

U.S. Department of Energy

REQUEST FOR APPLICATIONS (RFA) NO. NEUP-002-13 for Nuclear Energy Graduate Fellowships

SUBJECT: Nuclear Energy University Programs: Graduate Fellowship Program – RFA

ISSUE DATE: April 12, 2013

APPLICATION DUE DATE: May 23, 2013

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1. Introduction

This Fellowship Request for Applications (RFA) was prepared by the Nuclear Energy University Programs (NEUP) for the Department of Energy (DOE) Office of Nuclear Energy (NE). Questions regarding this RFA should be submitted by clicking on the question and answer feature on the NEUP website at www.neup.gov and following the directions provided. Questions can also be submitted via email to neup.gov and following the directions provided.

This RFA supports the NE and NEUP missions and goals described below:

The primary mission of the Office of Nuclear Energy is to advance nuclear power as a resource capable of meeting the Nation's energy, environmental, and national security needs by resolving technical, cost, safety, proliferation resistance, and security barriers through research, development, and demonstration as appropriate.

The Nuclear Energy University Programs mission is to engage the U.S. university community to conduct program directed, program supporting, and mission supporting research and development (R&D), related infrastructure improvements, and student education support to build world class nuclear energy and workforce capability as an integral component of the Office of Nuclear Energy.

The goal of NEUP is to support outstanding, cutting-edge, and innovative research at U.S. universities through the following:

- ♦ Administering NEUP R&D awards to support NE's goal of integrating R&D at universities, national laboratories, and industry to revitalize nuclear education and support NE's R&D program objective as defined in the NE R&D Roadmap
- ♦ Attracting the brightest students to the nuclear professions and supporting the Nation's intellectual capital in Nuclear Engineering and relevant Nuclear Science, such as Health Physics, Nuclear Materials Science, Radiochemistry, and Applied Nuclear Physics
- ♦ Improving relevant university and college infrastructures for conducting R&D and educating students
- ♦ Supporting NE's goal of facilitating the transfer of knowledge from an aging nuclear workforce to the next generation of workers.

Ensuring an adequate number of high-quality Nuclear Science & Engineering (NS&E) 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 NS&E that are relevant to the nuclear energy mission of DOE-NE. All students are expected to have adequate preparation to begin graduate level study and research by fall 2013. In most cases, this will be demonstrated by a bachelor's degree earned prior to fall 2013.

The Graduate 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/her relevant educational and research experiences and plans for graduate education in such a way as to demonstrate the potential to contribute to the NS&E disciplines.

NOTE: The following topics are NOT a priority nor focus of DOE-NE sponsored R&D: medical physics, nuclear-fusion, nuclear forensics, or environmental management.

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 NS&E 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 applications from all U.S. citizens and legal permanent residents, including those who belong to underrepresented groups, those with disabilities, and people from all geographic and economic backgrounds attending or planning to attend an eligible NEUP-approved college or university (listed in Table 1 below and at www.neup.gov while pursuing NS&E disciplines.) Minority and underrepresented students are highly encouraged to apply.

NOTE: All information and instructions required to respond to this RFA are accessible via the NEUP website: www.neup.gov. Students MUST submit their application electronically through the NEUP website. NO hard copy applications will be accepted (letters of recommendation, transcripts, and other supporting documents listed in Table 4 will be accepted as described in Section 4.5).

Table 1 provides a list of schools currently approved to administer fellowships (if they have a graduate degree program). This list is current as of March 2013, but may not contain universities that have recently applied. Refer to www.neup.gov for the most up-to-date listing. If a student's university is not listed here, he/she can still apply for a NEUP fellowship; however, the university will need to apply prior to the distribution of funds (refer to Section 2 below for more information).

No.	University/College	No.	University/College
1	Auburn University	30	University of Alabama
2	Boise State University	31	University of California, Berkeley
3	Clemson University	32	University of California, Irvine
4	College of Southern Maryland	33	University of California, Los Angeles
5	Colorado School of Mines	34	University of California, Santa Barbara

