



**Request for Applications (RFA) No. UNLP-001-22 for
Nuclear Energy Undergraduate Scholarship Opportunities**

Subject: University Nuclear Leadership Program
Undergraduate Scholarship Opportunities – RFA
Issue Date: September 22, 2022
Application Due Date: January 11, 2023, at 5:00 p.m. ET

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EXECUTIVE SUMMARY

This Request for Applications (RFA) is for the University Nuclear Leadership Program (UNLP), as administered by the Department of Energy's Office of Nuclear Energy (NE), for the 2023 – 2024 academic year. Under this RFA, NE is seeking applications for two undergraduate scholarship programs:

1. **Four-year College/University Undergraduate Scholarship Program** – provides \$10,000 awards to students attending four-year colleges/universities who are pursuing 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, nuclear engineering technology, computer science, and cybersecurity.
2. **Trade School and Community College Scholarship Program** – provides \$5,000 awards in support of students receiving training as nuclear energy-related technicians in areas including, but not limited to, nuclear operations, mechanical and electrical maintenance, and radiation protection at U.S. trade schools and community colleges.

Applications are due by January 11, 2023, at 5:00 pm ET. Students must apply electronically at [NEUP.gov](https://neup.gov) and questions should be sent to NEUP@inl.gov.

As part of their application package, students must submit an essay outlining long-term career goals, letters of recommendation, and academic transcripts. Students must have a cumulative 3.0 GPA to apply.

NE anticipates making award announcements in Spring 2023. The number of awards is dependent upon application quality and total funding available. Eligibility is restricted to U.S. citizens and legal permanent residents.

1 INTRODUCTION

This Request for Applications (RFA) is for the University Nuclear Leadership Program (UNLP), as administered by the Department of Energy's Office of Nuclear Energy (NE), for the 2023 – 2024 academic year. Questions regarding this RFA should be submitted to neup@inl.gov or applicants can review the Q&A forum found on the [NEUP website](#).

UNLP works to attract qualified nuclear science and engineering (NS&E) students to nuclear energy professions by providing undergraduate scholarships, which are awarded 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 relevant to the NE mission.

NE's mission is to advance nuclear energy science and technology to meet U.S. energy, environmental, and economic needs.

NE has identified five goals to address challenges in the nuclear energy sector, help realize the potential of advanced technology, and leverage the unique role of the government in spurring innovation:

1. Enable continued operation of existing U.S. nuclear reactors.
2. Enable deployment of advanced nuclear reactors.
3. Develop advanced nuclear fuel cycles.
4. Maintain U.S. leadership in nuclear energy technology.
5. Enable a high-performing organization.

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 educational institutions' capabilities to perform nuclear energy related RD&D, and (3) meet DOE's and the national laboratories' needs for highly trained scientists and engineers in support of NE programs.

Note: The following topics are NOT a priority of 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 as well.

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, full time, in an acceptable program beginning in the fall of 2023.

NE is seeking applications under this RFA for the following opportunities:

1. Four-year College/University Undergraduate Scholarship Program
2. Trade School and Community College Scholarship Program

All information and instructions required to respond to this RFA are accessible at neup.gov. Students must submit their applications electronically through neup.gov. 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 Section 4.5).

2 ELIGIBILITY INFORMATION

It is critical to our nation's economic leadership and global competitiveness that the United States (U.S.) educate, train, and retain more scientists and engineers from varying backgrounds. Applications will be accepted from all U.S. citizens and legal permanent residents attending a UNLP-approved college or university while pursuing NS&E disciplines, including those from underrepresented groups, those with disabilities, and people from all geographic and economic backgrounds.

In addition, NE strives to ensure energy justice and is fully committed to broadening the inclusion and contribution of those communities that have been historically underserved within its programs. Students attending minority-serving institutions (MSIs), including Historically Black Colleges and Universities (HBCUs) and Tribal Colleges and Universities (TCUs), or institutions located in a disadvantaged community, are highly encouraged to apply to this RFA.

Information on Minority Serving Institutions (MSI) can be found at <https://www2.ed.gov/about/offices/list/ope/idades/eligibility.html#tips>. This information predominately covers institutions that have been awarded grants through the Department of Education and does not include all institutions that may meet the definition of an MSI. **This resource is not an exhaustive list of minority-serving institutions.**

For purposes of identifying MSIs in NE's application system, NE is using a directory based off of 2020 U.S. Department of Education data compiled by Rutgers University's Center for MSIs, which can be found here: <https://www2.ed.gov/about/offices/list/ope/idades/2022eligibilitymatrix.xlsx>. This list is also not an exhaustive list of MSIs but will be used as a starting point for auto-identifying MSIs.

