



Student & Mentor Registration is Open!

Student application is open from 06/01/2021 to 03/31/2022 (*Teacher recommendation MUST be completed by 12/20/2021 in order for application to be considered complete*).



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THE WERNER H. KIRSTEN
Student Internship Program

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Mentor Dashboard

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OMB No: 0925-0761 | Expiration Date: 07/31/2025

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Public reporting burden for this collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0761). Do not return the completed form to this address.

Mentor Dashboard

Thank you for your participation in the WHK Student Internship Program. This page will be used to display important information for mentors when necessary. To access your registration or grant additional people access to your account, please use the navigation links to the left of this page.



Registration Notes: The deadline to complete interview selection is 03/31/2022.

[Start Registration](#)



Mentor Registration

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Mentor Information

Please confirm the mentor contact information and input the required professional information to continue the registration process. As a mentor you are responsible for oversight of the student intern in the lab and ensuring they are supervised at all times. You and / or your co-mentor will also be responsible for ensuring the intern completes their WHK required projects, attends required WHK trainings and events, and you must complete quarterly evaluations for each of your student interns.



NOTE: * indicates required fields for application completion.

Mentor Profile

Please complete the information below.

PARTICIPATING SESSION(S) *

☐ Summer ☐ School Year

The WHK program requires participation in both the summer and school year sessions to meet the students full year program requirement.

WHAT TYPE OF PROGRAM(S) WILL YOU BE MENTORING THIS YEAR?

☐ On-site only ☐ Remote only ☐ Hybrid

Laboratory Information

OFFICE/DIRECTORATE/PROGRAM AREA

LABORATORY NAME

BUILDING LOCATION

ROOM NUMBER

WEB ADDRESS

Contact Information

Please identify an alternative contact to handle student related affairs in the event that you are unable to be reached.

NAME

EMAIL

☐ I, or my colleagues, are responsible for informing students of hazards associated with their project. Minor students will be trained in safe laboratory work practices prior to starting their internship, and supervised at all times by an adult familiar with the project area.

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Sponsor Selection

Please confirm the sponsor information below and input the required information to continue the registration process.



*NOTE: * indicates required fields for application completion.*

Mentor Employment Status

- ☐ NIH Employee
- ☐ NIH Contractor (ex. FNL)

Save & Continue

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If the user selects USAMIIRD, they will not view the mentor phases at all.



Mentor Registration



Mentor Information ✓



Sponsor Selection ✓



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Lab Admin Selection

Add Lab Admin

Welcome to the Lab Administrator management page. Registering Lab Administrator(s) is required to assemble student personnel packages. There are currently no Laboratory Administrators associated with this registration. To add a Lab Administrator, do a search below, else click "Save & Continue" to continue. You may have more than one Lab Administrator.

The user can have more than one lab administrator.



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Lab Admin Selection

Lab Administrator Lookup

FIRST NAME

LAST NAME

Filter

Reset

Mentor	Email	Phone Number	Select
Sonny Liston	sonny.liston@nih.gov	301-302-2425	<input type="checkbox"/>
Shannon Lebowski	shannon.lebowski@nih.gov	301-302-5012	<input type="checkbox"/>
Mike Piazza	mike.piazza@nih.gov	301-305-2784	<input type="checkbox"/>

Save & Continue

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Mentor Registration



Mentor Information



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Add Lab Admin

Welcome to the Lab Administrator management page. Registering Lab Administrator(s) is required to assemble student personnel packages. There are currently no Laboratory Administrators associated with this registration. To add a Lab Administrator, do a search below, else click "Save & Continue" to continue.

Mentor	Email	Phone Number	Select
Sonny Liston	sonny.liston@nih.gov	301-302-2425	
Shannon Lebowski	shannon.lebowski@nih.gov	301-302-5012	
Mike Piazza	mike.piazza@nih.gov	301-305-2784	

Save & Continue

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Intern Training Plan & Risk Assessment

Add Program

Welcome to the student program management page. Please complete at least one program below to indicate what your student(s) will be learning in your laboratory.



