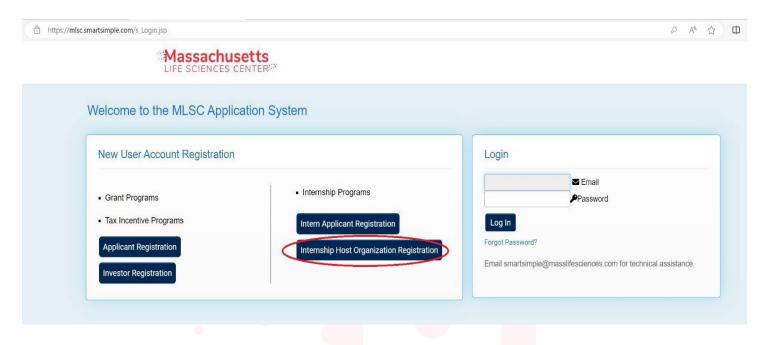


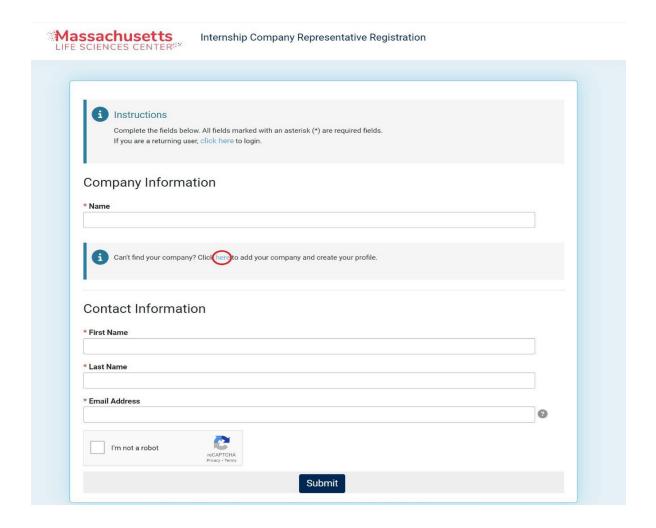


INSTRUCTIONS FOR RESEARCH INSTITUTIONS: HOW TO CREATE AN ACCOUNT AND COMPLETE AN APPLICATION

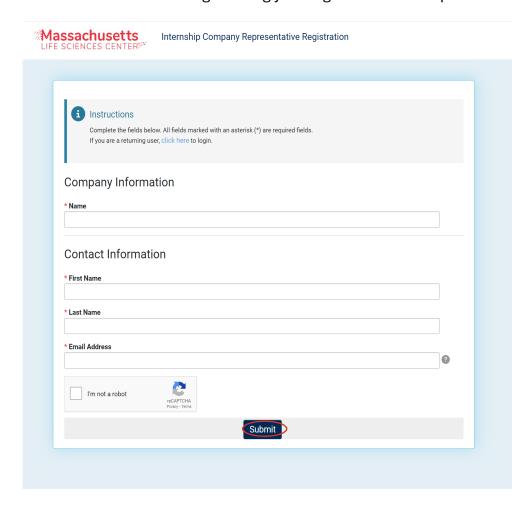
- 1. Go to the MLSC website.
- 2. Click on Internship Host Organization Registration.

