



**REQUEST FOR APPLICATIONS (RFA) NO. NEUP-002-12 for
Nuclear Energy and Science Graduate Fellowships**

SUBJECT: Nuclear Energy University Programs: Graduate Fellowship Program – RFA
ISSUE DATE: December 23, 2011
APPLICATION DUE DATE: February 8, 2012

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INTRODUCTION

This Fellowship Request for Applications (RFA) was prepared by the Nuclear Energy University Programs (NEUP) Integration Office (IO) 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@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, 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.

NOTE: DOE NE's mission DOES NOT include medical isotopes, fusion, nuclear forensics, or environmental management topics.

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 2012. In most cases, this will be demonstrated by a bachelor's degree earned prior to fall 2012.

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/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.

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 populations in the sciences, 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 on the NEUP website: www.neup.gov) while pursuing NS&E disciplines. Minority students are highly encouraged to apply.

Table 1. NEUP Approved Universities and Colleges

University/College		University/College	
1	Boise State University	28	University of California, Irvine
2	Central State University	29	University of California, Los Angeles
3	Clemson University	30	University of California, Santa Barbara
4	College of Southern Maryland	31	University of Colorado, Boulder
5	Colorado School of Mines	32	University of Florida
6	Duke University	33	University of Idaho
7	Francis Marion University	34	University of Illinois, Urbana-Champaign
8	Georgia Institute of Technology	35	University of Maryland
9	Idaho State University	36	University of Massachusetts, Lowell
10	Illinois Institute of Technology	37	University of Michigan
11	Kansas State University	38	University of Missouri, Columbia

University/College		University/College	
12	Linn State Technical College	39	University of Nevada, Las Vegas
13	Massachusetts Institute of Technology	40	University of Nevada, Reno
14	Miami Dade College	41	University of New Mexico
15	Missouri University of Science & Technology	42	University of Pittsburgh
16	North Carolina State University	43	University of South Carolina
17	Northwestern University	44	University of Tennessee
18	The Ohio State University	45	University of Texas, Arlington
19	Oregon State University	46	University of Texas, Austin
20	Pennsylvania State University	47	University of Texas of the Permian Basin
21	Purdue University	48	University of Washington
22	Rensselaer Polytechnic Institute	49	University of Wisconsin, Madison
23	South Dakota State University	50	Utah State University
24	Texas A&M University	51	Virginia Commonwealth University
25	Texas State Technical College	52	Virginia Polytechnic Institute and State University
26	University of Alabama	53	Washington State University
27	University of California, Berkeley	54	Wilberforce University

This list is current as of December 21, 2011, but may not contain universities that have recently applied. Refer to www.neup.gov for the most up-to-date listing. If you do not see your university listed here, you can still apply for a NEUP fellowship; however, your university will need to apply prior to the distribution of funds (refer to the “Eligibility Information” section below for more information).

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 the “Application Submittal Requirements” section).*

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-accepted university entering their **1st or 2nd** year of graduate study (see Table 1 or go to www.neup.gov). Additionally, students will not be deemed competitive unless they have maintained at least a 3.5 undergraduate GPA. Students may apply from other universities, provided the university is interested in pursuing affiliation with the NEUP. Interested parties need to apply on www.Grants.gov to the Department of Energy’s Funding Opportunity Announcement DE-FOA-0000304. 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 NS&E academic program and remains in good standing at his/her university.

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

AWARD DESCRIPTION

DOE NE expects to award approximately 30 fellowships under this RFA. 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 the NEUP IO and participating university. 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. Students can receive reimbursement for housing with their education allowance if all tuition, fees, and books have been covered. Students will need to provide receipts to their university to receive reimbursement. (See Appendix A for allowable and unallowable expenses.) 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. The first year's travel award must be used to attend the American Nuclear Society (ANS) winter meeting.

Fellows are required to participate in a 10-week minimum internship at either 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	\$30,000
Tuition, Fees and Books	\$19,000
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 NE&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 not later than the beginning of the fall term. See Appendix B for further guidance on tenure.

