



U.S. Department of Energy

Request for Applications (RFA) No. IUP-002-15 for Nuclear Energy Graduate Fellowships

Subject: Integrated University Program: Graduate Fellowship Program – RFA

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Application Due Date: March 5, 2015

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1. INTRODUCTION

This Fellowship 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 fellowships leading to a masters or doctoral degree in the fields or disciplines of NS&E that are relevant to the DOE-NE mission. All students are expected to have adequate preparation to begin graduate level study and research by fall 2015. In most cases, this will be demonstrated by a bachelor's degree earned prior to fall 2015.

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 fellowship is an explicit acceptance of this commitment and

assurance that the student will be duly enrolled in an acceptable program beginning fall 2015.

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 July 2014, but may not contain universities that have recently applied. Refer to www.neup.gov for the most up-to-date listing. A student may still apply for an IUP fellowship if his/her university is not listed; however, the university will need to apply to the Department’s Financial Assistance Funding Opportunity Announcement (FOA) 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	33	University of Alabama
2	Auburn University	34	University of California, Berkeley
3	Boise State University	35	University of California, Davis
4	Brigham Young University	36	University of California, Irvine
5	Clemson University	37	University of California, Los Angeles
6	College of Southern Maryland	38	University of California, Santa Barbara
7	Colorado School of Mines	39	University of Colorado, Boulder
8	Duke University	40	University of Dallas
9	Francis Marion University	41	University of Florida
10	Georgia Institute of Technology	42	University of Idaho
11	Idaho State University	43	University of Illinois, Urbana-Champaign
12	Illinois Institute of Technology	44	University of Maryland
13	Kansas State University	45	University of Massachusetts, Lowell
14	Lakeshore Technical College	46	University of Michigan
15	Linn State Technical College	47	University of Missouri, Columbia
16	Massachusetts Institute of Technology	48	University of Nevada, Las Vegas
17	Miami Dade College	49	University of New Mexico
18	Missouri University of Science &	50	University of Pittsburgh

No.	College/University	No.	College/University
	Technology		
19	North Carolina State University	51	University of South Carolina
20	Northwestern University	52	University of Tennessee
21	Oregon State University	53	University of Texas at Arlington
22	Pennsylvania State University	54	University of Texas at Austin
23	Purdue University	55	University of Texas of the Permian Basin
24	Rensselaer Polytechnic Institute	56	University of Utah
25	Salem Community College	57	University of Washington
26	South Dakota State University	58	University of Wisconsin, Madison
27	Syracuse University	59	Utah State University
28	Tennessee Technological University	60	Vanderbilt University
29	Texas A&M University	61	Virginia Commonwealth University
30	Texas State Technical College	62	Virginia Polytechnic Institute and State University
31	The Ohio State University	63	Washington State University
32	Thomas Edison State College	64	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.

Note:

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

Any institution interested in administering a fellowship as an IUP-approved college or university needs to submit an application in response to Funding Opportunity Announcement 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 Aaron Gravelle at 208-526-0208 or gravelap@id.doe.gov. 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 at both the undergraduate and graduate levels are not eligible to apply. This requirement is based on a 4.0 scale (GPAs are not rounded).

Graduate 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. Students pursuing a doctoral degree program will be preferred.

Note:

If more than three applications are submitted from a single institution, only the top three (3) candidates will be eligible for award. This is not intended to limit the number of applications but is noted to ensure awareness of this selection criterion.

2.1. Graduate Year Restriction

Fellowships are issued to students in the early stages of their graduate research. Applicants are generally eligible to apply 1) during their senior year of college, 2) after graduating from college and prior to entering graduate school, 3) or during their first year of graduate study.

Applicants must have completed no more than 12 months of full-time graduate study or its equivalent as of August 1, 2015. Full-time graduate study is as defined by the university attended. There is no credit hour limit for students who have completed only full-time graduate study; eligibility for full-time students is based on the length of time enrolled in the graduate program.

Applicants who have completed part-time graduate study (or a combination of part-time and full-time) must have completed no more than 24 semester hours or 36 quarter hours or their equivalent as of August 1, 2015.

All post-baccalaureate, graduate-level study is counted toward the allowed 12 months of completed graduate study. This includes all master's and doctoral programs.

Applicants in joint BS/MS programs are typically eligible to apply prior to completion of any further graduate study. In four-year joint programs, applicants may apply in the fourth year and after completion of the program. Completion of any graduate study outside of the joint program will disqualify an applicant. In five-year joint programs, applicants may apply in the fourth and fifth years of the program and after completion of the program. Completion of any further graduate study outside of the joint program will disqualify an applicant.

Applicants who have completed more than twelve months of graduate study and who have not earned a graduate degree may be considered eligible if they have had an interruption in

graduate study of at least two consecutive years prior to May 2015. To be eligible, applicants must have completed no additional graduate study by August 1, 2015.

Questions related to the graduate-year restriction should be addressed to neup@inl.gov.

3. AWARD DESCRIPTION

DOE-NE expects to award up to 30 three-year/\$155,000 graduate fellowships 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. Table 2 provides a breakdown of award funding). Appendix A includes allowable and unallowable expenses for this award.