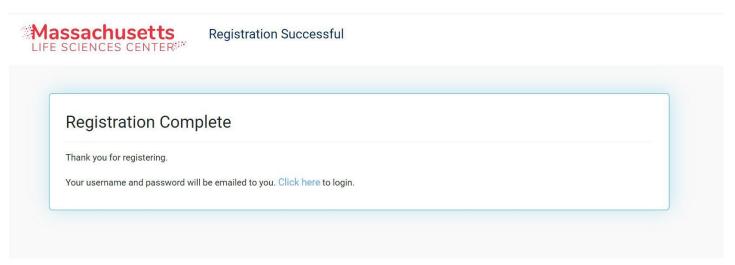


3. If your organization does not have a profile, click where it is circled in red to create one.

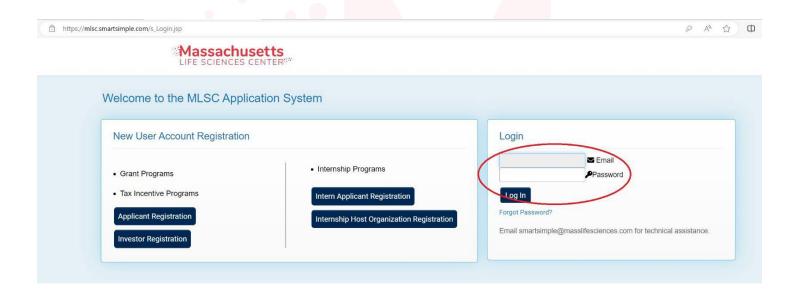


4. Add your organization's name, your first and last name and your email address. Click on "Submit". You will see a message stating your registration is complete.





5. You will receive an email to set up your password. Once you have created your new password, return to the MLSC log-in page. Enter your email and password to log-in.



6. You will see the following screen. Scroll down to "Internship Host Organization Applications" and find "2025-26 Internship Company Application" (1). If you cannot click on the [+] button and you see the message "Please complete your profile to begin a new application" (2). Click on "My Profile" in the upper right corner of the page (3).

Massachusetts







"My Profile" in the upper right corner of the page).





UPDATE as of 10.18.24: All funding allocated for these programs has been committed, and we are no longer able to approve any additional subsidized interns at this time. If you are interested, we can place your organization on a waiting list should additional funds become available. We are closely monitoring incoming reimbursement requests from organizations that hosted interns in the summer/fall to determine the amount of funding not used. These excess funds will then be used to reimburse organizations on the waitlist. You are welcome to still hire interns with the

2025-26 Internship Company Application

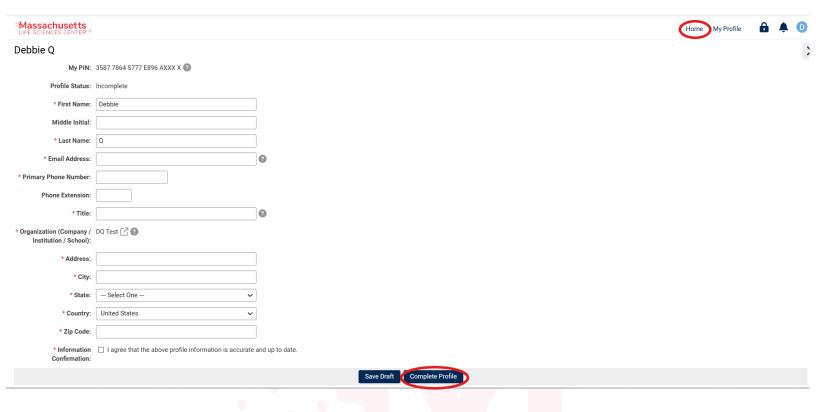
understanding that the internships may not be subsidized by MLSC.

This application is for internships taking place during the period May 1, 2025 - April 30, 2026.

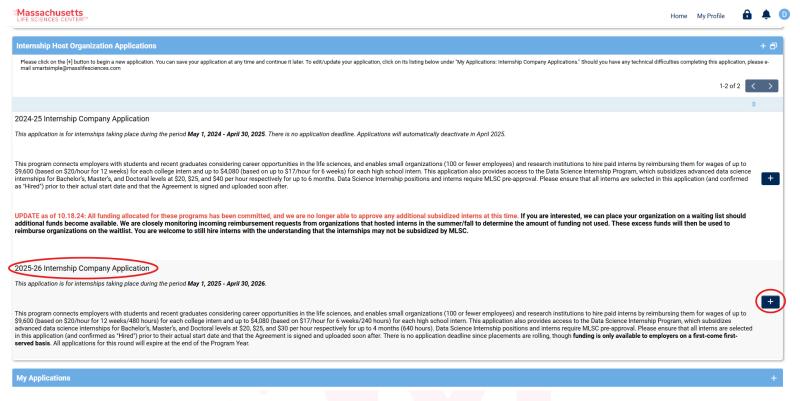
This program connects employers with students and recent graduates considering career opportunities in the life sciences, and enables small organizations (100 or fewer employees) and research institutions to hire paid interns by reimbursing them for wages of up to \$9,600 (based on \$20/hour for 12 weeks/480 hours) for each college intern and up to \$4,080 (based on \$17/hour for 6 weeks/240 hours) for each high school intern. This application also provides access the Data Science Internship Program, which subsidizes advanced data science internships for Bachelor's, Master's, and Doctoral levels at \$20, \$25, and \$30 pe hour respectively for up to 4 months (640 hours). Data Science Internship positions and interns require MLSC pre-approval. Please ensure that all interns are selected in this application (and confirmed as "Hired") prior to their actual start date and that the Agreement is signed and uploaded soon after. There is no application deadline since placements are rolling, though funding is only available to employers on a first-come first-served basis. All applications for this round will expire at the end of the Program Year.

