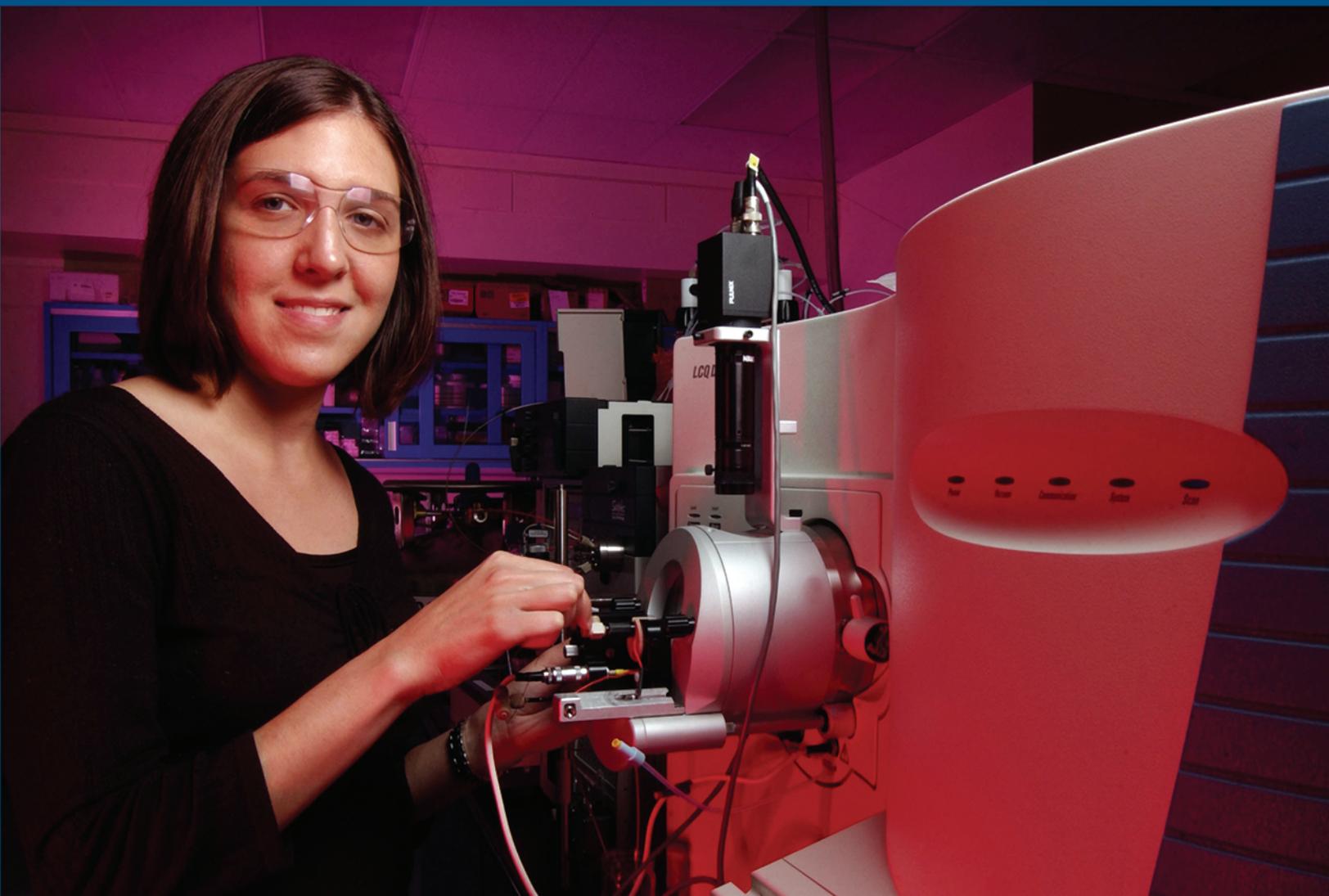


Scholarship and Fellowship Program Handbook

University Programs
Policies, Practices and Procedures



Homeland
Security





Homeland Security

*Science and Technology Directorate
Office of Research and Development, University Programs*

Scholarship and Fellowship Program *Policies, Practices and Procedures Handbook*

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1 Welcome/Introduction

Congratulations and welcome to the U.S. Department of Homeland Security (DHS) Scholarship and Fellowship Program. This handbook provides information on policies, practices and procedures, along with resources to help with your integration into the Science and Technology University Programs environment.

The DHS Science and Technology Directorate serves as the primary research and development arm of DHS, utilizing the nation's scientific and technological resources to provide federal, state and local officials with the technology and capabilities to protect the homeland.

