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## **U.S. Department of Energy**

**REQUEST FOR APPLICATIONS NO. NEUP-2010-002**

**for Nuclear Energy and Science Fellowships**

**SUBJECT:** NUCLEAR ENERGY UNIVERSITY PROGRAMS: FELLOWSHIP  
PROGRAM –REQUEST FOR APPLICATIONS

**DATE:** March 12, 2010

**APPLICATION DUE DATE:** April 26, 2010

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## **INTRODUCTION**

This Fellowship Request for Applications (RFA) was prepared by the Nuclear Energy University Program (NEUP) Integration Office for the Department of Energy Office of Nuclear Energy (DOE-NE). **Questions regarding this RFA should be made using the question and answer (FAQ) feature under the “Students” tab of the NEUP website accessible via the NEUP home page located at [www.ne-up.org](http://www.ne-up.org).**

The program’s immediate objective is to attract the brightest students to all science and engineering disciplines related to nuclear energy, such as Nuclear Engineering, Mechanical Engineering, Electrical Engineering, Chemistry, Health Physics, Nuclear Materials Science, Radiochemistry, Applied Nuclear Physics, and Nuclear Policy at Universities and Colleges located in the United States (U.S.).

Ensuring high-quality Nuclear Science & Engineering (NS&E) undergraduate and graduate students will 1) support the need for qualified personnel to develop and maintain the Nation’s nuclear power technology, 2) enhance the university’s or college’s capability to perform research and development (R&D) relevant to the Nation’s nuclear energy goals and objectives; and 3) meet DOE’s and the National Laboratories’ needs for highly trained scientists and engineers in NS&E areas in which DOE has ongoing R&D programs.

The Fellowship Program awards fellowships for graduate study leading to research-based masters or doctoral degrees in the fields or disciplines of nuclear science and engineering that are relevant to the nuclear energy mission of NE. All students are expected to have adequate preparation to begin graduate level study and research by fall 2010. In most cases, this will be demonstrated by a bachelor's degree earned prior to fall 2010.

The Fellowship Program supports a comprehensive plan for graduate education and considers the individual interests and competencies of the Fellows. Thus, a student must provide a detailed profile of his or her relevant educational and research experiences and plans for graduate education in such a way as to demonstrate the potential to contribute to the nuclear science and engineering disciplines.

Prospective students are advised that submission of an application implies a commitment to the pursuit of graduate study in a research-based program in the nuclear science and engineering disciplines. Acceptance of a fellowship award is an explicit acceptance of this commitment and assurance that the Fellow will be duly enrolled in an acceptable graduate degree program by the beginning of the following academic year.

NEUP welcomes and encourages applications from all **U.S. citizens** including those who belong to underrepresented populations in the sciences, those with disabilities, and people from all geographic and economic backgrounds attending any accredited NEUP-accepted college or university (listed in Table 4 and on [www.ne-up.org](http://www.ne-up.org) website) while pursuing nuclear engineering and science disciplines. Minority students are highly encouraged to apply.

**NOTE:** All information and instructions required to respond to this RFA are accessible from [www.ne-up.org](http://www.ne-up.org). Students **MUST** submit their application(s) electronically through the website. NO hard copy applications will be accepted (letters of recommendation, transcripts, and other supporting documents listed in Table 2 will be accepted as described in Section 3).

## **1. ELIGIBILITY INFORMATION**

Any application submitted in response to this RFA must be submitted by a U.S. citizen enrolled in a NEUP-accepted university (see Table 4 or go to [www.ne-up.org](http://www.ne-up.org)). Students may apply from other universities, provided the university is interested in pursuing affiliation with the NEUP. The university must be affiliated prior to transfer of fellowship funds. The Fellowships are for three years provided that the student continues to be involved in an applicable nuclear science and engineering academic program and remains in good standing at his or her university.

