

2020

GIIP supervisor guidebook



“It was a pleasure to work with a bright highly motivated student on a challenging problem, even if the duration of the internship is quite short.”

Jean-Paul Barnes, CEA-Leti; supervised Alam Figueroa, Cabrillo College via UC Berkeley

“A very good experience: despite the topic being pretty remote from Victor’s specialty, he contributed greatly and was a pleasure to work with.”

Arnaud de Mesmay, GIPSA-Lab; supervised Victor Wang, MIT graduate

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WHAT IS THE GIANT INTERNATIONAL INTERNSHIP PROGRAMME?

The GIANT International Internship Programme was formerly known as the MINATEC Summer Program before expanding to all GIANT laboratories in 2012. It is:

- a 12-week full-time internship programme (can be longer, exceptionally)
- intended for non-European students
- from Bachelor to PhD
- in the summer (May to July, 25 to 35 students) or Autumn (September to December, 10 to 20 students)
- offering welcome services (LC Mobility), a cultural and social programme, and a series of scientific seminars and visits.

The GIIP aims at developing international research exchanges and collaborations between top foreign universities and the GIANT campus by:

- offering French students new opportunities abroad
- hosting foreign interns in GIANT labs in a formal framework that simplifies to a great extent the administrative process for them
- fostering and strengthening long-term research collaborations between PIs.

The GIIP was initially developed for American students from partner universities coming with the financial support of the National Science Foundation via two programs: International Research Experience for Students (IRES) and International Research Experience for Undergraduates (IREU).

New partnerships in the United States and other countries have been set up. Students now come from the US, South Africa, Argentina, China, Japan... and a new intake has been set up in Autumn to accommodate the schedule of Japan and countries from the Southern hemisphere.

Some partner universities also welcome students from Grenoble (INP Phelma and IUT1 chemistry) for the same kind of experience in the summer.

WHO RUNS THE GIIP?

The GIIP is organised by the GIANT campus coordination team at CEA and a committee made up of researchers from the GIANT members.

WHO ARE THE STUDENTS?

We usually welcome around 30+ students per intake. In the past editions, we have welcomed undergraduate students, master students, and PhD students.

We usually do not accept unsolicited applications from students directly. In order to qualify, they must be enrolled at a partner university or research centre, or a university with which GIANT labs are trying to develop or strengthen collaborations. The partners send us the relevant applications after a first round of selection.

PARTNER UNIVERSITIES

We currently have partnerships with the following universities:

- Massachusetts Institute of Technology : MIT-France program
- University of Pennsylvania / PIRE REACT program (NSF funding)
- UC Berkeley
- Keio University
- Tsukuba University

More partnerships are being formed with universities in the United States, South America and South Africa. Do feel free to contact us at internships@giant-grenoble.org for the updated list, or if you'd like to include a university you are working with.

HOW CAN I TAKE PART?

Here are a few things to check before you can welcome a GIIP intern: lab eligibility, finances, availability.

CAN MY LAB/COMPANY TAKE PART?

All laboratories that are linked to the GIANT campus can host a GIIP intern. The GIANT members are: CEA, CNRS, Grenoble-INP, UGA, GEM, ESRF, ILL, and EMBL. Companies and start-ups located on the GIANT campus are also eligible. You can submit your project(s) for the upcoming intakes at internships@giant-grenoble.org.

HOW MUCH DOES IT COST?

The **programme does not cover the internship stipend** (gratification de stage); the host lab or company must pay for it. As of January 2019, the legal minimum stipend for a 2-month to 6-month internship is 577€ (net).

Some institutes or companies have more favourable HR policies for interns, and stipends can vary depending on the last degree obtained. The lab/company can also decide to offer complementary benefits, such as local transportation subsidy, financial aid for housing and so on, depending on their internal policies. The relevant HR contact in your lab should be able to tell you what the interns are usually entitled to.

For CEA labs: note that most of our interns come with some funding from their university – the CEA policy in such cases is to limit the stipend amount to 577€ regardless of the level of study.

WHEN DOES THE PROGRAMME TAKE PLACE?