APPLICATION SUBMITTAL REQUIREMENTS

Application Due Date

Applications and all supporting documents are due by **February 8, 2012 at 5:00 p.m. Mountain Time (MT)**. Students **MUST** submit their application materials on the NEUP website as described in the “Application Preparation Instructions” described below. Applicants must create an account on the NEUP website prior to submitting an application. Once logged in, 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 fiscal year (FY) 2012 Fellowship Request for Applications.

Note to FY 2011 Applicants: Should you choose to reapply to this RFA, you will need to create a new application through the NEUP website. Those reapplying do have the option of using the same documents submitted last year, as long as they are still considered current/up-to-date (Personal Statement, Research Interest, Program Eligibility, etc.); however, three new letters of reference must be provided. Students will need to submit official transcripts from the fall 2011 semester. (Please contact the NEUP IO to see what is on file for your application.)

Application Schedule

Table 3. NEUP Fellowship Schedule

Issue Application Request	December 23, 2011
Fellowship Application Deadline	February 8, 2012
Fellowship Review Completed and Awards Announced	April 24, 2012

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 NEUP on behalf of its sponsor, DOE.

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 Fellowships section of the NEUP website. Official sealed transcripts are due by the above application deadline and must be submitted to the contact address shown below. Unofficial copies of student transcripts can be emailed or faxed to NEUP, or they can be uploaded directly to the application, as placeholders until official transcripts can be sent. 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 submittal form, the following must also be provided:

Table 4. Document Requirements

	Submittal Documents	Page Limit
1	Personal Career Statement	2
2	Research Experience	2
3	Research Interest Essay	2
4	Program Eligibility Essay (Optional)	2
5	Reference Letters (3)	1
6	Transcripts	None
7	GRE Scores	None

Document Descriptions

For each document that is uploaded to the NEUP Fellowship application, please include your last name in the file name (for example: Smith_Personal Career Statement.doc). Please also include your 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. **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.
5. **Three Reference Letters (Due February 8, 2012):** Fellowship applicants 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.

Documentation 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.

6. **Official Academic Transcripts (Due February 8, 2012):** Academic transcripts are required, including fall 2011. 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
Idaho National Laboratory (MS 3560)
PO Box 1625
Idaho Falls, ID 83415
Telephone: 208-526-1104
FAX: 208-526-8076

As mentioned above, unofficial copies can be emailed or faxed to NEUP, or they can be uploaded directly to the application, but NEUP must receive official copies for an application to be considered complete.

NOTE: *If a student has applied for a NEUP fellowship in previous years, he/she should contact the NEUP IO to determine if transcripts are still on record. Such transcripts need not be resubmitted. However, applicants are required to submit a transcript from fall 2011.*

7. **Graduate Record Examinations (GRE) Test Scores (Due February 8, 2012):** It is recommended that students have both the GRE General and Subject Test scores reported. Students should NOT submit scores themselves directly. The code for submitting scores to this program is DI 4470.

NOTE: *If an applicant was not required to take the GRE for acceptance into his/her graduate university or college, then the student must have an administrator from the university send NEUP an email providing an explanation to be placed with the application. Students who applied for a NEUP fellowship in previous years should contact the NEUP IO to determine if their scores are still on record.*

APPLICATION INSTRUCTIONS

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 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.

DELIVERABLES

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 end of that year, the Fellow must submit this information to NEUP using the Fellowship Reporting Form found on the NEUP website: www.neup.gov. While this report should normally be very brief, NEUP is always interested in receiving captioned photographs or other materials providing notification and details of any noteworthy fellowship-related accomplishments that may merit public attention.

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. 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 1) the strength of the academic record, 2) the career statement, 3) the 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 assist the application review panel in its evaluation of the application's potential relevancy to nuclear energy, students should provide relevant background information, including personal, professional, and educational experiences.

Panel recommendations will be forwarded to the Selection Official and considered along with relevant objective and subjective information related to the application process, including program policy and management factors and the amount of funds available, and factor this information into the final award selection and approval.

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

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 Program 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 30 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 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. 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. 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 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. 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.

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 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 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 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:

"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, 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 obliged to report promptly to 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 inform NEUP and to 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 before any funds can be provided under a fellowship.