Table 1. NEUP-Approved Universities and Colleges

No.	University/College	No.	University/College
6	Duke University	35	University of Colorado, Boulder
7	Francis Marion University	36	University of Florida
8	Georgia Institute of Technology	37	University of Idaho
9	Idaho State University	38	University of Illinois, Urbana- Champaign
10	Illinois Institute of Technology	39	University of Maryland
11	Kansas State University	40	University of Massachusetts, Lowell
12	Lakeshore Community College	41	University of Michigan
13	Linn State Technical College	42	University of Missouri, Columbia
14	Massachusetts Institute of Technology	43	University of Nevada, Las Vegas
15	Miami Dade College	44	University of New Mexico
16	Missouri University of Science & Technology	45	University of Pittsburgh
17	North Carolina State University	46	University of South Carolina
18	Northwestern University	47	University of Tennessee
19	Oregon State University	48	University of Texas, Arlington
20	Pennsylvania State University	49	University of Texas, Austin
21	Purdue University	50	University of Texas of the Permian Basin
22	Rensselaer Polytechnic Institute	51	University of Utah
23	Salem Community College	52	University of Washington
24	South Dakota State University	53	University of Wisconsin, Madison
25	Tennessee Technological University	54	Utah State University
26	Texas A&M University	55	Virginia Commonwealth University
27	Texas State Technical College	56	Virginia Polytechnic Institute and State University
28	The Ohio State University	57	Washington State University
29	Thomas Edison State College	58	Wilberforce University/Central State University

2. ELIGIBILITY INFORMATION

Any application submitted in response to this RFA must be submitted by a U.S. citizen or legal permanent resident enrolled in a NEUP-approved university or college (see Table 1 or go to www.neup.gov). Other institutions interested in becoming NEUP-approved must contact Kenny Osborne at 208-526-0805 for assistance with the FOA application process. The institution must be affiliated prior to transfer of fellowship funds.

Students who have not maintained at least a 3.5 GPA are not eligible to apply.

Fellowships are for three years provided that the student continues to be involved in an applicable NS&E academic program and remains in good standing at his/her university. Students pursuing a doctoral degree program will be preferred.

NOTE: Students with a F1 student visa **ARE NOT** eligible to apply for a NEUP fellowship.

NOTE: Should more than three applications be submitted from a single institution, only the top three candidates will be eligible for award. This is not intended to limit the number of applications but is noted to ensure awareness of this selection criterion.

2.1 Graduate Year Restriction

NEUP issues fellowships to students in the early stages of their graduate research. Applicants are generally eligible to apply 1) during their senior year of college, 2) after graduating from college and prior to entering graduate school, 3) or during their first year of graduate study.

Applicants must have completed no more than 12 months of full-time graduate study or its equivalent as of August 1, 2013. Full-time graduate study is as defined by the university attended. There is no credit hour limit for students who have completed only full-time graduate study; eligibility for full-time students is based on the length of time enrolled in the graduate program.

Applicants who have completed part-time graduate study (or a combination of part-time and full-time) must have completed no more than 24 semester hours or 36 quarter hours or their equivalent as of August 1, 2013.

All post-baccalaureate, graduate-level study is counted toward the allowed 12 months of completed graduate study. This includes all master's and doctoral programs.

Applicants in joint BS/MS programs are typically eligible to apply prior to completion of any further graduate study. In four-year joint programs, applicants may apply in the fourth year and after completion of the program. Completion of any graduate study outside of the joint program will disqualify an applicant. In five-year joint programs, applicants may apply in the fourth and fifth years of the program and after completion of the program. Completion of any further graduate study outside of the joint program will disqualify an applicant.

Applicants who have completed more than twelve months of graduate study and who have not earned a graduate degree may be considered eligible if they have had an interruption in graduate study of at least two consecutive years prior to May 2013. To be eligible, applicants must have completed no additional graduate study by August 1, 2013.

3. AWARD DESCRIPTION

DOE-NE expects to award up to 30 \$155,000 fellowships under this RFA if supported by application quality (see Table 2 for a breakdown of the award). 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 \$33,000 for a 12-month tenure period, prorated monthly at \$3,000 for shorter periods as approved by NEUP and participating university.

The cost of education allowance is \$16,000 per tenure year and is to be used by the affiliated institution to cover the costs of educating the Fellow. If all tuition, fees, and books have been covered, students can receive reimbursement for housing with their education allowance. Students will need to provide rent receipts to their university to receive reimbursement. (See Appendix A for allowable and unallowable expenses.) Fellows can also use remaining funds for additional NEUP-approved travel and health insurance. Fellowship funding covers the needs of the Fellow only and does not provide support for dependents.

Fellows are allowed a \$1,000 Research Travel Allowance per year upon submission of an approved travel request (found on the NEUP website) submitted well in advance of the anticipated date of travel. The planned travel must involve a structured research activity approved by NEUP and can only be for travel within the United States. All awards will be for a maximum of three contiguous years. Students in need of only one to two years of support need to disclose that in their application.

Fellows are required to participate in a 10-week minimum internship at DOE, a DOE national laboratory, or a facility designated and approved by DOE-NE. An additional \$5,000 is provided to offset the costs of travel and housing associated with the internship. Stipend dollars are expected to cover the time of the internship. (Fellows may not be additionally compensated by the interning agency.)