- Call for research topics for both intakes open in September the previous year
- Research topics offered are sent to our partners in January for the summer intake, in May for the Autumn intake
- Partners submit applications after first selection 4 to 5 months before programme start
- Supervisors accept/reject applications up to 2 months before programme start

The GIIP 2020 summer intake will officially start on May 25 and end on July 31. The exact internship dates are somewhat flexible, since some interns may not have taken all of their exams yet on the official start date. If you know that your lab will be closed at some point of the official period, or that no one will be around to welcome the intern on the first week, please let us know in advance so that we can shift the dates by a week or two.

However, hosting a “GIIP intern” in February for instance will not be possible. They must be part of a formal intake.

HOW DOES IT WORK?

SELECTION PROCESS

The standard selection process uses a call for research topics you will find in the appendices. Students are pre-selected by their home universities.

Selection process	Summer intake deadlines	Autumn intake deadlines
A call for research internship topics is sent out	September	September
Supervisors submit their topics on https://giiplatform.giant-grenoble.org/ by	12 December	20 April
Students are pre-selected by their universities and shortlist their preferred topics	January-February	April-May
GIIP committee matches topics and applications	January-March	May-June
Supervisors have final say on the selection	March	June

Once you receive the applications, you can contact the student directly for more information or for arranging skype interviews. Keep the GIIP coordinator in copy of your emails so that he/she can follow the process and send reminders to the interns if necessary.

Some topics and applications may be left unmatched. If you do not have a topic ready to be submitted by the deadline and are interested in hosting a GIIP intern, please let us know so that we can contact you in case one of the applications is suitable for your lab’s activities.

ADMINISTRATIVE PROCESS

The administrative process usually takes 2 to 3 months. The administrative steps depend on the institute that will hire the intern. The GIIP coordinator will keep an eye on the process and help whenever necessary, but the lab administrative contact must take the lead for the recruitment.

This is why we need you to submit together with the research topic:

- Your contact details, and the contact details of the person who will be in charge of the intern if you are absent
- The institute/company who will be recruiting the intern; i.e. the institute/company who will sign the internship agreement (*convention de stage*) and pay the intern
- The name and contact details of the administrative contact who will be in charge of the administrative process for your lab; typically, this is a HR assistant.

In principle, the administrative process is no different from that of an intern who is not part of the GIIP. If problems were to arise, please keep the GIIP coordinator informed.

ONCE THE INTERN IS HERE

The GIIP provides the interns with a whole range of services and activities so that they can hit the ground running in the lab and make the most of their stay in Grenoble.

LC MOBILITY

We have partnered with [LC Mobility](#), a local company that specialises in relocation services for international researchers. The standard welcome services package for GIIP interns is covered by GIANT and includes:

- Finding affordable accommodation for all interns (usually all at the same residence)
- Picking them up at the station and helping them check-in at the residence
- Helping them open a bank account and subscribing to a local insurance for civil liability at a negotiated rate
- Giving them plenty of practical tips on life in Grenoble and administrative processes they need to deal with

INTERNSHIP

In order to start working, the intern needs an internship agreement signed by the relevant parties and must have cleared the applicable security procedures. Please make sure that someone is here to welcome your intern on his/her first day, and that there is always someone he/she can refer to while you are on leave.

The interns are expected to work full-time in the lab, as stated in their internship agreement (35 hours a week). The scientific, social and cultural programmes organised by the GIIP are not counted as work hours, although some activities of the scientific programme may take place during lab hours (usually on Wednesdays, early morning). However, intern attendance is mandatory at the French-American Workshop on June 18-19, 2020, the whole two days.

SCIENTIFIC PROGRAMME

The scientific programme consists in a series of seminars and visits of laboratories and research facilities in order for the interns to have a broad vision of the research areas of the GIANT campus. It also includes a part of assessment through a final presentation. The French-American Workshop is also considered part of the scientific programme (exceptions can be made for experiments that cannot be rescheduled, but please keep it into account when scheduling them in the first place).

WEEKLY SEMINARS AND VISITS

The weekly seminars take place every Wednesday from 8am to 9.30am, including a short breakfast meetup. We are still working on the scientific programme and the format may change, with fewer and longer seminars.

If you host a seminar, you are free to choose its content: general presentation of your lab, of your team's work, visit of the lab's equipment... Keep in mind that some interns may not be specialists of your field. The GIIP coordinator will be in touch to help with the organisation and logistics.

We also organise visits of GIANT facilities such as ESRF or the CEA showroom.