The DHS Scholarship and Fellowship Program is funded by the DHS Science and Technology (S&T) Directorate and is intended for students interested in pursuing the basic science and technology innovations that can be applied to the DHS mission. At the same time, participation in this program will help you acquire valuable experience and establish connections with professionals in your field of study.

DHS Science and Technology Office of University Programs Vision Statement

We envision...

...a research capability within the Nation's universities to address scientific and technological issues related to homeland security

...a workforce dedicated to homeland security and public service, particularly scientists and engineers with aligned intellectual pursuits.

DHS Science and Technology Office of University Programs Mission Statement

The Office of University Programs seeks to stimulate, coordinate, leverage and utilize the unique intellectual capital within the academic community to address current and future homeland security challenges.

1.1 Program Objectives, Goals and Outcomes

DHS realizes that the country's strong science and technology community provides a critical advantage in the development and implementation of counter-terrorist measures and other DHS objectives. This education program is intended to ensure a diverse and highly talented science and technology community to achieve the DHS mission and objectives.

1.1.1 The objectives of the DHS Scholarship and Fellowship Program are to:

- Continue education and research training in areas that support the DHS mission
- Increase familiarity with the research and technology areas of DHS
- Enhance research and develop technology in fields related to the DHS mission.

1.1.2 The goals of the DHS Scholarship and Fellowship Program are to provide DHS with the opportunities to:

- Foster a homeland security culture within the academic community through research and education programs
- Strengthen U.S. scientific leadership in homeland security research
- Generate and disseminate knowledge and technological advances in areas critical to achieving homeland security missions
- Create intellectual capital and nurture a homeland security science and engineering workforce within the academic community.

1.1.3 Outcomes

After graduation, the Scholars and Fellows will have a greater understanding of the DHS mission and science and technology needs and be better prepared to support DHS, state and local homeland security offices, DHS and

national laboratories, university research programs or DHS Research and Education Centers, or other homeland security-affiliated science and technology organizations.

1.2 Program Administration

The DHS Scholarship and Fellowship Program is administered for the DHS Science and Technology Directorate by the Oak Ridge Institute for Science and Education (ORISE). ORISE is managed by Oak Ridge Associated Universities (ORAU) for the U.S. Department of Energy. ORISE focuses on scientific initiatives including educating the next generation of scientists.

2 Definitions

2.1 Academic Advisor

A college or university representative, typically a faculty member, experienced in your area of study assigned to help with your educational planning.

2.2 Appointment

Your official selection and participation in the DHS Scholarship and Fellowship Program and the time period as a participant of the Program.

2.3 Award

Your Scholarship or Fellowship.

2.4 DHS University Programs Administrator

Point of contact at DHS for DHS information.

2.5 Fellow

A student at the graduate level completing a Master's or doctorate degree.

2.6 Hosting Facility

DHS, DHS and National Laboratories, DHS Research and Education Centers (includes DHS Centers of Excellence) and other DHS-affiliated agencies offering internship opportunities for DHS Scholars and Fellows.

2.7 Hosting Facility Mentor

Hosting facility staff with whom you will conduct your research project during the 10-week summer internship.

2.8 Internship Requirement

The 10-week, continuous off-campus research carried out at a DHS or DHS-affiliated facility.

2.9 Participant

Your status while on appointment as a DHS Scholar or Fellow.

2.10 Scholar

A student at the undergraduate level.

3 Award Information and Conditions of the Appointment

3.1 Overview

Your initial appointment to the DHS Scholarship and Fellowship Program is for 12 months including the internship period. Your appointment begins on September 1st regardless of the beginning of the academic term. Appointments will conclude at the end of the established appointment term or when you graduate, whichever comes first.

3.2 Eligibility Requirements

The conditions of eligibility upon which your award was made as stated on the application website is available at: www.orau.gov/dhsed/

3.3 Conditions of Your Award

As a condition of your DHS Scholarship and Fellowship Program appointment you must meet the following:

- a) As a Scholar, you must be pursuing a bachelor's degree. Fellows must be pursuing a doctoral or master's research-based degree requiring a thesis or dissertation. Refer to Section 3.11 for more information about the thesis requirement.
- b) You must maintain in each academic term (excluding summer) enough credits to achieve full-time status at the academic institution. See "Approval for Summer and Winter Terms Tuition Payment" under section 4 for additional information.
- c) You must maintain in each academic term a cumulative GPA of 3.3 or higher on a 4.0 scale. DHS/ORISE may request official copies of your transcripts at any time during your appointment to verify that this condition is met.
- d) You must attend the fall Orientation Meeting for DHS Scholars and Fellows. See "Orientation Meeting" under Section 6 for additional information.
- e) You must be covered by a medical health insurance plan during your appointment. See "Medical Health Insurance" under Section 3.7 for additional information.
- f) You may not accept simultaneous payment from another scholarship, fellowship or similar award. See "Other Financial Awards" under Section 3.9 for additional information.
- g) You must complete a continuous 10-week internship during the summer of your initial appointment period and participate in a poster session or oral presentation at your facility. See "The Internship Requirement" under Section 7 for additional information.