If applicants believe that their institution qualifies as an MSI and is not listed, please contact neup@inl.gov with an explanation for how the university meets the conditions of being considered an MSI.

Table 1 provides a list of schools currently approved to participate in UNLP. This list is current as of August 2022, but it may not contain universities that have recently applied. Refer to neup.gov for the most up-to-date listing.

Students are encouraged to apply to this opportunity even if their university is not listed below. NE will work with new universities to get them through the approval process prior to the distribution of any award funds.

Table 1. Current UNLP-approved Colleges and Universities.

No.	University/College	No.	University/College
1	Abilene Christian University	33	Texas A&M University, Kingsville
2	Alfred University	34	The Ohio State University
3	Arizona State University	35	Thomas Edison State University
4	Auburn University	36	University of Alabama
5	Boise State University	37	University of California, Berkeley
6	Brigham Young University	38	University of California, Irvine
7	Case Western Reserve University	39	University of California, San Diego
8	Chattanooga State Community College	40	University of Chicago
9	Clemson University	41	University of Connecticut
10	Colorado School of Mines	42	University of Florida
11	Colorado State University	43	University of Idaho
12	Florida International University	44	University of Illinois, Urbana-Champaign
13	Francis Marion University	45	University of Maryland, College Park
14	Georgia Institute of Technology	46	University of Massachusetts, Lowell
15	Idaho State University	47	University of Michigan
16	Illinois Institute of Technology	48	University of Missouri, Columbia
17	Kansas State University	49	University of Nevada, Las Vegas
18	Kennesaw State University	50	University of Nevada, Reno
19	Massachusetts Institute of Technology	51	University of New Mexico
20	Mississippi State University	52	University of Notre Dame
21	Missouri University of Science & Technology	53	University of Pittsburgh
22	Montana State University	54	University of South Carolina
23	North Carolina State University	55	University of Tennessee at Knoxville
24	Northern New Mexico College	56	University of Texas at Arlington
25	Oregon State University	57	University of Texas at Austin
26	Pennsylvania State University	58	University of Utah
27	Purdue University	59	University of Wisconsin, Madison
28	Rensselaer Polytechnic Institute	60	Utah State University
29	Southeast Community College	61	Vanderbilt University
30	State Technical College of Missouri	62	Virginia Commonwealth University
31	Stillman College	63	Virginia Polytechnic Institute and State University
32	Texas A&M University	64	Washington State University

Any institution interested in administering a scholarship as a UNLP-approved college or university must apply to the Department's Financial Assistance Funding Opportunity Announcement (FOA) DE-FOA-0002265, found at [grants.gov](https://www.grants.gov) and [neup.gov](https://www.neup.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, nuclear engineering technology, computer science, and cybersecurity. In addition, disciplines in support of training nuclear energy-related technicians in areas including, but not limited to, nuclear operations, mechanical and electrical maintenance, and radiation protection, are also applicable.

Questions related to institution eligibility should be directed to Jenna Payne at jenna.payne@nuclear.energy.gov. The institution must be an approved organization prior to the transfer of scholarship funds.

2.1 Four-year College/University Undergraduate Scholarship Program

Eligibility Restrictions:

1. Students must have completed at least one semester of undergraduate study to apply and be enrolled as an undergraduate at the time of award.
2. Students must have at least a 3.0 cumulative GPA (based on a 4.0 scale). GPAs are not rounded.
3. Students holding a F1 student visa are not eligible.

2.2 Trade School and Community College Scholarship Program

Eligibility Restrictions:

1. Students must be entering their first or second year of undergraduate study to apply.
2. Students must have at least a 3.0 cumulative GPA (based on a 4.0 scale). GPAs are not rounded.
3. Students holding a F1 student visa are not eligible.

3 AWARD DESCRIPTION

Undergraduate scholarships for both four-year institutions and trade schools/community colleges are for **one year only**. A student who is awarded a scholarship one year may apply in subsequent years, provided they still meets eligibility criteria.

3.1 Four-year College/University Undergraduate Scholarship Program

NE expects to award \$10,000 undergraduate scholarships under this program. The number of awards is dependent upon application quality and total funding available. Appendix A includes allowable and unallowable expenses for this award.