## **2. AWARD DESCRIPTION**

DOE-NE expects to award up to 30 fellowships under this RFA pending availability of funds. For each selected Fellow, the NEUP-accepted institution receives a \$50,000 award per year to cover the costs described in Appendix A. The fellowship stipend is currently \$30,000 for a 12-month tenure period, prorated monthly at \$3,000 for shorter periods as approved by DOE-NE. The cost of education allowance currently is \$19,000 per tenure year and is to be used by the affiliated institution to cover the costs of educating the Fellow. See Appendix A for allowable and unallowable expenses. Fellows are allowed an additional one-time \$1,000 Research Travel Allowance per year upon submission of an approved travel request. The planned travel must involve a structured research activity approved by NEUP. All awards will be for a maximum of three contiguous years. The anticipated award date is June 15, 2010. Selected students will be notified during June 2010.

Tenure is the period of time during which a fellowship is utilized by a Fellow to pursue an advanced degree in nuclear science and engineering for which stipend payments are authorized. It includes periods of full-time research and independent study, whether or not the Fellow's institution is in session, as well as any normal, short vacation periods scheduled at the institution. All fellowships are funded for 12 months of tenure for each fellowship year, and may not be extended. No individual is eligible for more than 3 years of NEUP Fellowship support. Recipients of new three-year awards must begin fellowship tenure not later than the beginning of the fall term. See Appendix B for further guidance on Tenure.

## **3. APPLICATION SUBMITTAL REQUIREMENTS**

**Application Due Date:** The application is due by 5:00 p.m. Mountain Time, April 26, 2010. Students **MUST** submit their responses electronically as described in the "Application Preparation Instructions" described below. The application submission form is available at the "Students" tab at [www.ne-up.org](http://www.ne-up.org).

Application Schedule:

**Table 1.**

Issue Application Request	March 12, 2010
S&F Applications Due	April 26, 2010
S&F Selection Review Completed	May 15, 2010
Awards Issued	June 15, 2010

Late Applications: Applications received after the designated date and time may be retained without opening, with the student notified of this decision. Extension of the application due date shall be at the sole discretion of the Department.

Application Preparation Instructions: Complete fellowship applications must be submitted electronically via NEUP website ([www.ne-up.org](http://www.ne-up.org)) before the deadline discussed above. To register, please visit the “Students” section of the NEUP site and click on “Fellowship” for the link to the Fellowship application on the website. Official sealed transcript(s) is (are) due by the above application deadline and must be submitted to the contact address shown below. All technical instructions for submittal including file naming conventions are listed on the Fellowship link at [www.ne-up.org](http://www.ne-up.org).

In addition to the information required on the Fellowship submittal form, the following must also be provided, unless marked as optional:

**Table 2.**

	Submittal Documents	Pg. Limit
1.	Personal Career Statement	2
2.	Research Experience	2
3.	Research Interest Essay	2
4.	Program Eligibility Essay (optional)	2
5.	Three Reference Letters	1
6.	Transcripts	N/A
7.	GRE Scores	N/A

Document Descriptions:

1. The Personal Career Statement: Address why the student is interested in pursuing a career in nuclear science and engineering.
2. Research Experience: Describe all previous research experience
3. Research Interest Essay: Describe the research you are interested in conducting during the course of your fellowship.
4. Program Eligibility Essay (optional): Describe how the program of study you intend to pursue fits the DOE-NE mission profile. This essay is particularly important if you intend to pursue a course of study outside of the traditional nuclear energy related fields such as Nuclear Engineering, Mechanical

Engineering, Electrical Engineering, Chemistry, Health Physics, Nuclear Materials Science, Radiochemistry, Applied Nuclear Physics, and Nuclear Policy.

5. Three Reference Letters (Due April 26, 2010): Students are required to submit three reference letters. Reference writers should use the online system, if possible, and include the following information:
  - Name and title of reference writer;
  - Department;
  - Institution or Organization;
  - Explain the nature of the relationship to the student;
  - Detail prior research experiences;
  - Give statements about the student's academic potential;
  - Give statements about the student's proposed research; and
  - Provide any other information to enable review panels to evaluate the application according to the Merit guidelines described within this document

A link will be included in an email sent to the reference writer's email address supplied by the student on the application form. Reference writers are to use this link to electronically submit a letter of reference. Letters may also be submitted electronically as a .pdf attachment via email to: [neup@inl.gov](mailto:neup@inl.gov).)