Please complete voui profile to begin a new application (click on "My Profile" in the upper right corner of the page).

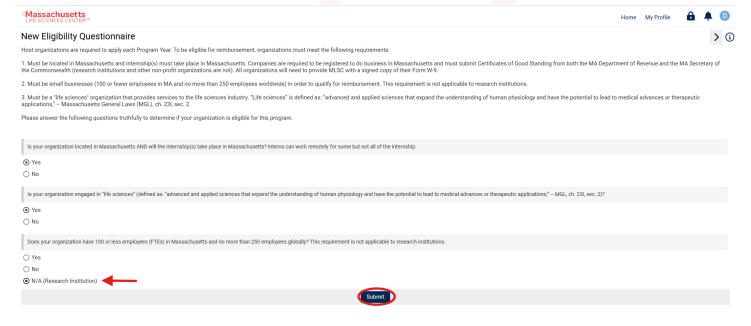
7. Complete all of the required information to finalize your profile and click on "Complete Profile". Click on "Home".



8. Scroll down and click on the [+] sign next to '2025-26 Internship Company Application' to access your application.



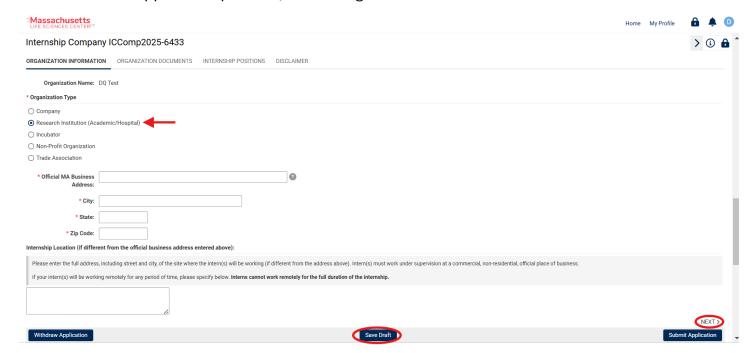
9. Complete the Eligibility Questionnaire. Select "N/A (Research Institution)" on question 3 and click on "Submit".



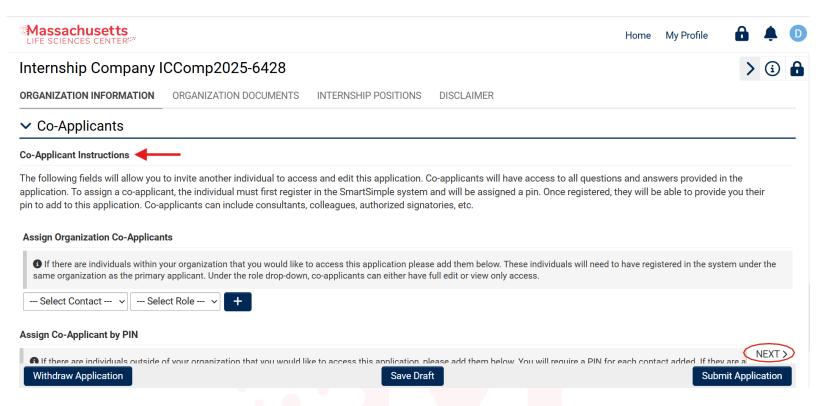
10. Click on "Proceed".