Table 2. Breakdown of NEUP Fellowship Award (Per Year)

Expense	Amount
12-Month Stipend	\$33,000
Tuition, Fees, and Books	\$16,000
Research Travel Allowance	\$1,000
Total* \$50,000	
*Internship travel and housing allowance is \$5,000	

Tenure is the period of time during which a fellowship is utilized by a Fellow to pursue an advanced NS&E-related degree 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 three years of NEUP fellowship support. Recipients of new three-year awards must begin fellowship tenure no later than the beginning of the fall term. See Appendix B for further guidance on tenure.

4. APPLICATION SUBMITTAL REQUIREMENTS

4.1 Application Due Date

Applications and all supporting documents are due by May 23, 2013 at 8:00 p.m. Eastern Time (ET).

4.2 Application Schedule

Table 3. Tentative NEUP Fellowship Schedule (Subject to Change)

Issue Application Request	April 12, 2013
Fellowship Application Deadline	May 23, 2013
Fellowship Review Completed and Awards Announced	August 2013

4.3 Late Applications

Applications received after the designated date and time (late) 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 DOE.

NOTE: It is the applicant's responsibility to confirm—prior to the application deadline—that all requirements have been met and materials received. If a requirement has not been met, the application will be considered incomplete and will not be passed forward for review.

4.4 Application Preparation Instructions

Complete fellowship applications must be submitted electronically via the NEUP website (www.neup.gov) before the deadline established above. To register and apply, please visit the fellowship section of the NEUP website. New applicants will need to create an account on the NEUP website prior to submitting an application. Students re-applying should use their existing account. Once logged in, applicants will need to click on the "Proposals" tab located at the top, left hand corner of the page. To begin an application, click on the "Create New Application" link for the FY 2013 Fellowship Request for Applications.

Official sealed transcripts are due by the above application deadline and must be submitted to the contact address provided in Section 4.5 below. Faxed copies of an applicant's transcript will be accepted and considered official **only** if sent by the university registrar. Copies submitted to NEUP by the applicant **will not** be accepted.

All technical instructions for submittal, including file naming conventions, are listed on the fellowship application at www.neup.gov.

NOTE: Official copies of transcripts must be sent to NEUP in order for an application to be considered complete.

In addition to the information required on the fellowship RFA submittal form, the documents listed in Table 4 must also be provided:

Submittal Documents Page Limit Personal Career Statement 1 2 Research Experience 2 Proposed Graduate Research 2 2 Program Eligibility Essay Reference Letters (3) 1 6 **Transcripts** None **GRE Scores** Not Required for FY 2013

Table 4. Document Requirements

Please note that a Program Eligibility Essay is now a required element to the fellowship application.

4.5 Document Descriptions

For each document that is uploaded to the NEUP fellowship application, include your last name in the file name (for example: Smith_Personal Career Statement.docx). Please also include your name, as well as the document name, in the header of each of your documents.

- 1. The **Personal Career Statement** addresses why the student is interested in pursuing a career in nuclear science and engineering.
- 2. **Research Experience**: Describe all previous research experience.
- 3**Proposed Graduate Research Essay**: Describe the research you are interested in conducting during the course of your fellowship.
- 4. **Program Eligibility Essay**: Describe how the program of study you intend to pursue supports the DOE-NE mission.
- 5. Three Reference Letters (Due May 23, 2013): Fellowship applicants are required to submit three reference letters. The following information should be included in each letter:
 - ♦ Name and title of reference writer;
 - ♦ Department:
 - ♦ Institution or Organization;

- Explanation of the nature of the relationship to the student;
- ♦ Detail of the applicant's prior research experiences;
- Statements about the student's academic potential;
- ♦ Statements about the student's proposed research;
- ♦ Signature; and
- ♦ Any other information to enable review panels to evaluate the application according to the Merit guidelines described in Section 7.

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. also If a reference writer runs into any difficulty, letters may be submitted electronically as a .pdf attachment via email to neup@inl.gov.

NOTE: Students can still submit their application when waiting on a reference letter. It is the applicant's responsibility to follow-up with his/her reference writers to ensure that their letters have been submitted. NEUP will not accept letters submitted by the applicant on behalf of the reference writer.

6. Official Academic Transcripts (May 23, 2013): Academic transcripts are required, including fall 2012. 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 NEUP IO in hard copy via fax, postal mail, express service, or courier to:

NEUP Integration Office Attn: Jenna Payne PO Box 1625 MS 3560 Idaho Falls, Idaho 83415

7. **Graduate Record Examinations (GRE) Test Scores:** GRE scores are not required for FY 2013.

4.6 Document Requirements

Please adhere strictly to the document formatting requirements in Table 5 for all submitted documents:

Table 5. Formatting Requirements

Document Format	.pdf
Font Size	12 pt
Font	Times New Roman

Margins	1-inch 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 to the review panel.