3.2 Trade School and Community College Scholarship Program

NE expects to award \$5,000 undergraduate scholarships under this program. The number of awards is dependent upon application quality and total funding available. Appendix A includes allowable and unallowable expenses for this award.

4 APPLICATION SUBMITTAL REQUIREMENTS

4.1 Application Due Date

Applications for both scholarship programs, as well as all supporting documents, are due by January 11, 2023, at 5:00 p.m. Eastern Time (ET).

4.2 Application Schedule

Table 2. Tentative UNLP Scholarship Schedule.

Issue Request for Applications	September 22, 2022
Scholarship Application Deadline	January 11, 2023
Award Announcement	Spring 2023

4.3 Late Applications

Applications and any supporting materials (transcripts, test scores, etc.) received after the designated date and time will not be accepted. Extension of the application due date shall be at the sole discretion of 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 reviewed.

4.4 Application Preparation Instructions

Complete scholarship applications must be submitted electronically through neup.gov before the deadline established above. To apply, students will need to create an account at neup.gov. 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 either the FY 2022 Four-year College/University Undergraduate Scholarship Program or the FY 2022 Trade School and Community College Scholarship Program.

In addition to the information required on the scholarship RFA submittal form, the supporting documents listed in Table 3 must also be provided:

Table 3. Supporting Document Requirements for the Four-year College/University Undergraduate Scholarship Program.

Submittal Documents	Page Limit
Essay: Personal Career Goals	3
Letters of Reference (3)	2 per reference
Academic Transcripts*	None

Table 4. Supporting Document Requirements for the Trade School and Community College Scholarship Program.

Submittal Documents	Page Limit
Essay: Personal Career Goals	2
Letters of Reference (2)	2 per reference
Academic Transcripts*	None

* Unofficial and/or official transcripts will be accepted.

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. 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 UNLP 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 NE mission. Applicants are encouraged to review the NE R&D website (<http://energy.gov/ne/office-nuclear-energy>) for additional information. Please note that this essay should not provide a summary of the current state of the nuclear industry.

Letters of Reference – Scholarship applicants are required to submit **three (3)** letters of reference for the Four-year College/University Undergraduate Scholarship Program, and **two (2)** letters of reference for the Trade School and Community College Scholarship Program. The following information should be included in each letter:

- Name and title of the reference writer
- Department
- Institution/Organization
- Explanation of the nature of the relationship to the student
- Detail of the applicant’s prior research experiences outside of the classroom, if any
- Statements about the student’s academic potential

- Statements about the student’s proposed research or ability to work in industry
- Signature
- 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 information on how to upload the recommendation electronically to the system. Students are encouraged to contact reference writers early in the application process 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 academic abilities and experiences (such as an advisor or core professor, preferably one 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 the number of required 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. If more letters are received than are required, the first letters received will be reviewed.

Academic Transcripts – Academic transcripts are required and must include Fall 2022 semester grades. Academic transcripts from all institutions where a degree was received by the applicant, as well as any current degrees the applicant is working toward, are required. **Unofficial and/or official transcripts will be accepted. If selected for award, official transcripts may be requested.**

Applicants can upload their transcripts to their application at www.neup.gov. Transcripts will also be accepted by fax, electronically or via postal mail, express service, or courier to the Innovative Nuclear Research Integration Office (INR-IO):

INR Integration Office

Attn: Julie Jacobson
PO Box 1625 MS 3730
Idaho Falls, Idaho 83415-3730

Unofficial/official copies of transcripts must be sent for an application to be considered complete. All transcripts must be received by the application deadline.

4.6 Document Format 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 to the review panel. DO NOT submit a personal photo.

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 may obtain 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 NE and documented as part of the application.

5.2 Rights Reserved by NE

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. 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 NE by contacting neup@inl.gov and obtain correction or clarification prior to submitting an application.

6 DELIVERABLES AND OBLIGATIONS

No reporting criteria are required for undergraduate scholarships; however, NE may contact a scholar in the future to request information on his/her current career path.

Additionally, 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.

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 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 well do the student's career goals and chosen course of study align to the 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 NE mission as described in the required essay, (2) references, and (3) strength of the student's 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. These may include program policy, management factors, and the amount of funds available. 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 will be 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 scholarship award will also be notified of that decision via email.

8.2 Award Conditions

A UNLP scholarship award consists of the award letter that includes the applicable terms and conditions and scholarship management instructions. UNLP scholarship students will be notified, via email, 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.