6. Official Academic Transcripts (Due April 26, 2010): Academic transcripts are required, including fall 2009. Required transcripts include academic transcripts from the baccalaureate institution and transcripts for all completed graduate work. Official transcripts must be received in a sealed envelope by the application deadline and submitted to the CAES NEUP Integration Office in hard copy via FAX, postal mail, express service, or courier to:

NEUP Integration Office  
Attn: Marsha Lambregts  
Idaho National Laboratory (MS 3560)  
PO Box 1625  
Idaho Falls, ID 83415  
Telephone: 208-526-1336  
FAX: 208-526-8076

7. Graduate Record Examinations (GRE) Test Scores (Due April 26, 2010): It is recommended that students have both the GRE General and Subject Test scores reported. Only GRE scores from tests taken between October 1, 2003 and December 31, 2009 submitted by ETS will be accepted for the 2010 NE Fellowship RFA. Students should NOT submit scores themselves directly. The code for submitting scores to this program is DI 4470.

Documentation Requirements: Please adhere strictly to the document requirements in Table 3 for all submitted documents:

**Table 3.**

Document Format	.pdf
Font Size	12 pt
Font	Times New Roman
Margins	1" all around
Line Spacing	Single Spaced

Note: Do not send extraneous information or materials such as CDs, manuscripts, resumes, medical reports, or news clippings. These items will not be reviewed with your application. Images may be included but will be produced only in black and white.

#### **4. APPLICATION INSTRUCTIONS**

To help application review panel evaluate the broader impact to nuclear energy, students should provide characteristics of their background including personal, professional, and educational experiences.

Interpretations and Exceptions: Students shall submit applications on the basis of compliance with the RFA requirements. Any interpretation of the requirements by the student may be considered an exception and treated accordingly, i.e., establish the application as non-responsive. The student must obtain NEUP concurrence/clarification regarding its interpretation to classify the Student's application as compliant with, or exception to, the RFA requirements. Any exception must be documented as part of the application.

Rights Reserved by NEUP: NEUP reserves the right to accept or reject any application with or without prior discussion with the student and to disregard minor irregularities in applications received. NEUP reserves the right to conduct any necessary pre-award survey and analysis to evaluate a student's capabilities to comply with the requirements of this RFA.

Application Validity Period: An application shall remain firm for 180 days after the application due date, unless otherwise specified by the student.

Discrepancies in the RFA: Should a student find discrepancies in, or omissions from, the RFA, its attachments or related documents, or should the student be in doubt as to the meaning of any requirements, the student shall notify NEUP and obtain correction or clarification prior to submitting his or her application.

#### **5. DELIVERABLES**

Graduate Fellow's Annual Activities Report: In April of each fellowship year, a letter will be sent to the Fellow through the College or University, requesting a brief report on the Fellow's experiences and accomplishments during the past year. Within 30 days after the end of that year, the Fellow is expected to submit this report on a

NEUP Form, Activities Report for the NEUP Graduate Fellowship Year 20xx directly to NEUP. While this report should normally be very brief, NEUP is always interested in receiving captioned photographs and learning of any noteworthy accomplishments that merit public attention.

## **6. APPLICATION REVIEW AND SELECTION PROCESS**

Applications will be reviewed by panels of interdisciplinary scientists and engineers and other professional experts in graduate education. Each application, therefore, will be reviewed independently on the basis of merit using all available information in the completed application. In considering applications, reviewers will be instructed to address the Merit Review criterion. Students, therefore, must address the criterion below in their written statements to provide reviewers with the information necessary to respond fully to both.

### ***a. What is the intellectual merit of the application?***

To evaluate the intellectual merit criterion, panelists will consider: 1) the strength of the academic record, 2) their career statement, 3) their identified research area of interest, 4) the description of previous research experience, 5) references, 6) GRE General and Subject Tests scores, 7) and the appropriateness of the choice of course of study relative to the proposed plan for graduate education and research.

To help application review panel evaluate the broader impact to nuclear energy, students should provide characteristics of their background including personal, professional, and educational experiences.

Recommendations of the panel will be forwarded to the Source Selection Official for final selection and approval.

## **7. AWARD ADMINISTRATION INFORMATION**

### **Notification of the Award**

Notification of the fellowship award is made to the student by the Department of Energy NEUP via email and press release. Students whose applications are not selected for fellowship award will be advised as promptly as possible via email.

