



U.S. Department of Energy

Request for Applications (RFA) No. IUP-001-14 for Nuclear Energy Undergraduate Scholarships

Subject: Integrated University Program: Undergraduate Scholarship Program – RFA

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Application Due Date: March 19, 2014

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1. INTRODUCTION

This Scholarship Request for Applications (RFA) was prepared for the Integrated University Program (IUP) as administered by the Department of Energy, Office of Nuclear Energy (DOE-NE). Questions regarding this RFA should be submitted using the question and answer feature at www.neup.gov. Questions can also be submitted via email to neup@inl.gov.

The IUP mission is to *maintain the discipline of nuclear science and engineering (NS&E)*. The DOE-NE component of IUP supports this mission *by providing educational and research opportunities to prepare NS&E students for nuclear energy professions, in support of DOE-NE's mission*.

Attracting students to nuclear energy professions and supporting the Nation's intellectual capital in NS&E is vital to fulfilling the DOE-NE mission.

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

Ensuring an adequate number of high-quality NS&E 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 RD&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 support of DOE-NE programs.

Through this RFA, IUP awards scholarships for undergraduate study at two- and four-year institutions leading to a major or minor degree or certificate in the fields or disciplines of NS&E that are relevant to the DOE-NE mission.

Note:

The following topics are NOT a priority of DOE-NE: medical physics, nuclear fusion, nuclear forensics, or environmental management.

Additionally, the Nuclear Regulatory Commission (NRC) and National Nuclear Security Administration (NNSA) administer related programs, therefore applicants interested in regulatory (NRC) or international nonproliferation (NNSA) careers are encouraged to apply to those opportunities instead.

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 relevant to nuclear energy. Acceptance of a scholarship 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.

Note:

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

Table 1 provides a list of schools currently approved to participate in IUP. This list is current as of January 2014, 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 an IUP scholarship; however, the university will need to apply prior to the distribution of funds** (refer to Section 2 below for more information).

Table 1: IUP-Approved Colleges and Universities

No.	College/University	No.	College/University
1	Alfred University	32	Thomas Edison State College
2	Auburn University	33	University of Alabama
3	Boise State University	34	University of California, Berkeley
4	Brigham Young University	35	University of California, Irvine
5	Clemson University	36	University of California, Los Angeles
6	College of Southern Maryland	37	University of California, Santa Barbara
7	Colorado School of Mines	38	University of Colorado, Boulder
8	Duke University	39	University of Florida
9	Francis Marion University	40	University of Idaho
10	Georgia Institute of Technology	41	University of Illinois, Urbana-Champaign
11	Idaho State University	42	University of Maryland
12	Illinois Institute of Technology	43	University of Massachusetts, Lowell
13	Kansas State University	44	University of Michigan
14	Lakeshore Technical College	45	University of Missouri, Columbia
15	Linn State Technical College	46	University of Nevada, Las Vegas
16	Massachusetts Institute of Technology	47	University of New Mexico
17	Miami Dade College	48	University of Pittsburgh
18	Missouri University of Science & Technology	49	University of South Carolina
19	North Carolina State University	50	University of Tennessee
20	Northwestern University	51	University of Texas at Arlington
21	Oregon State University	52	University of Texas at Austin
22	Pennsylvania State University	53	University of Texas of the Permian Basin
23	Purdue University	54	University of Utah

No.	College/University	No.	College/University
24	Rensselaer Polytechnic Institute	55	University of Washington
25	Salem Community College	56	University of Wisconsin, Madison
26	South Dakota State University	57	Utah State University
27	Syracuse University	58	Vanderbilt University
28	Tennessee Technological University	59	Virginia Commonwealth University
29	Texas A&M University	60	Virginia Polytechnic Institute and State University
30	Texas State Technical College	61	Washington State University
31	The Ohio State University	62	Wilberforce University/Central State University

2. ELIGIBILITY INFORMATION

Applications will be accepted 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 an eligible IUP-approved college or university (Table 1) while pursuing NS&E disciplines. Minority and underrepresented students are highly encouraged to apply.

Any institution interested in administering a scholarship as an IUP-approved college or university needs to submit an application in response to Funding Opportunity Announcement (FOA) DE-FOA-0000807, which can be found on www.grants.gov. Institutions will need to demonstrate that they have an applicable nuclear science and engineering program and will need to provide a commitment to the growth and maintenance of that academic program to be considered eligible. Eligibility does not guarantee funding and is restricted to U.S. colleges and universities with programs of study in science and engineering disciplines related to nuclear energy such as nuclear engineering, mechanical engineering, electrical engineering, chemistry, health physics, nuclear materials science, radiochemistry, applied nuclear physics, nuclear policy, radiation protection technology, nuclear power technology, nuclear maintenance technology, and nuclear engineering technology. Questions related to institution eligibility should be directed to Kenny Osborne at 208-526-0805. The institution must be an approved organization prior to the transfer of fellowship funds.

Students who **have not** maintained at least a 3.5 cumulative GPA are not eligible to apply. This requirement is based on a 4.0 scale (GPAs are not rounded).

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.

Students holding a F1 student visa are not eligible to apply for an IUP scholarship.

3. AWARD DESCRIPTION

DOE-NE expects to award up to 70 one-year/\$5,000 undergraduate scholarships under this RFA. However, the number of awards is dependent upon application quality and total funding available, which is subject to a balancing of program priorities. Appendix A includes allowable and unallowable expenses for this award.

4. APPLICATION SUBMITTAL REQUIREMENTS

4.1 Application Due Date

Applications and all supporting documents are due by March 19, 2014 at 8:00 p.m. Eastern Time (ET).