SUMMER INTAKE: FRENCH-AMERICAN WORKSHOP

The French-American Workshop usually takes place in June, for 2 days. In 2020 it will take place on June 18 and 19. Attendees include staff and faculty from partner universities in the US, representatives of the French Embassy and consulates in the US, of the US Consulate in Lyon, of the National Science Foundation and the Fulbright

Commission, of Ville de Grenoble and GIANT founding institutes, the interns, their supervisors and the GIIP committee. The event is open to all the research and higher education community.

The first day revolves around opportunities for researchers on both sides of the Atlantic, and the second day has a more scientific focus with presentations and visits of GIANT research facilities.

You are encouraged to participate in the workshop, and the gala dinner. If you attend the first day, you are expected to prepare 1 slide (no more) or video clip in order to introduce yourself in 1 minute (no longer); this is to facilitate the networking process.

ASSESSMENT

The interns are assessed as follows:

- Mid-term interview: the interview takes place with a GIIP committee member. The intern is expected to briefly present his/her work so far, but it is also a way for the committee to make sure everything is alright and to receive feedback about the programme.
- Posters (summer intake): summer interns will need to present a poster at the French-American Workshop.
- Final presentation: the interns are expected to present their work in 3 slides during the last week of the programme. *Supervisor attendance is encouraged; someone from your team can take over if you are on leave.*
- Final report: if the home university does not already require it, interns must submit a short report about their work and the GIIP by the end of the programme.

SOCIAL AND CULTURAL PROGRAMME

On top of the scientific programme, we organise social and cultural activities to help them get to know each other and navigate life in Grenoble.

- Welcome and goodbye lunch: *supervisors are encouraged to attend*. This is the opportunity for all stakeholders of the GIIP to meet and discuss.
- Social events: we organise an “orientation day” with sports and games for teambuilding, parties with local expat communities, and local student unions often invite the interns to their parties.
- Cultural programme: wine and cheese evening, optional French classes and out-of-class practice sessions for beginners...

AFTER THE INTERNSHIP

At the end of the internship, please give us your feedback (by email or using the form in the appendices), on both your intern’s work and the programme itself.

We will also contact you regularly, every 6 months or so, for the call for topics for the next intakes, and for information about what happened after you intern left (publications, presentations, posters, prizes, letters of recommendations, and so on...).

TO SUM UP, PARTICIPATING IN THE GIIP MEANS:

- Organising the arrival of the intern in your lab, especially regarding safety training; during the first week or in case you are on leave, make sure there is always a referent available
- Providing the usual scientific and technical guidance to the intern, check if he/she integrates well
- Allowing the student to attend all the scientific and cultural activities planned within the program by the organisation committee (unless an experiment cannot be rescheduled)
- Being present during final presentation
- Keeping in touch regarding the outcomes of the internship

For your reference, here is the programme of the GIIP 2020 summer intake

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	Monday 22 May	Tuesday 23 May	Wednesday 24 May	Thursday 25 May	Friday 26 May	Saturday 27 May
			Everyday French*	Ascension	TBC	
Week 2	Monday 29 May	Tuesday 30 May	Wednesday 31 May	Thursday 1 June	Friday 2 June	Saturday 3 June
		Welcome lunch	Everyday French*	Prof Sadow seminar 1pm		
Week 3	Monday 5 June	Tuesday 6 June	Wednesday 7 June	Thursday 8 June	Friday 9 June	Saturday 10 June
	Lundi de Pentecôte		E. Nesterov seminar FR/US Gre HotSpot	Everyday French* REACT prep lunch		Teambuilding
Week 4	Monday 12 June	Tuesday 13 June	Wednesday 14 June	Thursday 15 June	Friday 16 June	Saturday 17 June
			FabLab	Midterm interviews	Midterm interviews	
Week 5	Monday 19 June	Tuesday 20 June	Wednesday 21 June	Thursday 22 June	Friday 23 June	Saturday 24 June
		REACT prototyping workshop				
Week 6	Monday 26 June	Tuesday 27 June	Wednesday 28 June	Thursday 29 June	Friday 30 June	Saturday 1 July
	Midterm interviews	Midterm interviews	Midterm interviews	French-American Workshop		
Week 7	Monday 3 July	Tuesday 4 July	Wednesday 5 July	Thursday 6 July	Friday 7 July	Saturday 8 July
						4th of July
Week 8	Monday 10 July	Tuesday 11 July	Wednesday 12 July	Thursday 13 July	Friday 14 July	Saturday 15 July
			CEA showroom gr 1		Fête nationale	
Week 9	Monday 17 July	Tuesday 18 July	Wednesday 19 July	Thursday 20 July	Friday 21 July	Saturday 22 July
			CEA showroom gr 2			