### **Award Conditions**

An NEUP Fellowship award consists of the award letter that includes the applicable terms and conditions and fellowship management instructions. NEUP Fellowship Program students will be notified in June 2010 of their selection or non-selection. If selected, the student must accept or decline the Fellowship within 30 days of notification. Failure to comply with the deadline may result in revocation of the fellowship offer.

## Affiliated U.S. Colleges and Universities

**Table 4.**

If you do not see your preferred University listed here, please contact the NEUP office. (This list is current as of January 15, 2010, but is **not** a complete list. Refer to [www.ne-up.org](http://www.ne-up.org) for the most up to date listing. If your preferred college is not listed, please notify NEUP via email at [neup@inl.gov](mailto:neup@inl.gov))

<b>No.</b>	<b>Name of College or University</b>
1.	Clemson University
2.	University of South Carolina
3.	University of Maryland
4.	University of Idaho
5.	University of Nevada, Las Vegas
6.	University of Florida
7.	Massachusetts Institute of Technology
8.	Northwestern University
9.	North Carolina State University
10.	University of Illinois
11.	Kansas State University
12.	Washington State University
13.	Virginia Polytechnic Institute and State University
14.	University of Texas, Arlington
15.	University of Tennessee
16.	University of Wisconsin, Madison
17.	Purdue University
18.	The Ohio State University
19.	Rensselaer Polytechnic Institute
20.	University of Michigan



21.	University of New Mexico
22.	Texas A&M University
23.	University of Pittsburgh
24.	University of Nevada, Reno
25.	Idaho State University
26.	Wilberforce University
27.	Georgia Institute Of Technology
28.	Illinois Institute of Technology
29.	Oregon State University
30.	University of Missouri, Columbia
31.	University of Texas, Austin
32.	University of Colorado, Boulder
33.	Boise State University
34.	Colorado School of Mines
35.	Francis Marion University
36.	Pennsylvania State University
37.	University of California, Berkeley
38.	University of Massachusetts, Lowell
39.	Central State University

## **Appendix A: Allowable Costs for Graduate Fellowships**

### **Graduate Fellowships Cost of Education Allowance:**

For each selected Fellow, the affiliated institution receives a \$50,000 award per year to be administered as follows:

1. The fellowship stipend is currently \$30,000 for a 12-month tenure period, prorated monthly at \$3,000 for shorter periods as approved by DOE-NE.
2. The cost of education allowance is \$19,000 per tenure year and is to be used by the affiliated institution to cover the costs of educating the Fellow. All applicable tuition, books, and fees normally charged to students of similar academic standing, unless such charges are optional or are refundable. Off campus housing is also eligible for reimbursement upon presentation of a paid rent receipt. The fellowship award does **not** provide allowances for special student needs, such as research expenses, travel to employment sites, computers, books and publications beyond those required for classes, fieldwork expenses, special study, and the like.
3. Fellows are allowed an additional \$1,000 Research Travel Allowance per year upon submission of an approved travel request. The planned travel must involve a structured research activity approved by NEUP.

The Institution may require service of a DOE-NE Fellow by appointment to appropriate teaching or research-related activities acceptable to and consistent with the goals of the DOE-NE Fellow. EUP expects that any required service will contribute to the progress of the DOE-NE Fellow toward an advanced degree and that attainment of the degree not be delayed significantly by these service requirements.

## **Appendix B: Other Graduate Fellowship Activities**

### **Termination of Tenure**

A Fellow who terminates fellowship activities prior to the expected tenure completion date is entitled to stipend payments only for those months on fellowship tenure. For stipend payment purposes, the last month is defined as 14 or more days of tenure.

### **Reduction of Tenure**

A Fellow may reduce the tenure of any fellowship from 12 to 9 months without penalty other than forfeiting 3 months of tenure and associated stipend.

### **Interruption of Tenure**

In unusual circumstances and with prior approval, NEUP will permit a brief interruption in tenure. Normally in such cases, stipend payments and tenure will be forfeited for the duration of the interruption.

### **Resignation of Tenure**

A Fellow may resign a fellowship at any time. In such cases the Fellow is expected to inform the College or University, who should then notify NEUP of the resignation, the number of tenure months completed by the Fellow, and the cost-of-education allowance that will be claimed. A letter of explanation sent directly to NEUP by the Fellow will be appreciated and held confidential.