4.2 Application Schedule

Table 2: Tentative IUP Scholarship Schedule

Issue Request for Applications	February 12, 2014
Scholarship Application Deadline	March 19, 2014
Award Announcement	By April 30, 2014

4.3 Late Applications

Applications received after the designated date and time (late) will not be accepted, with the student notified of this decision. Extension of the application due date shall be at the sole discretion of DOE-NE.

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 through www.neup.gov before the deadline established above. To register and apply, please visit the Student Educational Support section of www.neup.gov. New applicants will need to create an account prior to submitting an application. Students re-applying should use their existing account. Once logged in, applicants will need to click on the “Applications” 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 2014 Scholarship Request for Applications.

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
Essay: Personal Career Goals	3
Letters of Reference (3)	2 per reference
Academic Transcripts	None
ACT or SAT Scores	None

4.5 Document Descriptions

For each document uploaded, the applicant should include his/her last name in the file name (for example: Smith_Personal Career Goals.docx). The applicant’s name, as well as the document name, should be included in the header of each document. Additional submittal guidance can be found in the online application form. A description of each required document is listed below.

Essay: Personal Career Goals – This essay should identify the applicant’s long-term career goals and explain how the IUP scholarship will help him/her to achieve those goals. This essay should also describe how the applicant’s program of study and personal career goals align to the DOE-NE mission. Applicants are encouraged to review the DOE-NE R&D website (<http://energy.gov/ne/office-nuclear-energy>) for additional information.

Letters of Reference – Scholarship applicants are required to submit **three (3)** letters of reference. The following information should be included in each letter:

- ◆ Name and title of reference writer;
- ◆ Department;
- ◆ Institute or Organization;
- ◆ Explanation of the nature of the relationship to the student;
- ◆ Detail of the applicant’s prior research experiences outside of the classroom;
- ◆ Statements about the student’s academic potential;
- ◆ Statements about the student’s proposed research;
- ◆ Signature, and;
- ◆ Any other information to enable the review panel to evaluate the application according to the guidelines described in Section 7.

Applicants should notify reference writers directly through the online application form by providing the references’ email addresses and clicking the “Notify” link. This will send the writer an email with a link to upload his/her recommendation electronically to the system.

However, students are encouraged to contact reference writers prior to submission of their name to allow sufficient time for the reference writer to submit the letter. **Letters must be received by the application deadline.**

When selecting reference writers, applicants should choose individuals who can appropriately speak to their abilities and experiences (such as an advisor or core professor, preferably who has known the applicant for a year or longer). **Students should not have family members provide recommendations regardless of their position within the industry.** It is the applicant's responsibility to confirm all letters have been received prior to the application deadline. Any application with fewer than three letters of reference will be considered incomplete and will not be reviewed. Letters submitted by the applicant on behalf of the writer will not be accepted.

Official Academic Transcripts – Academic transcripts are required, including the fall 2013 semester. Academic transcripts from all completed college or university work are required (including community college and summer school transcripts). **Official transcripts must be received in a sealed envelope by the application deadline** and submitted in hard copy via postal mail, express service, or courier to:

Postal Mail

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

Express Service/Courier

NEUP Integration Office
Attn: Jenna Payne
995 University Boulevard
Idaho Falls, Idaho 83401

Faxed copies of an applicant's transcript will be accepted and considered official **only** if sent by the university registrar. Copies submitted by the applicant **will not** be accepted. Official copies of transcripts must be sent in order for an application to be considered complete.

ACT or SAT Test Scores – Students are required to report either ACT or SAT scores. Students should not submit scores directly. For ACT scores, please choose identification code 6309. For SAT scores, please use identification code 5965. Scores should be able to be submitted without having to list a Department code. If a student has applied for an IUP scholarship in previous years, he/she should contact neup@inl.gov to determine if test scores are still on record. If so, these do not need to be resubmitted.

4.6 Document Format Requirements

Please adhere strictly to the document formatting requirements 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 in compliance with the RFA requirements. Any interpretation of the requirements by the student may be considered an exception and treated accordingly (i.e., deem the application non-responsive). The student must obtain DOE-NE concurrence/clarification regarding its interpretation to classify the student's application as compliant with, or an exception to, the RFA requirements by contacting neup@inl.gov. Any exception must be approved by DOE-NE and documented as part of the application.

5.2 Rights Reserved by DOE-NE

DOE-NE 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-NE reserves the right to conduct any necessary pre-award survey and analysis to evaluate a student's capabilities to comply with the requirements of this RFA.

5.3 Application Validity Period

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

5.4 Discrepancies in the RFA

Should a student find discrepancies in, or omissions from, the RFA, its attachments or related documents, or should the student be in doubt as to the meaning of any requirements, the student shall notify DOE-NE by contacting neup@inl.gov and obtain correction or clarification prior to submitting his or her application.

6. DELIVERABLES AND OBLIGATIONS

No reporting criteria are required for undergraduate scholarships; however DOE-NE may contact a Scholar in the future to request information on his/her current career path. Additionally, DOE-NE is always interested in receiving relevant information throughout the year including captioned photographs or other material providing notification and details of any noteworthy scholarship-related accomplishments that may merit public attention.

IUP has an active presence on social media through the Nuclear Energy University Programs (NEUP). 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 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.

1. How do the student’s chosen course of study and career goals align to the DOE-NE mission?
2. How well qualified is the student to complete the proposed course of study?

Reviewers will consider the 1) personal career goals and alignment to the DOE-NE mission as described in the required essay, 2) references, 3) strength of the academic record, and 4) ACT or SAT scores.

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 Award

Notification of the scholarship award is made to the student via email and press release. Students whose applications are not selected for a scholarship award will also be notified of that decision via email.

8.2 Award Conditions

An IUP scholarship award consists of the award letter that includes the applicable terms and conditions and scholarship management instructions. IUP 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.