3.4 Documentation

Your Letter of Appointment, the ORISE Terms of Appointment and this document describe the terms of your award and appointment. Your signature on the Letter of Appointment and ORISE Terms of Appointment indicates that you have read and understood the terms of your award and appointment as detailed in these three documents and agree to abide by these terms during your initial appointment and any extensions granted.

3.4.1 In addition to finalizing the Letter of Appointment, you must sign and return the following documents and forms:

- (a) ORISE Terms of Appointment
- (b) Student Information Form
- (c) IRS Form W-9
- (d) Authorization Agreement for Electronic Funds Transfer
- (e) DHS and ORISE Media Releases (optional). Refer to Section 9.2 for further information.

3.4.2 These forms can be found at <https://www.orau.gov/dhsparticipants/> after entering your username and access code as provided in your Letter of Appointment.

3.5 Declining an Award

If you decide to decline the award, please send an email to ORISE as soon as possible stating your decision and reason for declining the award.

3.6 Deferral Policy

3.6.1 Awards may not be deferred before you begin your first year as a DHS Scholar or Fellow.

3.6.2 During your appointment, medical and military deferral will be considered on a case by case basis. A request for a deferral must be submitted in writing to ORISE, who will then forward the request to the DHS University Programs Administrator.

3.7 Medical Health Insurance

3.7.1 You are required to maintain health coverage during your appointment, including the internship period.

3.7.2 You are required to provide proof of coverage under a health insurance plan before beginning your appointment as a DHS Scholar or Fellow and before your internship.

3.7.3 DHS will provide blanket accident insurance for participating students during their internship. This does not replace the required health insurance coverage.

3.8 Academic Advisor

3.8.1 Your academic advisor will play an important role throughout your appointment. Advisors will be asked to confirm full-time enrollment each academic term (excluding summer) and to evaluate your academic progress for DHS should you decide to request an award extension. Your academic advisor should be familiar with your research work, departmental requirements and the DHS program requirements.

3.8.2 If you are not currently assigned to work with an advisor within your department, you must find someone willing to serve as your advisor at the earliest possible time. You are expected to work closely with your advisor throughout your appointment.

3.8.3 You should meet with your advisor at least once per academic term to review your planned program of study and research.

3.9 Other Financial Awards

3.9.1 If you accept a DHS Scholarship or Fellowship award, you cannot accept any other scholarships, grants or loans while on DHS appointment except educational benefits from the U.S. Department of Veterans Affairs.

3.9.3 In some situations, DHS may approve your acceptance of limited need-based assistance along with your DHS award. You must inform ORISE, who will forward your request to the DHS University Programs Administrator, of any need-based assistance you intend to accept while on DHS appointment.

3.9.2 You must meet with the Financial Aid Officer at your institution immediately to discuss the impact that receiving the DHS award might have on other need-based financial assistance you have been awarded. The receipt and acceptance of the DHS award may mean that you are no longer eligible for these need-based awards.

3.10 Outside Employment

3.10.1 In general, the stipend is for you to use to cover your living expenses. While on a DHS Scholarship or Fellowship, it is expected that you will concentrate on your studies.

3.10.2 You can accept university-based payment for work necessary for completion of your degree requirements, or to offset required institutional fees not covered by the DHS award. Work at your educational institution is allowable up to 15 hours a week and should be directly related to your program of study.

3.10.3 In some cases, up to 15 hours of non-university work related to your degree could be approved. Contact ORISE before accepting these arrangements.

3.10.4 You must inform ORISE of any work you accept while on DHS appointment.

3.10.5 Fellows may accept work during their second summer on DHS appointment of more than 15 hours per week. If you accept payment for more than 15 hours per week from your employer, you must waive the DHS stipend for that period. If you are going to work for more than 15-hours per week you must notify ORISE.