### **Cancellation of Tenure**

Fellows certified by their College or University as making unsatisfactory progress toward a graduate degree will have all remaining years of tenure canceled by NEUP.

### **Medical Deferral**

Should serious illness or other interruption occur that prevents full-time fellowship activity for an extended period, NEUP may grant a medical deferral. A Fellow requesting a medical deferral must secure a letter verifying the need for a medical deferral from a health care provider and notify the College or University, who should contact NEUP. In the case of a medical deferral, the unused portion of the stipend and cost-of-education allowance will be reserved for later use by the Fellow whenever possible. A letter from a health care provider should accompany a Fellow's request to resume tenure after being on medical deferral. A medical deferral may be granted for psychological as well as physical reasons, and the nature of the condition need not be disclosed. Moreover, a medical deferral does not jeopardize the award of the fellowship nor does it stigmatize a Fellow's reputation.

### **Military Deferral**

Within a given fellowship year a brief interruption for duly authorized military service or training will be permitted with the approval of the College or University. In the case of a longer interruption resulting from active military service or from certain activities in lieu

of service with the regular Armed Forces, provision can be made for reservation of a fellowship (or the balance of it) and reinstatement of the unused portion at a later date. In such cases a Fellow should notify NEUP immediately in writing of these plans and request further instructions. Pay received by a Fellow for occasional attendance at military reserve or National Guard functions is exempted from limitations on supplementation of stipends.

## **Change of Institution**

### **1. Before Starting Tenure**

Since a Fellow's initial choice of a graduate institution is made at the time of application, NEUP recognizes that some Fellows will want to change their designated fellowship institution before matriculation. A Fellow can indicate the change on the Acceptance/Declination Form for NEUP Graduate Fellowship that is to be submitted by July 31 following the award announcement .

### **2. Between Fellowship Years**

A request to change affiliated institutions between fellowship years is normally made at the time the Fellow submits the annual Declaration to Utilize, Reserve or Terminate a Subsequent Year of a 3-Year Graduate Fellowship Award to the Coordinating Official. The signature of the College and University on this form is usually sufficient to support the request. If a decision to change institutions is made subsequent to submission of the annual declaration, the Fellow must submit a written request to NEUP accompanied by a statement from the College or University or Scientific Advisor indicating that the Fellow's work has continued to be satisfactory. In addition, evidence of acceptance at the new school should be submitted. The new school must be an affiliated College or University per Table 4.

### **3. During a Fellowship Year**

A request to change affiliated institutions during a fellowship year will not be allowed.

## **Tenure Beyond the Doctoral Degree**

Tenure beyond a Doctoral Degree will not be supported by NEUP.

## **Advanced Degree Enrollment**

In addition to satisfactory institutional affiliation, each Fellow must be enrolled at all times during tenure in a full-time program leading to an advanced degree in one of the fields supported by the DOE-NE. However, the requirement of formal registration may be waived during part of this tenure, when appropriate, if permitted by the policy of the fellowship institution, provided that the Fellow otherwise remains engaged in appropriate full-time fellowship activities.

## **Teaching**

Each Fellow is required to devote full time to advanced scientific study or work during tenure. However, because it is generally accepted that a reasonable amount of teaching or

similar activity constitutes a valuable part of the education and training of many graduate students, a Fellow may undertake a reasonable amount of such teaching, without NEUP approval, at the affiliated institution. It is expected that furtherance of the Fellow's educational objectives and the gain of substantive teaching experience, not service to the institution as such, will govern such assignments.

### **Field Work (or Study at another Institution)**

If, in the opinion of the faculty of the affiliated institution, it is desirable for the Fellow to study, engage in field work or in research at another institution or laboratory during any part of fellowship tenure, the Fellow may do so without having to obtain NEUP's approval. It should be noted, however, that the NEUP's responsibility with respect to any Graduate Fellow is to the Fellow's affiliated institution only, and not to the "visited" institution or laboratory. NEUP specifically cannot assume responsibility for educational costs assessed by another institution at which a Fellow may be studying temporarily. Regardless of the Fellow's physical location, the Fellow will be considered by NEUP as being identified with the affiliated institution only. Plans for field work or study at another institution must be approved by the College or University.