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 10	Monday 24 July	Tuesday 25 July	Wednesday 26 July	Thursday 27 July	Friday 28 July	Saturday 29 July
		Wine tasting 8pm	Final presentation	Deadline for written report		
		Goodbye lunch				
Week 1	Monday 20 May	Tuesday 21 May	Wednesday 22 May	Thursday 23 May	Friday 24 May	Saturday 25 May
			Everyday French*			Teambuilding day
Week 2	Monday 27 May	Tuesday 28 May	Wednesday 29 May	Thursday 30 May	Friday 31 May	Saturday 1 June
		Welcome lunch	Everyday French*	Ascension		
Week 3	Monday 3 June	Tuesday 4 June	Wednesday 5 June	Thursday 6 June	Friday 7 June	Saturday 8 June
		REACT meeting	Everyday French*		French-American Workshop	
	Global Challenge Science Week					
Week 4	Monday 10 June	Tuesday 11 June	Wednesday 12 June	Thursday 13 June	Friday 14 June	Saturday 15 June
	Lundi de Pentecôte			Midterm interviews	Midterm interviews	
Week 5	Monday 17 June	Tuesday 18 June	Wednesday 19 June	Thursday 20 June	Friday 21 June	Saturday 22 June
	Midterm interviews	Midterm interviews	Midterm interviews	Midterm interviews	Midterm interviews	
			CEA showroom visit			
Week 6	Monday 24 June	Tuesday 25 June	Wednesday 26 June	Thursday 27 June	Friday 28 June	Saturday 29 June
	Midterm interviews	Midterm interviews	Midterm interviews	Midterm interviews	Midterm interviews	
			Wine tasting			
Week 7	Monday 1 July	Tuesday 2 July	Wednesday 3 July	Thursday 4 July	Friday 5 July	Saturday 6 July
				4th of July		
Week 8	Monday 8 July	Tuesday 9 July	Wednesday 10 July	Thursday 11 July	Friday 12 July	Saturday 13 July
			Seminar			
Week 9	Monday 15 July	Tuesday 16 July	Wednesday 17 July	Thursday 18 July	Friday 19 July	Saturday 20 July
Week 10	Monday 22 July	Tuesday 23 July	Wednesday 24 July	Thursday 25 July	Friday 26 July	Saturday 27 July
		REACT prototyping workshop			Final presentation	Deadline for written report*
					Goodbye lunch	

CONTACTS

- Yanxia Hou-Broutin – CNRS
- Edward Mitchell – ESRF
- Louis Hutin – CEA
- Francine Papillon – CEA/GIANT
- Patrice Rannou – CNRS
- Said Sadki – UGA
- Sébastien Berger – CEA/GIANT
- Isabelle Touet – CEA
- Hermine Vincent – CEA/GIANT
- Marianne Weidenhaupt – Grenoble-INP

MORE INFORMATION

- Website: <http://internships.giant-grenoble.org/>
- Coordinator contact: internships@giant-grenoble.org

APPENDIX

CALL FOR PROJECTS TEMPLATE

Please fill in the template in English

Please submit your project to internships@giant-grenoble.org before December 12, 2019

Select intake:

- Summer (May-July/August – mainly USA)
- Autumn (September-December – mainly Latin America & Japan)

Research project title:

Laboratory:

	Supervisor 1	Supervisor 2 (in case of absence)	Admin (for HR process)
Name			
Phone			
Email			

Keywords to describe the project:

Description of the project (aims, experimental techniques, recommended background...):

10 to 15 lines

Before submitting, please check that your laboratory approves this internship offer and can support an intern (~577€/month) for three months – GIANT does not cover the stipend. The project should be reserved for a GIIP intern; if it were to be withdrawn, please inform us asap.

Thank you very much for your interest in the GIANT International Internship Programme!