3.11 Thesis Requirement

Fellows completing a master's degree are required to be enrolled in a thesis-track program. While each academic institution has different thesis requirements, a thesis typically involves 6-9 credit hours of effort, original hypothesis-driven research (not a survey of current literature), literature review, and data collection and analysis. A faculty member is assigned to serve as thesis advisor and often another faculty member or two are involved in the review and defense of the thesis. Research seminars or special project assignments are not acceptable substitutes for the thesis requirement.

3.12 Study Abroad Programs

3.12.1 If you participate in a study abroad program, your DHS award will cover only tuition and fees that would have been charged had you not gone abroad. You must notify ORISE at least 30 days prior to the start of any study abroad program.

3.12.2 You may not study abroad during the fall of your first year appointment.

3.13 Time Away from Your Academic Institution

3.13.1 Under certain circumstances, research hours may be completed in absentia from your university. Full-time status at your academic institution must still be maintained.

3.13.2 You must obtain advance approval, in writing, from your academic advisor. Send your request and advisor approval to ORISE who will then forward the request and advisor approval to the DHS University Programs Administrator.

3.14 Change of Status/Information

Your participation in this program is based on the information you provided in the application materials. You must notify ORISE in writing at least a week prior to any changes to your academic status, academic program, institution, degree or degree track (thesis vs. non-thesis). You must notify ORISE as soon as possible of changes to your address, email, phone number or bank account.

4 Stipend, Tuition and Fees

4.1 Overview

The award covers full tuition and fees during the academic year and monthly stipends during the academic year and summer internship. This award is intended to cover expenses related to your pursuit of an academic degree. The amount of your monthly stipend is shown in your Letter of Appointment. Academic stipends are paid September through August for Fellows and September through May for Scholars. June through August are considered internship months for Scholars, regardless of the actual start and end dates of the internship experience. Scholars will receive an educational stipend during the internship months at the rate indicated in your Letter of Appointment.

4.2 Stipend

4.2.1 ORISE will direct-deposit all stipends and reimbursements to your bank account. You must complete an *Authorization Agreement for Electronic Funds Transfer* (EFT) with your bank account information authorizing ORISE to deposit your stipend to this account. You must notify ORISE of any changes to your banking information.

4.2.2 Stipends will be electronically deposited on the last working day of each month beginning in September. Regardless of the start date for your school year, your first monthly stipend will be deposited at the end of September. Therefore, you may have to cover your living expenses for several weeks before receiving your first stipend deposit.

4.3 Tuition and Fees

Full tuition and mandatory, nonrefundable fees will be paid as part of your award. ORISE will contact the appropriate office/department at your institution to arrange for payment of your tuition and fees. You should not pay the institution directly. ORISE will be invoiced by each institution and will pay each institution directly.

4.4 Confirmation of Enrollment for Tuition Payment

ORISE cannot pay for your tuition until it receives confirmation that you are enrolled full-time during the academic term and receives an invoice from your institution.

4.5 Approval for Summer and Winter Terms Tuition Payment

4.5.1 You must obtain ORISE approval for payment of tuition and fees for summer terms and optional winter mini-terms before enrollment. In general, summer and mini-term courses may be approved if the courses to be taken during this term are a requirement for your program, and cannot be taken during the Fall, Winter or Spring academic terms.

4.5.2 ORISE will not pay for tuition and fees associated with obtaining academic credit for your required summer internship.

4.6 Fees Not Covered

4.6.1 Health Insurance is considered a mandatory fee if all the students at your institution are obligated to purchase the health insurance plan offered by the institution. If you have the option to waive the health insurance plan offered by your institution for any reason, then health insurance is not considered a mandatory fee and will not be covered by your award.

4.6.2 Charges for optional, refundable and penalty fees (such as late registration), meal plans, books and housing are not covered by your award.

4.6.3 You are responsible for taking care of any outstanding amounts not covered under this award. You should monitor your account early in the semester/quarter so as to avoid penalty fees and difficulties registering in future semesters/quarters.

5 Tax on Your Award

This statement is provided for information purposes only. It is not intended as legal or tax advice, or a definitive interpretation of the law.

As a participant in this ORISE-administered program, you will receive stipend awards from ORAU. Your stipend award will be reported to the Internal Revenue Service (IRS) by ORAU as Miscellaneous Income-prizes and Awards as defined in IRS Code Section 74. To be consistent with ORAU reporting, all payments by ORAU should be reported on the federal income tax return, Form 1040, as “Other Income” and be identified as a “Fellowship Award.”

Because you are not an employee and you receive awards (not wages), ORAU does not withhold state or federal taxes, Social Security, Workers Compensation or Medicare taxes from award payments. Therefore, you should consider filing Form 1040-ES on a quarterly basis and pay estimated federal income taxes to avoid late payment penalties. Travel expense reimbursements are not reported to the IRS by ORAU.

