



U.S. Department of Energy

REQUEST FOR APPLICATIONS (RFA) NO. NEUP-001-13

for Nuclear Energy Undergraduate Scholarships

SUBJECT: Nuclear Energy University Programs Undergraduate Scholarship Program – RFA

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1. INTRODUCTION

This Scholarship 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 Q&A feature on the NEUP website at www.neup.gov and following the directions provided. Questions can also be submitted via email to neup@inl.gov.**

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 demonstrations 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) undergraduate 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 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 Scholarship Program awards scholarships for undergraduate study at four-year and two-year institutions leading to a major or minor degree or certificate, in the fields or disciplines of NS&E that are relevant to the nuclear energy mission of DOE-NE.

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.*

The Undergraduate Scholarship Program supports a comprehensive plan for undergraduate education and considers individual interests and competencies of the students. Thus, a student must provide a summary of his/her relevant educational experiences and plans for undergraduate education to demonstrate the potential to contribute to NS&E disciplines.

Prospective students are advised that submission of an application implies a commitment, if selected, to the pursuit of study in a program in the NS&E disciplines. Acceptance of a scholarship award is an explicit acceptance of this commitment and assurance that the student will be duly enrolled in an acceptable 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 any eligible NEUP-approved college or university (listed in Table 1 and on the NEUP website: 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(s) electronically through the NEUP website. NO hard copy applications will be accepted (letters of recommendation, transcripts, and other supporting documents listed in Table 3 will be accepted as described in Section 4.5).*

Table 1 provides a list of schools currently approved to administer scholarships. 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 scholarship; however, the university will need to apply prior to the distribution of funds (refer to Section 2 below for additional information).

Table 1. NEUP-Approved Universities and Colleges

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
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

No.	University/College	No.	University/College
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 scholarship funds.

Students who will be at least a sophomore entering the fall 2013 academic year and who are U.S. citizens or legal permanent residents attending 2 and 4 year U.S. colleges and universities are eligible to apply. Students who **have not** maintained at least a 3.5 GPA are not eligible to apply.

Undergraduate scholarships are for one year only. A student who is awarded a scholarship may apply in subsequent years, provided he or she meets eligibility criteria.

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

3. AWARD DESCRIPTION

DOE-NE expects to award up to 70 undergraduate scholarships under this solicitation as a single \$5,000 award per selected applicant per year if supported by application quality. Appendix A includes allowable and unallowable expenses for this award. DOE may issue awards in multiple phases throughout the fiscal year (FY) if funds are available. The actual level of funding will be established by the FY 2013 appropriation to DOE-NE.

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 2. Tentative NEUP Scholarship Schedule (Subject to Change)

Issue Request for Applications	April 12, 2013
Applications Due	May 23, 2013
Selection Review Completed and Awards Announced	August 2013

4.3 *Late Applications*

Applications received after the designated due 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 scholarship applications must be submitted electronically via the NEUP website (www.neup.gov) before the deadline established above. To register, please visit the Student Educational Support section of the NEUP website for the link to the scholarship information and

application. 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 Scholarship 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.

NOTE: *Official copies of transcripts must be sent to NEUP in order for an application to be considered complete. All technical instructions for submittal, including file naming conventions, are listed on the website.*

In addition to the information required on the scholarship RFA submittal form, the documents listed in Table 3 must also be provided:

Table 3. Document Requirements

	Submittal Documents	Page Limit
1	Personal Career Statement	2
2	Program Eligibility Essay	2
3	Reference Letters (3)	2
4	Academic Transcripts	None
5	ACT or SAT Scores	None

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

4.5 Document Descriptions

For each document that is uploaded to the NEUP scholarship application, please 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** shall address why the student is interested in pursuing a career in nuclear science and engineering.
2. **Program Eligibility Essay:** Describe how the program of study you intend to pursue fits the DOE-NE mission profile.
3. **Three Reference Letters (Due May 23, 2013):** Students 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;
- ◆ Signature; and
- ◆ Any other information to enable review panels to evaluate the application according to the Merit Review criteria described in Section 7.

A link will be included in a message 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. 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.*

4. **Official Academic Transcripts (Due May 23, 2013):** Academic transcripts are required, including the fall 2012 semester. Required transcripts include academic transcripts from all completed college or university 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 (sent by university administrator), postal mail, express service, or courier to the following address:

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

5. **ACT or SAT Test Scores (Due May 23, 2013):** Students are required to report either ACT or SAT scores. Students should NOT submit scores themselves directly. For ACT scores, please choose NEUP's identification code 6309. For SAT scores, please choose NEUP's identification code 5965. Scores should be able to be submitted without listing a Department code.

NOTE: *If a student has applied for a NEUP scholarship in previous years, he/she should contact the NEUP-IO to determine if test scores are still on record. If so, these do not need to be resubmitted.*

4.6 Documentation Requirements

Please adhere strictly to the document requirements outlined in Table 4 for all submitted documents.

Table 4. 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 his/her 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 Request for Application

Should a student find discrepancies in, or omissions from, this 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/her application.

6. DELIVERABLES

No reporting criteria are required for undergraduate Scholars; however, NEUP may contact a Scholar in the future to request information on his/her current career path. In addition, NEUP is always interested in receiving captioned photographs or other materials providing notification and details of any noteworthy accomplishments that may merit public attention. NEUP has an active presence on social media. Applicants are invited to “like” the [NEUP Facebook page](#), [follow NEUP on Twitter](#), and [join the NEUP LinkedIn group](#) to keep up with current activities and engage with the nuclear community.

7. APPLICATION REVIEW AND SELECTION PROCESS

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

1. How does the student’s chosen course of study relate to the mission of the Department of Energy’s Office of Nuclear Energy?
2. How well qualified is the student to complete the proposed course of study?

Reviewers will consider the 1) strength of the academic record, 2) references, 3) ACT or SAT scores, 4) personal career statement, 5) program eligibility essay, and 6) appropriateness of the course of study relative to the proposed plan for education. 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 scholarship award is made to the student by NEUP, on behalf of DOE, via email and press release. Students whose applications are not selected for scholarship award will be advised as promptly as possible via email.

8.2 Award Conditions

A NEUP scholarship award consists of the award letter that includes the applicable terms and conditions and scholarship management instructions. NEUP scholarship program students will be notified as soon as possible of their selection or non-selection. If selected, the student must accept or decline the scholarship within **14** days of notification. Failure to comply with the deadline may result in revocation of the scholarship offer.

APPENDIX A: ALLOWABLE COSTS FOR SCHOLARSHIPS

Undergraduate Scholarships Cost of Education Allowance

Tuition, Books, Fees, Room and Board: All applicable tuition, room and board, books required for classes, and fees normally charged to students of similar academic standing represent allowable costs for scholarships, unless such charges are optional or are refundable. Only board expenses (including food) for on-campus facilities are allowed; however, off campus room expenses may be reimbursed upon presentation of a valid paid rent receipt. These expenses must be submitted to the college or university for payment.

The scholarship award does **not** provide allowances for special student needs, such as travel to employment sites, computers, and books and publications beyond those required for classes, fieldwork expenses, and special study.