5. APPLICATION INSTRUCTIONS

5.1 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 an exception to, the RFA requirements. Any exception must be approved by DOE and documented as part of the application.

5.2 Rights Reserved by DOE

DOE 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. DOE 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.

5.3 Application Validity Period

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

5.4 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.

6. Deliverables

6.1 Graduate Fellow's Annual Activities Report

In April of each fellowship year, a letter will be sent to the Fellow via email, requesting a brief report on the Fellow's experiences and accomplishments during the past year. Within 30 days after the request is made by NEUP, the Fellow must submit this information to NEUP using the online system set up on www.neup.gov. Fellows will provide a summary of their activities for the year as well as their plans for the following year of their fellowship. A list of any publications, presentations, and patents will also need to be provided. This summary report must be approved and signed by the Fellow's advisor prior to submission to NEUP. While this report should normally be very brief, NEUP is always interested in receiving relevant information throughout the year including captioned photographs or other materials providing notification and details of any noteworthy fellowship-related accomplishments that may merit public attention. NEUP has an active presence on social media. Applicants are invited to "like" the NEUP Facebook page, <a href="follow follow-fo

7. APPLICATION REVIEW AND SELECTION PROCESS

Applications will be reviewed by interdisciplinary scientists, engineers and other professional experts in graduate education. Each application will be reviewed independently on the basis of merit using all available information in the completed application. Reviewers will be instructed to evaluate applications against the following Merit Review criterion. Therefore, applicants must address the criterion below in their written statements to provide reviewers with the information necessary to fully evaluate the application.

What is the intellectual merit of the application?

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

To assist reviews in their evaluation of the application's potential relevancy to nuclear energy, students should provide relevant background information, including personal, professional, and educational experiences.

Review results will be presented to the Selection Official and considered along with additional relevant objective and subjective information related to the application process, including program policy and management factors and the amount of funds available. All of this information will be factored into the final award selection and approval.

8. AWARD ADMINISTRATION INFORMATION

8.1 Notification of the Award

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

8.2 Award Conditions

A NEUP fellowship award consists of the award letter and the "NEUP Fellowship Information Packet" that outlines the appropriate management of the NEUP fellowship. NEUP fellowship students will be notified as soon as possible of their selection or non-selection. If selected, the student must accept or decline the fellowship within 14 days of notification. Failure to comply with the deadline may result in revocation of the fellowship offer.

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 \$33,000 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 \$16,000 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. Students can receive reimbursement for off campus housing with their education allowance if all tuition, fees, and books have been covered. Students will need to provide paid rent receipts to their university to receive reimbursement. Fellows can also use remaining funds for additional NEUP-approved travel and health insurance. Fellowship funding covers the needs of the Fellow only and does not provide support for dependents. 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 first year's travel allowance is specifically for travel to attend the winter American Nuclear Society (ANS) meeting. Please note that the travel allowance **cannot** be used for international travel.
- 4. A ten week (approximate) internship must be conducted at DOE, a DOE national laboratory or facility designated and approved by DOE-NE. A \$5,000 one-time allowance is provided for travel and/or housing expenses associated with the internship.

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. NEUP 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 his/her activities prior to the expected 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 twelve to nine months without penalty other than forfeiting three 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 his/her college or university, which should then notify NEUP of the resignation, the number of tenure months completed, 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

NEUP may grant a medical deferral if a serious illness or other medical condition prevents full-time fellowship activity for an extended period. A Fellow requesting a medical deferral must secure a letter verifying the need for such action from a health care provider and notify his/her college or university, which should then contact NEUP. In addition, the Fellow will also need to provide a letter from a health care provider when he/she requests to resume tenure after being on medical deferral.

In the case of a medical deferral, the unused portion of the stipend and cost-of-education allowance will be reserved for the Fellow's later use.

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

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 immediately provide NEUP with written notification 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

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. This year, such changes will not be permitted due to the late award announcement.

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.

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 a satisfactory institutional affiliation, each Fellow must, at all times, be enrolled in a full-time program leading to an advanced degree in one of the fields supported by 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.

Required Internship

A ten week (approximate) internship must be conducted at DOE, a DOE national laboratory or facility designated and approved by DOE-NE. A \$5,000 one-time allowance is provided for travel and/or housing expenses associated with the internship.

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 (in addition to the above internship), the fellow may do so without having to obtain NEUP's approval. It should be noted, however, that 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 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 Fellow should make other satisfactory arrangements, with NEUP's approval, to carry on his/her 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 grants 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 NEUP. Occasionally, Fellows identify opportunities at onor 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 of 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 either NEUP or 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 Programs Graduate Fellowship."

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

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