ORISE will send you an IRS-1099 form at the beginning of the Spring term with a summary of your yearly earnings. This form will be sent to the address you selected in the *Student Information Form*.

6 Orientation Meeting

6.1 Overview

6.1.1 You are required to attend an Orientation Meeting for new Scholars and Fellows. This meeting will be held in Washington, D.C. in November. During the meeting, you will have the opportunity to learn more about DHS, the DHS Science and Technology Directorate, the DHS Scholarship and Fellowship Program and the agencies affiliated with DHS.

6.1.2 You will meet the DHS and ORISE staff that will be working with you during your appointment. You will also have the opportunity to meet with DHS staff and representatives from DHS and national laboratories and DHS Research and Education Centers offering internship opportunities during the summer. This meeting will give you the opportunity to meet the members of your own class of Scholars and Fellows, as well as members of the previous classes of Scholars and Fellows.

6.2 Travel Arrangements

Your transportation and travel expenses for this meeting will be arranged by ORISE and paid for by DHS. Additional information about the Orientation Meeting will be made available on <http://www.orau.gov/dhsparticipants/>.

7 The Internship Requirement

7.1 Overview

One objective of the DHS Scholarship and Fellowship Program is for participating students to learn more about DHS by becoming involved in DHS projects and activities. To accomplish this, you will be required to complete a 10-week summer internship during the first summer of your appointment.

DHS will invite DHS agencies, national laboratories, DHS Research and Education Centers, and other facilities working in collaboration with DHS to host DHS Scholars and Fellows. You will be provided with a list of agencies and facilities affiliated with DHS and a description of some of the projects available at each facility.

7.2 Project Selection

One of the objectives of the internship requirement is to provide you with a research experience directly related to the mission of DHS. Not all projects carried out at the hosting facilities qualify as an acceptable internship project; you must be assigned to a DHS-funded project or to a project carried out in direct collaboration with DHS in support of one of the DHS research portfolios. These projects must be reviewed and verified by the DHS management before you can be assigned to the project. Internship coordinators at the hosting facility will be responsible for submitting the necessary project information for DHS approval to ORISE, who will coordinate with the DHS University Programs Administrator to verify the projects.

7.3 Assignments

7.3.1 As a Scholar or Fellow, you will be assigned to a specific project at the hosting facility. Final internship assignment is subject to the DHS University Programs Administrator and ORISE approval.

7.3.2 ORISE will make hosting facility information available through the DHS Participants' website at <https://www.ornl.gov/dhsparticipants/>. You should visit this website frequently for updates and information about the hosting facilities before the Orientation Meeting in November. You should be prepared to ask questions and to discuss your interests and needs with the hosting facility representatives.

7.3.3 From the information provided on the DHS Participants' website, you must select three internship facilities. However, you may select more than one project per facility. Before selecting a project, you must contact the hosting facility mentor(s) listed for each project and discuss the project goals and needs, and how these relate to your academic interests.

7.3.4 DHS and ORISE reserve the right to assign you at their discretion if you do not submit your internship preferences to ORISE by the established deadline.

7.3.5 ORISE will provide the hosting facilities with information on students who selected that facility and indicate the project(s) the students selected at that facility. Hosting facilities will review the student's information and reply to ORISE indicating the students they would like to host. After a review period by both DHS and ORISE, hosting facilities and students will be notified by ORISE of their assignments.

7.3.6 If you have any relationship with a hosting facility during your first academic year of appointment as a Scholar or Fellow, you may not complete your internship requirement at that hosting facility.

7.3.7 You may not complete your internship requirement at your academic institution.

7.4 Poster/Oral Presentation Requirements

7.4.1 During your internship, you are required to participate in a poster session or make an oral presentation to the scientific community at your hosting facility. Hosting facilities will be asked to provide Scholars and Fellows the opportunity to make this presentation. Hosting facility mentors will be asked to evaluate this presentation for DHS.

7.4.2 You may also be asked to participate in presentations during your internship if DHS or other laboratory guests visit your internship site.

7.5 Written Presentation

At the end of your internship, you are required to submit an eight to ten page paper about your internship experience. This paper is meant to be a summary of your overall internship experience including a description of your research project, your accomplishments and the benefits you received. Detailed information about the written paper will be provided to you before the completion of your internship. You will also be asked to complete a feedback instrument on your internship experience.

7.6 Intellectual Property Rights at Hosting Facility

Guidelines and procedures for publications, copyrights and patents related to your internship project must be discussed with your mentor. You must follow the policies of the hosting facility regarding intellectual property rights and dissemination of research information.

