



Integrated University Program Fellowship *FY 2019 Award Information*

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Award Overview

The Integrated University Program (IUP) Fellowship award is \$161,000 over 3 years and will be administered through your designated university or college. Should the university or fellow have questions regarding the administration of the award, please email us at neup@inl.gov.

A breakdown of the fellowship per tenure year can be found in the table below.

Award Breakdown	
12-Month Stipend	\$37,000
Tuition, Fees, and Books	\$14,000
Research Travel Allowance	\$1,000
Total*	\$52,000

*An additional, one-time \$5,000 will be provided to help cover travel and housing for the student during the required 10-week internship (see page 3 for more information).

Duration of Award

No individual is eligible for more than three years of IUP Fellowship support. As such, fellowships **must conclude** by August 31st of the third year. Recipients of new three-year awards must begin fellowship tenure no later than the beginning of the fall term. Only in rare circumstances will a later start date be granted to a fellow (which will need to be approved by the U.S. Department of Energy Office of Nuclear Energy (DOE-NE)).

Stipend

The IUP Fellowship stipend is \$37,000 for a 12-month tenure period and prorated monthly.

Cost of Education Allowance

The cost of education allowance is \$14,000 per tenure year and is to be used by the affiliated institution to cover the costs of educating the fellow.

The IUP Fellowship will provide funding for all applicable tuition, books, and fees normally charged to students of similar academic standing, unless such charges are optional or are refundable.

Should a fellow have funds remaining from the \$14,000 once tuition, books, and fees have been covered, the remaining balance can be used for additional NE-approved travel, housing reimbursement (rent only; mortgages do not apply), and health insurance (to cover the fellow only). Use of remaining funds in excess of \$1,000 will require prior DOE-NE approval.

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, and other special study opportunities.

Research Travel Allowance

Fellows receive \$1,000 each year of their fellowship for travel. The planned travel must involve a structured research activity **approved by NE three to four months prior** to the travel dates. Please note that only domestic travel is covered under this allowance; **international travel is not permitted.**

Those wishing to use their \$1,000 travel allowance will need to submit the request form provided to them at the start of the fellowship. This form can also be found on the NEUP website at www.neup.gov.

DOE-NE will not approve travel costs exceeding the maximum amount of \$1,000 per academic year. If travel funds are not spent, they may be carried over from one year to the next. It is not permissible, however, to use advanced travel funds in any academic year. As noted on page 1, funds remaining from the \$14,000 cost of education allowance can be used to supplement additional NE-approved travel.

The research travel allowance must be used for research-related travel costs only. Funds from the research travel allowance cannot be applied towards tuition, books, fees, or any other expenses.

Required Activities

Annual Reporting

The Innovative Nuclear Research (INR) Integration Office will notify fellows in May of each fellowship year, requesting a report outlining 1) research and other activities conducted during the current year, and 2) planned research and other activities for the upcoming year.

This report, which can be submitted through the NEUP system at www.neup.gov, is due within 30 days of the original report notification. Each report needs to be approved by the fellow's advisor. Submitting all required reports on time will prevent a disruption in fellowship funds.

While this report should normally be very brief, NE is always interested in receiving captioned photographs and in learning of any noteworthy accomplishments that merit public attention.

At the conclusion of the fellowship, the fellow is required to submit a final report to the INR Integration Office and should be submitted similarly to previous years' reports using the online system at www.neup.gov. It is the government's expectation that the fellow will provide updates of his/her career progress, regardless of how it develops, both during and for a minimum of three (3) years after the fellowship concludes as a critical data source to allow DOE to continue to justify the fellowships it awards through IUP.

Internship

Fellows are required to participate in a 10-week minimum internship. These internships are intended to further demonstrate and provide support for the DOE-NE mission and aid in ensuring alignment of the fellows' activities with that mission. To that end, internships are specific to a national laboratory or other DOE-NE approved facility.

