

## 2027 GIFT Sponsor Checklist and Requirements

- Complete sponsor application by **February 1, 2027**.
- Attend a mandatory Sponsor Information Session
  - Wednesday, February 10th 3:00 p.m.
  - Tuesday, February 23<sup>rd</sup> at 12:00 p.m.
  - **As the sponsor, either you or the person listed as “daily point of contact” on your sponsor application must attend one of the virtual orientation meetings before you are able to select candidates to interview.**
- Interview candidates between **March 2-27, 2026**.
- Complete and submit GIFT fellowship placement letter to selected teacher no later than **April 3, 2026**.
- Submit completed and signed (by sponsor and teacher) placement letter to GIFT team no later than **April 16, 2027**.
- Meet with teacher to determine weekly immersive experience schedule days and discuss research opportunities.

**\*If your lab is hosting a REAL student team, please see page 2 for additional requirements**

### **During their 40 hours per week, Faculty Research Lab/Sponsor will need to:**

- Prepares for GIFT Teacher arrival by clarifying the summer assignment (outlines project expectations, finalizes summer schedule, arranges for workspace, defines workplace culture, alerts colleagues).
- Schedules in-house orientation for the GIFT teacher (facility tour, organizational directory, points out key contacts for various kinds of assistance, information and resources).
- Provide a day-to-day point of contact
- Schedules regular meetings with the GIFT teacher to assist with the application and transfer of ideas and strategies into the classroom. While GIFT teachers are responsible for the actual development of the Action plan, Lab/Sponsor should help provide valuable ideas, resources and motivation.
- Provide a variety of experiences for the GIFT teacher
- Assist with planning and developing the Action Plan by brainstorming ideas as to how the experience can be translated back to the classroom Note: The Education Mentor is responsible for providing structure and resources for developing the Action Plan. You are also encouraged to allocate at least 10% of the GIFT teachers’ work time for developing the Action Plan.
- Attend the GIFT symposium on July 16th

**Additional Requirements for GT Faculty/Labs hosting REAL High School student teams.**

- Complete the [Application for Authorization of Minor to Participate in Youth Programs](#) and submit to Environmental Health and Safety by ***April 16, 2027***.
- For ALL Georgia Tech employees and/or students working directly with high school students in the lab/research space:
  - Complete [Protecting Youth training](#), and submit proof of completion.
    - See “Required training for GT employees/students” for links
  - Complete a background check form (facilitated through GTHR).
  - Submit a signed [code of conduct](#) to GIFT team.
  - *Note: Students will **not be placed in your lab** if all of the above are not submitted to GIFT by ***April 16, 2027***.*