Posters and/or portions of your paper might be shared with DHS and other DHS Scholars and Fellows. Your mentor will be asked to approve the release of information concerning your internship project.

7.7 Transportation Expenses

7.7.1 Transportation expenses for one round trip between your current address and the assigned internship location, with some limitations, will be covered by this award. ORISE will make travel arrangements and purchase the plane or train tickets for you. You will be responsible for any non-emergency cost related to any changes made to the itinerary after the ticket has been issued.

7.7.2 If you choose to drive, you will be reimbursed for actual mileage up to a designated dollar limit that will be provided prior to the start of your internship.

7.7.3 You will not be reimbursed for the cost of taxi fare or mileage to and from the airport or train station, parking, meals, car rental, lodging or other expenses related to getting to the internship site.

7.7.4 The award does not cover moving expenses to your internship location.

7.7.5 If offered by the hosting facility, you are allowed to accept travel allowances during your internship to cover expenses not covered by the DHS award.

7.8 Housing

You are responsible for making housing arrangements for the internship. Hosting facilities may be able to assist you in locating temporary rental apartments or homes. Housing will not be provided and will not be reimbursed under your DHS award. But if offered by the hosting facility, you are allowed to accept a housing allowance.

7.9 Time Off

7.9.1 You do not earn sick leave or personal leave during your internship period. You are responsible for notifying your hosting facility mentor immediately if you will be absent from your internship due to illness. You must notify ORISE of absences for more than three consecutive days.

7.9.2 Time away from your summer internship due to illness and/or personal emergencies will be considered on a case-by-case basis. You must notify your hosting facility mentor and ORISE in advance, when possible, or as soon as you are able.

7.9.3 For holidays, you must follow the same schedule as the hosting facility.

7.10 Meeting Hosting Facility Expectations

You are expected to meet the expectations required from your hosting facility, including all the facility rules, regulations and requirements.

7.11 Additional Internships

We encourage you to complete an additional internship after your required summer internship. If you choose to complete an additional internship, you must follow the same selection and assignment process as defined for required internships that year.

8 Award Extensions

8.1 Overview

Award extensions are not competitive, but you must demonstrate that you continue to meet the applicable conditions of the award as detailed in Section 3.3. Award extensions will be subject to satisfactory academic progress, demonstrated commitment to the objectives of the DHS Scholarship and Fellowship Program, endorsement by your advisor, and availability of funding.

8.1.1 Scholars may be invited to request a 9-month extension. Fellows may be invited to request two additional 12-month extensions.

8.1.2 Extension applications for Scholars will be offered via e-mail notification from ORISE in the spring of the first year. Fellows will be offered extensions via e-mail notification from ORISE in the spring of the first and second years.

8.2 Award Extension Requirements

8.2.1 Extensions are contingent upon satisfactory completion of all of the program requirements including the internship requirements.

8.2.3 The following documents will be used to evaluate your continued eligibility and extension request:

- a) Written report outlining your progress during the academic year
- b) Official transcripts including Fall grades sent directly to ORISE by your academic institution
- c) Reference Form submitted on your behalf by your academic advisor.

8.2.2 Fellows seeking Master's degrees who will require more than two years of support will be extended for a third year only on a case-by-case basis. You should contact ORISE immediately via e-mail if you anticipate a need for more than two years of funding.

8.2.3 Fellows seeking a PhD who will require more than three years of support may have an opportunity to obtain additional funds from DHS for their dissertation.

9 Publications and Information Release

9.1 Acknowledgement on Publications

All published reports, journal articles or professional presentations that rely on the research conducted during your participation should carry an acknowledgement such as the following:

“This research was performed under an appointment to the U.S. Department of Homeland Security (DHS) Scholarship and Fellowship Program, administered by the Oak Ridge Institute for Science and Education (ORISE) through an interagency agreement between the U.S. Department of Energy (DOE) and DHS. ORISE is managed by Oak Ridge Associated Universities (ORAU) under DOE contract number DE-AC05-06OR23100. All opinions expressed in this paper are the author’s and do not necessarily reflect the policies and views of DHS, DOE, or ORAU/ORISE.”

9.2 DHS and ORISE Media Releases (optional)

DHS and ORISE may desire to promote the DHS Scholarship and Fellowship Program in the general media to create awareness among students and faculty nationwide, to recognize DHS participants’ achievements and to inform others of program activities. Your signature on these forms authorizes DHS and ORISE to use film, photographs or other materials only for the legitimate promotion of the work of DHS, a DHS-designated representative and/or ORISE programs. DHS and ORISE reserve the right to use your name and academic institution in media releases and other promotional materials without prior consent. DHS and ORISE will not release other information to a third party without your consent.

