



U.S. Department of Energy

REQUEST FOR APPLICATIONS (RFA) NO. NEUP-001-12

for Nuclear Energy and Science Undergraduate Scholarships

SUBJECT: Nuclear Energy University Programs Undergraduate Scholarship Program - RFA

DATE OF ISSUE: December 23, 2011

APPLICATION DUE DATE: February 8, 2012

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INTRODUCTION

This Scholarship 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.

Two-year programs that lead to a certificate or minor are also included, such as nuclear power technology, nuclear maintenance technology, nuclear engineering technology, and radiation protection technology.

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

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 populations in the sciences, 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 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

University/College		University/College	
10	Illinois Institute of Technology	37	University of Michigan
11	Kansas State University	38	University of Missouri, Columbia
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 scholarship; 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(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 the “Application Preparation Instructions” section).*

ELIGIBILITY INFORMATION

Any application submitted in response to this RFA must be a U.S. citizen or legal permanent resident enrolled in a NEUP-approved university. Table 1 provides the current list of approved universities; however, students may apply from other universities, provided the university is interested in pursuing affiliation with the government. Interested parties need to apply on www.Grants.gov to the Department of Energy’s Funding Opportunity Announcement DE-FOA-0000304. Students who will be at least a

sophomore entering the fall 2012 academic year and who are U.S. citizens or legal permanent residents attending U.S. colleges and universities are eligible to apply. **Students entering their freshman year at a U.S. college or university for the spring or fall 2012 terms are not eligible.** In addition, students generally will not be deemed competitive unless they have maintained at least a 3.5 GPA; however, students are still welcome to apply if they have not maintained at least a 3.5 GPA. 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.*

AWARD DESCRIPTION

DOE NE expects to award approximately 70 undergraduate scholarships under this solicitation, as a single \$5,000 award per selected applicant per year. DOE also reserves the right to offer up to \$25,000 for undergraduate scholarships if outstanding candidates are identified and funding is available. Appendix A includes allowable and unallowable expenses for this award. The Department 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 2012 appropriation to DOE NE.

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 responses through the NEUP website on the electronic application submission form. New applicants will need to create an account on the NEUP website prior to submitting an application. Students reapplying 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 2012 Scholarship 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, Program Eligibility, etc.). However, NEUP now requires scholarship applicants to submit **three recommendation letters**, and recommendation letters that were submitted last year **WILL NOT** be accepted. 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 2. Tentative NEUP Scholarship Schedule

Issue Request for Applications	December 23, 2011
Applications Due	February 8, 2012
Selection Review Completed and Awards Announced	April 24, 2012

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 NEUP on behalf of its sponsor, DOE.

NOTE: *It is the applicant's responsibility to confirm that all application 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.*

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 scholarship section of the NEUP website for the link to the scholarship information and application. Official sealed transcript(s) is (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.

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 S&F 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 (Optional)	2
3	Reference Letters (3)	2
4	Academic Transcripts	None
5	ACT or SAT Scores	None

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.doc). Please also include your 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 (optional)** shall 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.
3. **Three Reference Letters (Due February 8, 2012):** Students are required to submit **three** reference letters. Reference writers should use the online system, if possible, and include the following information:
 - ◆ Name and title of reference writer;
 - ◆ Department;
 - ◆ Institution or Organization;
 - ◆ Explain the nature of the relationship to the student;
 - ◆ Detail prior research experiences;
 - ◆ Give statements about the student's academic potential; and,
 - ◆ Provide any other information to enable review panels to evaluate the application according to the Merit Review criteria described in the “Application and Review Process” section.

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.

NOTE: *Students can still submit their application when waiting on a reference letter. It is the student's responsibility to contact the NEUP IO to ensure that all application materials have been received.*

Documentation Requirements

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

Table 4. Formatting Requirements

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.*

- 4. Official Academic Transcripts (Due February 8, 2012):** Academic transcripts are required, including fall 2011. 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:

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 scholarship 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.*

5. **ACT or SAT Test Score (Due February 8, 2012):** 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.

NOTE: *If an applicant was not required to take the ACT or SAT for acceptance into his/her 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 scholarship 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 his/her 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 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.

DELIVERABLES

No reporting criteria are required for undergraduate scholars; however, NEUP is always interested in receiving captioned photographs or other materials providing notification and details of any noteworthy accomplishments that may merit public attention.

APPLICATION REVIEW AND SELECTION PROCESS

Applications will be reviewed by a panel of interdisciplinary scientists, engineers, and other professional experts in education. Each application, therefore, 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 below 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?**

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

Award Conditions

An 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 30 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.