An additional \$5,000 is provided to offset the cost of travel and housing associated with this internship. Stipend dollars are expected to cover the time of the internship. **Fellows cannot receive additional compensation by the interning agency.**

It is the fellow's responsibility to work with his/her advisor to identify an appropriate internship by the end of the fellow's second year of award. **Failure to at least secure an NE-approved internship opportunity by the end of the Fellow's second year will result in the cancellation of the fellowship for the third year.**

If an NE-approved internship has not been completed within the last few months of the student's award, the last 10 weeks of the fellowship will be canceled.

All internships will need to be approved by DOE-NE; therefore, fellows will need to submit the internship request form that was provided to them at the start of their fellowship and is posted on the NEUP website at www.neup.gov. This form should be submitted for approval at least **one month prior** to the internship start date. Fellows will be asked to fill out a brief questionnaire at the completion of their internships.

The internship allowance should be handled as an additional stipend, unless the fellow's university has an established policy to which they must adhere. Once the proposed internship has been approved by NE, fellows will need to provide the form and proof of the internship to their university for issuance of the \$5,000.

Additional Award Information

Tenure

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.

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.

If a fellowship is terminated prior to the expected completion date, the fellow is still required to submit a final report. Any unused funding will not be issued to the concluding fellow and will

instead remain at the student's respective university for future awards. Occasionally, at the request of DOE, uncommitted funds may need to be deobligated from the award.

Reduction of Tenure

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

Interruption of Tenure

In unusual circumstances and with prior approval, DOE-NE 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 DOE-NE of the resignation, the number of tenure months completed, and the cost-of-education allowance that will be claimed.

A letter of explanation should be sent directly to DOE-NE (neup@inl.gov) by the fellow will be held confidential. The fellow will also need to submit a final report.

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 DOE-NE.

Medical Deferral

DOE-NE may grant a medical deferral if a serious illness or 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 DOE-NE. 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 the DOE-NE with written notification of these plans and request further instructions by emailing neup@inl.gov. 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

Only in extreme circumstances will approval be granted for a fellow to transfer institutions during his/her fellowship. Additional information is provided below.

Between Fellowship Years

A request to change affiliated institutions between fellowship years will be approved only in extreme circumstances. IUP Fellows need to contact neup@inl.gov for more information.

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 IUP.

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 DOE-NE 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 10-week (approximate) internship must be conducted at DOE, a DOE national laboratory or facility designated and approved by DOE-NE. A one-time, \$5,000 allowance is provided for travel and/or housing expenses associated with the internship. It is the fellow's responsibility to work with his/her advisor to identify an appropriate internship.

Failure to at least secure an NE-approved internship opportunity by the end of the fellow's second year will result in the cancellation of the fellowship for the third year.

If an NE-approved internship has not been completed within the last few months of the student's award, the last 10 weeks of the fellowship will be canceled.

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 DOE-NE's approval. It should be noted, however, that DOE-NE's responsibility with respect to any graduate fellow is to the fellow's affiliated institution only, and not to the "visited" institution or laboratory. DOE-NE 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 DOE-NE 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 DOE-NE approval.

Vacations

IUP fellowships do not provide a vacation period 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 DOE-NE's 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. DOE-NE 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 stipend must be approved by DOE-NE. 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 of DOE-NE must be obtained. Requests for approval of employment during tenure are reviewed by DOE-NE 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 DOE-NE or their affiliated institution. Therefore, no funds will be deducted from the stipend; no Social Security taxes will be paid by DOE-NE; 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

Fellows should make all research results available to the public without restriction, except as is required in the interest of national security. DOE-NE 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 IUP 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 an Integrated 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

DOE claims no rights to any inventions or writings that might result from its fellowship awards. However, fellows should be aware that the Department of Energy, 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, in any way, obligate the fellow, DOE, or the United States Government to future employment or service of any kind.

National Security

Fellows are obligated to report promptly to DOE-NE, 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 DOE-NE 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 inform DOE-NE and to have a cognizant official of the government organization involved file a statement 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. DOE-NE and the fellow's institution must reach a mutually satisfactory agreement regarding the fellow's support during tenure before any funds can be provided under a fellowship.