9.3 Plagiarism

Plagiarism is a form of intellectual dishonesty in which another person’s work is presented as your own. Be certain that whenever you use a secondary source in your course work and assignments and in your internship paper you reference your source in a consistent and logical manner. All direct quotes (quotations of any number of words from the original) and indirect quotes (paraphrased ideas) must be acknowledged.

Plagiarism is not acceptable, and DHS will not tolerate plagiarism. Any violation will result in the revoking of your award.

10 Other Important Items and Conditions

10.1 Future Employment Considerations

While there is no guarantee of employment, you must indicate a willingness to accept, after graduation, competitive employment offers from DHS, state and local homeland security offices, DHS and national laboratories, or other DHS-related research staff positions. This condition will not interfere with plans to attend graduate school in a supported field immediately after graduation.

10.2 Financial Obligations

You are expected to meet all of your financial obligations, including summer housing commitments. Failure to do so may result in revocation of your scholarship or fellowship award.

11 Background Suitability Check and/or Security Clearance

11.1 Overview

DHS must ensure the trustworthiness and reliability of individuals who will have access to national security information. Conducting security clearance investigations or a background suitability check is a key element in protecting the nation's security.

A security clearance investigation is an inquiry into an individual's loyalty, character, trustworthiness and reliability to ensure that he or she is eligible for access to national security information. The investigation focuses on an individual's character and conduct, emphasizing such factors as honesty, trustworthiness, reliability, financial responsibility, criminal activity, emotional stability and other similar and pertinent areas. All investigations consist of a check of national records and credit checks; some investigations for the clearance also include interviews with individuals who know the candidate as well as interviews with the candidate him/herself.

Given that security clearance requirements at each facility are different, each internship hosting facility will handle clearance issues for its interns.

11.2 Background Check/Security Clearance Information

The Office of Personnel Management website is provided here to help you determine your eligibility for a security clearance. The information on this website may not be all-inclusive; however, it is highly recommended that you review and understand the requirements before accepting an offer to participate in the DHS Scholarship and Fellowship Program. Visit: <http://www.opm.gov/extra/investigate/security-clearance.asp>.

12 DHS Scholarship and Fellowship Program Exit Form

Your input is important for the continued success of the DHS Scholarship and Fellowship Program. A Program Exit form will be provided to you at the end of your appointment to complete and return to ORISE. You will also be asked to provide the abstracts and references of all publications and presentations that resulted from your participation in this program.

13 Resignation

13.1 Notification

If you decide to resign your award before your appointment officially ends, you must inform ORISE, in writing, as soon as possible, stating your reasons for doing so.

13.2 Repayment for Resignation

DHS reserves the right to require repayment to the U.S. Treasury for funds expended by the government for your education under the DHS Scholarship and Fellowship Program if you resign before the completion of your appointment.

14 Award Revocation and/or Repayment

If you fail to meet any of the terms of the award detailed in your Letter of Appointment, ORISE Terms of Appointment and this document, DHS reserves the right to either revoke your award and/or require repayment to the U.S. Treasury for funds expended by the government for your education under this program.

15 Communicating with DHS and ORISE, and Additional Resources

15.1 U.S. Department of Homeland Security

15.1.1 For DHS-specific questions, contact the DHS University Programs Administrator at universityprograms@dhs.gov.

15.1.2 The website address for DHS is <http://www.dhs.gov/dhspublic/>.

15.2 Oak Ridge Institute for Science and Education

15.2.1 An ORISE staff member will serve as your point of contact (POC) for questions about the DHS Scholarship and Fellowship Program and administrative issues. Contact information for your ORISE POC will be provided before the start of your appointment. If you do not have an ORISE POC, you may direct questions regarding the DHS Scholarship and Fellowship Program to dhsed@ornl.gov.

15.2.2 The primary means of communication between Scholars and Fellows and ORISE will be via e-mail. Therefore, you must notify ORISE promptly when your e-mail address changes.

15.2.3 ORISE has created a website to facilitate communication with you. The website address is <http://www.ornl.gov/dhsparticipants/>. This website will be updated often with program information, announcements, administrative procedures and downloadable program forms. Information will be available to you based on the year of your initial appointment. Once you accept your award, a new username and access code will be sent to you.

15.2.4 For general information about ORISE, visit <http://www.ornl.gov/orise.htm>.

15.3 Additional Resources

DHS has created www.dhsnetwork.org to provide a means for students and alumni to remain connected to DHS. You will be provided with information to log on the network since access to this website will be restricted.

