



Kansas Micro-Internships Program



Grant Research Project: Posting Instructions

Step 1: [Create](#) or [Log into](#) your Parker Dewey account.

Step 2: Once logged into your Parker Dewey account, choose the option to create a project using the **Project Builder** (see red arrows below). If you've never posted a project before, your screen will look like this:

Welcome to Parker Dewey

How would you like to get started?

Use our project builder

Describe what you need and we'll set up a new project for you.

[Get Started](#)

Start from scratch

Create a project step by step using our form.

[Get Started](#)

Or browse our [project templates](#) for inspiration.

If you have posted a project before, your screen will look like this:

Post a new project by choosing an option below.

[Project Builder](#) [Draft custom project](#) [Project Library](#)

Step 3: Copy and paste the prompt on the next page (everything in the blue text box) in the **Project Description** box pictured below.

Project Builder

Describe your project or upload a document, and we'll generate a Micro-Internship for you.

Project Description

Describe the project you have in mind. You can also paste a job description or link to an existing role, and we'll craft a Micro-Internship that will help you engage early-career talent.



Kansas Micro-Internships Program



Copy/Paste the information below into the Project Description box:

Please create a grant research and writing project scoped at 20 hours and set at \$500. If the organization has already identified suitable grant opportunities, the student should prepare 2-3 grant applications based on the information provided.

If the organization has not yet identified grant opportunities, the student should research relevant funding opportunities, identify a strong fit with the employer, and prepare 1 completed grant application or application draft.

Keep the project focused on completed grant applications rather than ongoing fundraising, broad grant strategy, or long-term grant management.

The final project should include only:

1. If needed, research and identification of relevant grant opportunities.
2. Either:
 - a. 2-3 completed grant applications or application drafts for grants already identified by the employer, or
 - b. 1 completed grant application or application draft if the student is also responsible for researching and identifying the opportunity.
3. Any reasonable supporting written materials required for the application(s).
4. One round of reasonable revisions based on employer feedback.
5. If requested below, submission of the completed application(s) through the relevant grant portal.

Do not include ongoing grant prospecting, post-award reporting, grant administration, executive summaries, presentations, source sheets, or AI disclosure forms.

Add the information below into the Project Builder to further customize your project:

- ☐ Have you already identified grant opportunities? Yes/No
 - ☐ If yes, provide the grant opportunity or application links
 - ☐ If no, what type of funding are you looking for?
- ☐ What program, project, or need are you seeking funding for?
- ☐ What funding amount are you seeking, if known?
- ☐ Are there any important eligibility requirements, geographic restrictions, or deadlines?
- ☐ Will you provide organizational information, budget details, program information, impact data, and other materials the student may need?
- ☐ Should the student submit the completed application(s)? Yes/No

When you have finished adding this information into the Project Description, click **Generate**.



Kansas Micro-Internships Program



Step 4: On the next screen, review the results and make any updates that are needed. When finished, click **Move Forward**.

Step 5: Review the project title, dates, and description for final edits. In the Program section, select **Kansas Micro-Internship Program** as pictured below.

Program

If you are participating through a program, select the program below. Refer to the program website to make sure your organization is eligible to participate.
Changing, adding, or removing a program will automatically update various project fields to ensure your project aligns with the program's requirements.

Kansas Micro-Internship Program

Step 6: Select how many students you would like to work with. The Kansas Micro-Internships Program will fully fund the first three students' projects for businesses, nonprofits, and entrepreneurs located in Kansas who work with a Kansas public college/university student.

Step 7: At the bottom of your screen, click **Save**. This will cause your posting to become a draft. When you are ready to post your project, click **Actions** and **Post Now**.

PROJECTS > TEST DB INTERNSHIP

← Back to All Projects

Test DB Internship

Est. hours 100 hours	Amount per Micro-Intern \$2222.22	1
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Actions

- Duplicate Project
- Edit Project
- Cancel Project
- Post Now
- Assign Project

What Happens Next?

After posting your Micro-Internship, the project will be listed as "Awaiting Approval." This process is conducted by the Parker Dewey Support Team who determines if it is appropriate for the Parker Dewey platform. You will know that your project is "Awaiting Approval" when it is listed under the "Posted" column of your dashboard, but it says "Awaiting Approval" at the bottom of the project's tile as pictured in the screenshot below.

Posted

Website Landing Page Redesign & Domain Integration

MARKETING

Pittsburg, KS (Remote)

09/15/2026 20hrs \$500.00

0 Applicants 1 Position Open 0 Selected

Awaiting approval



Kansas Micro-Internships Program



The Parker Dewey Support Team reviews each project individually to determine if the project meets Parker Dewey's [project eligibility criteria](#). The Support Team also reviews the project to ensure that it meets the requirements of the Kansas Micro-Internships Program. Projects are reviewed within two business days. **You will be contacted if updates are needed in order for a project to be approved.**

Once your project is open, you will receive an email each day that a student applies. [Review this information](#) to learn more about how to select a student for your Micro-Internship.