

## Students Begin Arriving for NIH's 2018 Summer Internship Program

It's that time of year again when NIH puts out the welcome mat for incoming Summer interns under the NIH 2018 Summer Student program.

This competitive program gives approximately 1,200 selected students the opportunity to work side by side with some of the most talented researchers, administrative staff and health professionals in an environment devoted exclusively to biomedical research.



Incoming students will be issued NIH Restricted Local Access (RLA) ID badges for physical and logical access.

The RLA badge requires the normal two appointments. During the first appointment (15 minutes), the student will be identity proofed, fingerprinted and photographed. At the second appointment (15 minutes), the student will be issued his or her RLA Badge.

Issuance is subject to DPSAC's successful review of the fingerprint results. Any issues identified through the fingerprint check (i.e., issues that might impact the suitability of the Summer student to do the proposed work at NIH), must be reviewed by the Personnel Security Office in DPSAC prior to issuance of an RLA Badge.

**Helpful tip:** DPSAC is encouraging Institutes and Centers (ICs) to advise their incoming students to make their enrollment and badging appointments **as soon as they are able to do so** to avoid any delay in the ID badging process.

### Get fingerprinted early

Processing badges for approximately 1,200 individuals over a six- to eight-week period can place a significant burden on the limited DPSAC staff who enroll and issue badges to these individuals.

To lighten the load and help the arriving students avoid badging delays, DPSAC would like the ICs to have their Summer students come to any [NIH Enrollment location](#) for fingerprinting before the first day of work.

**Summer students who are fingerprinted by DPSAC at least one week before their first day and receive a favorable result may be issued a badge on their first day at NIH.**

### How to submit personal information

Summer students will have the option to provide their personal information via a secure online NED portal or by completing Form HHS 745, Part A, (Appendix 1) and returning it to their Administrative Officer/Administrative Technician (AO/AT).

If a student elects to complete an HHS 745, the AO/AT should then use the completed form to create and/or update the student's NED record.

### Minors

Summer students under the age of 18 must also provide parental/legal guardian consent to undergo the necessary security requirements. Parental/legal guardian consent is not available using the secure NED portal.

These students must complete a paper copy of the HHS 745. A pdf version of the form is posted on the DPSAC website at:

<https://www.ors.od.nih.gov/ser/dpsac/Documents/BadgeRequestFormStudent.pdf>.

### **Policy regarding parental consent forms**

Beginning in 2016, Institute or Center Program Offices or Administrative Officers (AOs) are responsible for obtaining and attesting to Parental Consent forms prior to the AO sponsoring a minor in NED for an RLA badge.

Once the parental consent form has been authenticated (prior to entering the minor in NED), NED sponsorship shall serve as confirmation to DPSAC that the parental consent form has been authenticated.

### **Enrollment and badging service locations on the NIH campus**

DPSAC offers enrollment and badging services on the NIH campus in Building 31, Room 1B03 (from 8:00 a.m. to 5:00 p.m.) and in the South Lobby of the Clinical Center, Room 1C52 (from 7:30 a.m. to 4:30 p.m.), Monday through Friday. Click [here](#) to view a map of the Clinical Center main level, including the South lobby.

DPSAC has prepared a useful pocket guide to distribute to new arrivals during their enrollment appointment to help them navigate the badging process. The guide contains important contact information in case questions arise.

### **Summer students at remote locations**

Summer students who will be reporting to remote locations [Rocky Mountain Laboratories (RML), National Institute of Environmental Health Sciences-Research Triangle Park (NIEHS-RTP), etc.] will receive fingerprint checks administered by appropriate local security staff.

Arrangements have been made to enroll and badge Summer students at the Bayview Research Center (BRC) in Baltimore.

Summer students working at these locations should contact [their local NIH security office](#) for information on where to schedule an appointment and/or obtain an RLA badge.

DPSAC will review the results of the fingerprint check and notify the students when they have been authorized for an RLA badge.

### **Foreign Summer students**

Foreign Summer students will be processed through the Division of International Services (DIS). However, they too will undergo a fingerprint check. For more information, please see: <http://dis.ors.od.nih.gov>.

A full description of badging procedures and policies for NIH Summer students is posted on the DPSAC website at:

<http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/students.aspx>