Features of the network include:

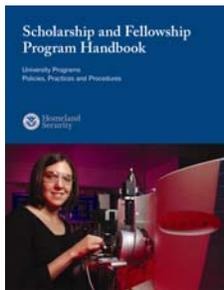
- Opportunity to share in-progress and completed research and presentations
- Discussion capabilities for interaction with current students, alumni, student participants from the DHS Research and Education Centers, students participating in activities serving Minority-Serving Institutions and Historically Black Colleges and Universities, student participants in Summer Faculty-Student exchange programs, and other DHS student enrichment programs
- Listing of employment opportunities relevant to homeland security
- Personal profile data to facilitate communication and collaboration

Scholars and Fellows are encouraged to provide information relative to the features listed above to take full advantage of the benefits that network participation can provide.

16 Exit Checklist

The following checklist is designed to help you complete the Scholarship and Fellowship Program requirements and obligations. This checklist is for your convenience only and does not need to be returned to ORISE or your hosting facility.

- Submit required documents and forms to accept your award. Keep a copy of these documents for your records.
- Notify ORISE of any changes to your address, e-mail, academic advisor, or banking information.
- Follow through with any necessary income tax obligations.
- Verify with your institution each academic term that all fees not covered by your award are paid to avoid penalty fees.
- Submit required documents related to your attendance to the Orientation Meeting.
- Submit required documents related to your internship selection.
- Make housing arrangements for your internship.
- Complete oral or poster presentation to hosting facility.
- Follow exit procedures with hosting facility, including security procedures.
- Complete and submit the 8-10 page written internship paper to ORISE.
- Complete and return award extension documents – including information required from your Academic Advisor.
- Complete and return the Program Exit form to ORISE.



2007 Addendum

This addendum contains replacement sections for the Scholarship and Fellowship Program Handbook. All other terms and conditions detailed in the Handbook remain the same.

2.6 Hosting Facility (Hosting Site)

DHS, DHS and National Laboratories, DHS Research and Education Centers (includes DHS Centers of Excellence and partnering universities) and other DHS-affiliated agencies offering internship opportunities for DHS Scholars and Fellows.

2.8 Internship Requirement

The 10-week, continuous off-campus research experience carried out at DHS or DHS-affiliated site as defined in section 2.6.

3.9 Other Financial Awards

3.9.1 If you accept a DHS Scholarship or Fellowship award, you cannot accept any other scholarships, grants or federal loans while on DHS appointment except educational benefits from the U.S. Department of Veterans Affairs.

3.12 Study Abroad Programs

3.12.1 You must notify ORISE at least 60 days prior to the start of any study abroad program.

3.12.2 You may not study abroad during the fall of your first year appointment or during the academic term prior to the start of your internship.

3.12.3 In order to determine if you can continue to meet the DHS Program requirements while on a study abroad program and how tuition payments will be handled, you must provide answers to the following questions:

- a) Is the study abroad program sponsored by your home institution?
- b) Will all credits earned while abroad count towards your degree?
- c) Will you be considered a full-time student at your home institution while studying abroad?
- d) Will someone at your home institution be able to verify your full-time enrollment during the study abroad period?
- e) Where will the study abroad program take place? Additional documents may be required before participation in a study abroad program in some countries can be approved.

4.3 Tuition and Fees

4.3.1 Full tuition and mandatory, nonrefundable fees will be paid as part of your award. Charges for courses that will not count toward the completion of your degree will not be covered by this award.

4.3.2 ORISE will contact the appropriate office/department at your institution to arrange for payment of your tuition and fees. You should not pay the institution. ORISE will be invoiced by each institution and will pay each institution directly.

6.1 Overview

6.1.1 You are required to attend an Orientation Meeting of New Scholars and Fellows. This meeting is tentatively scheduled for one weekend during the month of October 2007, in Washington, DC. During this meeting, you will have the opportunity to learn more about DHS, the DHS Science and Technology Directorate, the DHS Scholarship and Fellowship Programs and the agencies affiliated with DHS.

7.3 Assignments

7.3.2 ORISE will make hosting facility information available through the DHS Participants' website at <https://www.ornl.gov/dhsparticipants/>. You should visit this website frequently for updates and information about the hosting facilities.

7.3.8 If you are at a university that is a DHS Center of Excellence or partnering with a DHS Center of Excellence, you can complete your internship at your institution as long as you are assigned to a project meeting the conditions described in section 7.2.

Notes



Homeland
Security