Payments:

- **\$6,000 Summer 2025 (10 weeks, 40 hr/week)**. Summer session will take place at Iowa State University and begin on Wednesday, May 28, 2025.
- **\$1,800 Fall 2025 (12 weeks, 10 h/week)**. Fall session will begin at the Drake campus on Tuesday, September 2, 2025 and last until Friday, December 5th, 2025 with Fall break (October 13-14) and the week of November 26-November 30 off.
- **\$1,800 Spring 2026 (12 weeks, 10 h/week)**. Spring session will last from Monday, January 26, 2026 to Friday, April 24, 2026 with a week off for spring break.
- Participant Payments are taxable income, interns will receive 1099-MISC at the end of each tax year.
- A laptop computer will be supplied (loaned) to each intern.
- Intern travel to and from Iowa State University (ISU) for the summer session will be paid for by Drake University.
- Housing and meals will be supplied for the summer session while at ISU.

Expectations

All I-RAISE interns are expected to commit to attending the weeklong bootcamp followed by a 9-week immersion experience at Iowa State University. Interns will then return to the Drake campus to begin classes and start working 10-hours per week in Drake's Sponsored Programs Administration and Research Compliance (SPARC) office in the fall 2025 semester and spring 2026 semester. The internship opportunity will be completed no later than May of 2026.

Attending the bootcamp and summer session at ISU is mandatory and in-person, although some meetings during the summer may be via Zoom (for example, regularly scheduled meetings with Drake University host staff).



Consistent failure to adhere to the required time commitment, or poor performance of assigned duties, may result in the dismissal from the I-RAISE program.

Application Process

Applications should be submitted via [Qualtrics](#) and are due by **5 pm Monday, February 3**. Application materials must contain the following to be considered:

- One Letter of Support or a document containing the name of your reference.
- Resume or CV

You can use the following QR Code to access the application site as well:



The two applicants selected will need to attend an orientation meeting prior to the Summer Bootcamp at ISU. Please email lori.byrd@drake.edu or preston.miller@drake.edu for more information.

Applications will be reviewed by a committee of representatives from the Drake SPARC Office. The committee will interview selected applicants. There are a maximum of two (2) internship spots available.

Further Information

For questions about I-RAISE, please contact Lori Byrd, Director of SPARC at lori.byrd@drake.edu or by phone at 515-271-3717.

or

Preston Miller (LPS Graduate 2022), Senior Grants Specialist at preston.miller@drake.edu or by phone at 515-271-2850.