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Add Program

TRAINING PLAN NAME *

NUMBER OF STUDENTS *

RESEARCH GOALS *

INTERN TRAINING PLAN / SCOPE OF INTERN PROJECT *

ASSAYS AND PROCEDURES TO BE PERFORMED *

COMMENTS

The EHS safety program performs focused risk assessments to evaluate chemical, biological, radiological, and other hazards that may be present in the areas where minor students work. To evaluate the need for this risk assessment, mentors must complete the below form before proceeding with their registration.

For each individual building and room the student intern will be working in, please list if the student intern will be working with biologics, chemicals, radioactive material, or specialized equipment. All laboratory spaces will have a risk assessment completed.

Add Location and Permissions

Save

Cancel



Mentor Registration

Mentor Information



Sponsor Selection



Lab Admin
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ADD

TRAINING PROGRAM

RESEARCH PROGRAM

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Add Location and Permissions



Fill out the form here to add the location of where the student will work.

BUILDING

ROOM NUMBERS

Minor students cannot work with human and non-human primate blood bodily fluid tissues or primary cell cultures.

IBC AND / OR ASP NUMBER

Minor students may not work with known carcinogens, reprod toxins and some acute toxins. Please select yes if any chemical are present in the lab.

☐ Yes

☐ No

Special permission from the RSO is needed to use radioactive materials.

☐ Yes

☐ No

Please list any equipment to be used, centrifuge, UV light, NMR, lasers.

Submit

Save and Add

Cancel

Add Location

Save



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Add Program

TRAINING PLAN NAME *

NUMBER OF STUDENTS *

RESEARCH GOALS *

INTERN TRAINING PLAN / SCOPE OF INTERN PROJECT *

ASSAYS AND PROCEDURES TO BE PERFORMED *

ADDITIONAL COMMENTS AND NOTES

The EHS safety program performs focused risk assessments to evaluate chemical, biological, radiological, and other hazards that may be present in the areas where minor students work. To evaluate the need for this risk assessment, mentors must complete the below form before proceeding with their registration.

For each individual building and room the student intern will be working in, please list if the student intern will be working with biologics, chemicals, radioactive material, or specialized equipment. All laboratory spaces will have a risk assessment completed.

Add Location and Permissions

Locations and Permissions

Building	Room #	IBC and / or ASP #	Biologicals	Chemicals	Radiation	Equipment	Comments	Actions
362	10	18	Yes	Yes	Yes	Centrifuge		

Save

Cancel



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Intern Training Pan & Risk Assessment

Welcome to the student program management page. Please complete at least one program below to indicate what your student(s) will be learning in your laboratory.

Add Program

Programs Added

Program Name	Building	Room #	Status	Actions
Program Name 1	Center Building	18	Incomplete	
Program Name 2	Left Building	284	Complete	

Please verify this program training plan is current.

Save & Continue

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Add Co-Mentor

Welcome to the co-mentor selection page. If you would like add or remove a co-mentor from your student program(s) please choose from a program below.

Co-Mentor Lookup

FIRST NAME

LAST NAME

Filter

Reset



Mentor Registration



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Add Co-Mentor

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Co-Mentor Lookup

FIRST NAME

LAST NAME

Filter

Reset

Name	Email	Phone Number	Select
Sonny Liston	sonny.liston@nih.gov	301-302-2425	<input type="radio"/>
Shannon Lebowski	shannon.lebowski@nih.gov	301-302-5012	<input type="radio"/>
Mike Piazza	mike.piazza@nih.gov	301-305-2784	<input type="radio"/>

Save & Continue

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Co-Mentor Selection

Welcome to the co-mentor selection page. If you would like add or remove a co-mentor from your student program(s) please choose from a program below.

Programs

Program Name	Building	Room #	Co-Mentor	Actions
Program Name 1	Center Building	18	Not Selected	
Program Name 2	Left Building	284	Mike Piazza	

Save & Continue

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Registration Review

This will have the entire registration in read only. They can click on the left to go back to a section or hit the previous button.



[Submit](#) [Previous](#) [Cancel](#)



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Registration Submitted for (Mentor Name here)

Thank you for your interest in the Werner H. Kirsten Student Intern Program at Frederick National Laboratory. Your registration is completed and has been received by the WHK SIP Administrators.

Your registration is no longer editable but, if you would like to print a copy for your records please use the link below

If you have a critical edit, please contact a WHK SIP Administrator for assistance.

[Print a copy of your app](#)

Print Registration

Go To Dashboard