### **Program Changes**

Minor changes in a Fellow's program may be approved by the affiliated institution. A major change in a Fellow's program--one that alters the program to the extent that it differs significantly from that originally submitted in the Fellow's application (for example, a change in field)--must receive the prior approval of the College or University or Scientific Advisor. In addition, the Fellow must submit a revised proposed plan of study or research for NEUP approval.

### **Vacations**

DOE-NE fellowships do not provide a vacation period, as such, during fellowship tenure. Fellows are entitled to the normal, short holiday periods observed by their affiliated institutions, such as winter or spring holidays, and short between-term periods. "Vacation time" may not be accumulated for later use. There is considerable variation in institutional practices in the matter of vacations, but, if an institution should close for a long period of time, Fellows on tenure there during such periods will be expected to have made prior arrangements for the use of necessary facilities and resources to carry out their programs. If it is not possible to make these arrangements at the affiliated institution, the Fellows should make other satisfactory arrangements, with NEUP approval, to carry on their work.

### **Awards or Employment during Tenure**

Fellows are permitted to solicit and accept support from any appropriate sources for research expenses connected with their fellowship activities. NEUP is not concerned with gifts or loans of any kind that Fellows may receive. During tenure, except for scheduled short, vacation periods, Fellows are expected to devote full time to the advancement of their graduate education.

Employment that does not jeopardize a Fellow's full-time commitment to graduate study is usually permitted. Nevertheless, employment that will generate substantial income in addition to receiving the NEUP stipend must be approved by the NEUP. Occasionally Fellows identify opportunities at on or off-campus employment sites that contribute significantly to their graduate study. Before a Fellow engages in such work permission of the College or University and NEUP must be obtained. Requests for approval of employment during tenure are reviewed by NEUP on a case-by-case basis.

### **Income Tax**

Specific questions regarding taxation of fellowship funding should be referred to the U.S. Internal Revenue Service. University policies regarding withholding of taxes from stipend payments vary, and Fellows must bear the responsibility of paying any tax, domestic or foreign, when due.

Fellows are not in any sense salaried employees of neither NEUP nor their affiliated institution. Therefore, no funds will be deducted from the stipend; no Social Security taxes will be paid by NEUP; no W-2 Forms will be issued; and provision must be made by the Fellow for the filing of any necessary estimate of taxes due and for payment of all income taxes that may become due. Fellows may request a statement of earnings from their affiliated institution.

### **Publications**

A Fellow should make all research results available to the public without restriction, except as is required in the interest of national security. NEUP would appreciate receiving notice of a Fellow's publications, but it is not necessary to send a copy of publications, papers, thesis, or dissertation.

### **Acknowledgment of Support and Disclaimer**

An acknowledgment of NEUP support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under the project being reported, in the following terms:

"This material is based upon work supported under a Department of Energy Nuclear Energy University Program Graduate Fellowship."

All materials, except scientific articles or papers published in scientific journals, must also contain the following:

"Any opinions, findings, conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Department of Energy-Office of Nuclear Energy."

### **Intellectual Property Rights**

The Department of Energy claims no rights to any inventions or writings that might result from its fellowship awards. However, Fellows should be aware that the Department, another Federal agency, or some private party may acquire such rights through other support for particular research. Also, Fellows should note their obligation to include an Acknowledgment and Disclaimer in any publication.

### **Future Employment**

The offer and acceptance of this fellowship does not obligate the Fellow, the Department of Energy or the United States Government in any way with regard to future employment or service of any kind.

### **National Security**

Fellows are obliged to report promptly to the NEUP, prior to disclosure to others, any discoveries that are made or data that are developed that could reasonably be considered as likely to affect the national security or the national defense. Doubtful cases should be referred to NEUP prior to disclosure of any information concerning them.

### **Members of the Armed Forces and Federal Employees**

If during tenure the Fellow will be a member of the Armed Forces (other than as a participant of an ROTC program) or on leave from a position in the Federal Service, it is the Fellow's responsibility to so inform NEUP and have a cognizant official of the Government organization involved file a statement with NEUP outlining the funds that will be made available by the Fellow's employer and the specific purpose for which they are provided to the Fellow. NEUP and the Fellow's institution must reach a mutually satisfactory agreement regarding the Fellow's support during tenure