Table 2. Breakdown of IUP Fellowship Award per Year

Expense	Amount
12-Month Stipend	\$33,000
Tuition, Fees, and Books	\$16,000
Research Travel Allowance	\$1,000
Total*	\$50,000
*Internship travel and housing allowance is \$5,000	

The cost of education allowance is \$16,000 per tenure year and is to be used by the affiliated institution to cover the costs of educating the Fellow. If all tuition, fees, and books have been covered, students can receive reimbursement for housing with their education allowance. Students will need to provide rent receipts to their university to receive reimbursement (see Appendix A for allowable and unallowable expenses). Fellows can also use remaining funds for additional DOE-NE approved travel and health insurance. Fellowship funding covers the needs of the Fellow only and does not provide support for dependents.

Fellows are provided a \$1,000 Research Travel Allowance per year upon submission of an approved travel request (see www.neup.gov) submitted well in advance of the anticipated date of travel. The planned travel must involve a structured research activity approved by DOE-NE and can only be for travel within the United States. All awards will be for a maximum of three (3) contiguous years. **Students in need of only one or two years of support need to disclose that in their application.**

Fellows are required to participate in a 10-week minimum internship at DOE, 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.**

4. APPLICATION SUBMITTAL REQUIREMENTS

4.1. Application Due Date

Applications and all supporting documents are due by March 5, 2015 at 8:00 p.m. Eastern Time (ET).

4.2. Application Schedule

Table 3. Tentative IUP Fellowship Schedule

Issue Request for Applications	January 22, 2015
Fellowship Application Deadline	March 5, 2015
Award Announcement	April 2015

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 fellowship 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 2015 Fellowship Request for Applications.

In addition to the information required on the fellowship RFA submittal form, the documents listed in Table 4 must also be provided:

Table 4. Document Requirements

Submittal Documents	Page Limit
Essay: Personal Career Goals	3
Essay 2: Proposed Graduate Research	3
Letters of Reference (3)	2 per reference
Academic Transcripts	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 also 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 fellowship 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.

Essay 2: Proposed Graduate Research – This essay should describe the research the student is interested in conducting during the course of the fellowship. Applicants should use previous research experience outside of the classroom to demonstrate acquired skills and show how those experiences have prepared the applicant to be successful in the proposed graduate research. The applicant should also describe how the proposed research aligns to the DOE-NE mission and how that research will advance DOE-NE priorities. Applicants are encouraged to review the DOE-NE R&D website (<http://energy.gov/ne/office-nuclear-energy>) for additional information.

Letters of Reference – Fellowship 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/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 in 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. Students are encouraged to contact reference writers as early as possible in order to provide 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 2014 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 the Innovative Nuclear Research Integration Office (INR-IO):

Postal Mail

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

Express Service/Courier

INR 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.

4.6. Document Format Requirements

Please adhere strictly to the document formatting requirements in Table 5 for all submitted documents:

Table 5. Formatting Requirements

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 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

6.1. 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 request is sent, the Fellow must submit this report using the online system at www.neup.gov. Fellows must provide a summary of their activities for the year as well as their plans for the following year. A list of any publications, presentations, and patents will also need to be provided. The report will need to be approved by the Fellow's advisor via the online system on www.neup.gov.

In addition, acceptance of an IUP fellowship is an acceptance of a commitment to keep DOE-NE informed of career progress, regardless of how it develops, both during and after the fellowship (minimum of 3 years) as a critical data source for future DOE-NE planning.

Furthermore, 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 fellowship-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 criteria below in their written statements to provide reviewers with the information necessary to fully evaluate the application.

1. How do the student's career goals and chosen course of study align to the DOE-NE mission?
2. How does the student's previous and proposed research align to the DOE-NE mission?
3. How well qualified is the student to complete the proposed course of study and associated research?

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

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 fellowship award is made to both the student and his/her respective university or college via email and press release. Students whose applications are not selected for a fellowship award will also be notified of that decision via email.

8.2. Award Conditions

An IUP fellowship award consists of the award letter and the “IUP Fellowship Information Packet” that outlines the appropriate management of the IUP fellowship. IUP fellowship 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 **14** days of notification. Failure to comply with the deadline may result in revocation of the fellowship offer. The IUP fellowship does not offer recipients with the option of a one-year deferment.

APPENDIX A: ALLOWABLE COSTS FOR SCHOLARSHIPS

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 \$33,000 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 \$16,000 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. Fellows can also use remaining funds for additional DOE-NE approved travel and health insurance. Fellowship funding covers the needs of the Fellow only and does not provide support for dependents.
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 DOE-NE. 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 DOE, 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. However, it is expected that any required service contribute to the progress of the 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, 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 must 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 sent directly to DOE-NE (neup@inl.gov) 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 DOE-NE.

Medical Deferral

DOE-NE 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 must then contact DOE-NE. In addition, the Fellow will 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 fellowship award 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 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

Before Starting Tenure

Since a Fellow's initial choice of a graduate institution is made at the time of application, DOE-NE recognizes that some Fellows will want to change their designated fellowship institution before matriculation. This year, such changes will not be permitted due to the late 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 DOE-NE 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 1.

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 ten week (approximate) internship must be conducted at DOE, 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 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

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 DOE-NE 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. 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

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