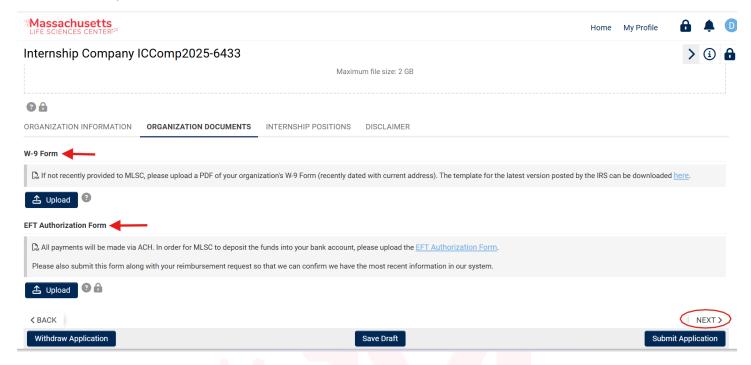
11. Complete all fields in the application form. If you need to stop at any time during the application process, do not forget to click on "Save Draft". Click on "Next".



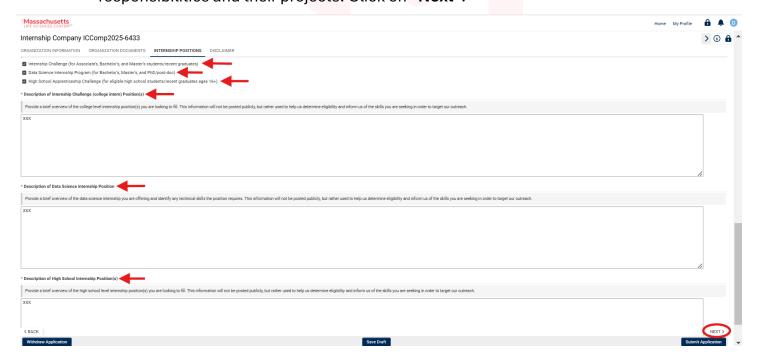
12. If you would like more than one individual to access this account, you must add them as a "Co-Applicant". Click on "Next".



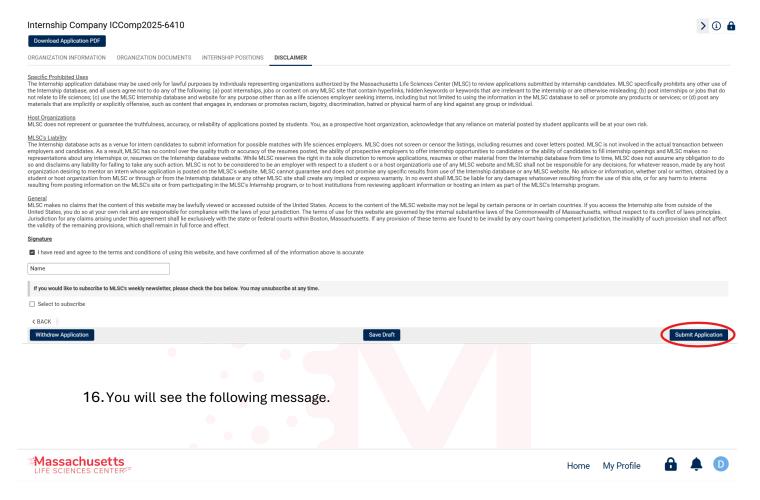
13. Upload your organization's documents (**W-9 and EFT Authorization Form**). Please upload the most current version of the documents. Click on "**Next**".



14. Select the types of interns you intend to hire (college students, data science interns, or high school students). Provide a **clear and detailed description** of your interns' responsibilities and their projects. Click on "Next".



15. Check the Disclaimer box, add your name, and click on "Submit Application".



Massachusetts Life Sciences Center Application Submission Successful

Application Number: ICComp2025-6433

You will automatically receive a confirmation email of the application submission. If you don't receive an email within 10 minutes, please check your spam/junk folder. To view your application, please click on the 'Home' button above to return to your home page.

17. If you need to go back to your application before finishing it, click on "Save Draft" before leaving. To continue the application, log-in and click on "Open".

