

U.S. Department of Energy  
**Savannah River Postgraduate Research Participation Program**  
Administered by the Oak Ridge Institute for Science and Education

**GENERAL INSTRUCTIONS FOR  
PREPARING A COMPLETE APPLICATION PACKAGE**

***All documents must be in English or include an official English translation.***

1. Complete the two-page application form. A file cannot be opened without this form.
2. Attach the following:
  - a. Resume
  - b. Publication list, including thesis or dissertation title
  - c. Two copies of reprints or abstracts, if available; submit a maximum of four (copies on one side of 8.5" x 11" paper are preferred)
  - d. Other materials requested in the Application Instructions
3. Have three persons (including your thesis or dissertation adviser) who are familiar with your professional qualifications submit references to the address below. References from proposed facility research advisers will not be accepted unless that person is also the thesis or dissertation adviser.
4. Have official undergraduate and graduate transcripts sent to the address below.

Note: The complete application and supporting materials will be reproduced for submission to the facility and to a review panel for review. Incomplete applications may not be considered.

**APPLICATION DEADLINE**

Application information should be returned as soon as possible so it can be transmitted to the facility of your choice. This program is continuous.

**RETURN THE COMPLETED APPLICATION AND ADDRESS CORRESPONDENCE TO:**

Postgraduate Research Programs  
Kay Ball, Program Specialist  
Science and Engineering Education  
Oak Ridge Institute for Science and Education  
P.O. Box 117, MS-36  
Oak Ridge, Tennessee 37831-0117  
(423) 576-8807

Overnight Address:  
230 Warehouse Road  
Oak Ridge, Tennessee 37830

U.S. Department of Energy  
**Savannah River Postgraduate Research Participation Program**  
Administered by the Oak Ridge Institute for Science and Education

**GENERAL INSTRUCTIONS FOR COMPLETING  
POSTGRADUATE RESEARCH PROGRAM APPLICATION**

**Fill out all information completely on the application form, even if it is duplicated on your resume.**

- Item 1. List your LAST NAME FIRST, then your first and middle names.
- Item 2. List your complete work address, telephone, and fax numbers. Address should include specific information applicable to overnight delivery.
- Item 3. List your complete home address and telephone number. Address should include specific information applicable to overnight delivery.
- Item 4. Indicate your citizenship and/or permanent resident alien status.
- Item 5. List your academic history beginning with the most recent. Dates for degrees awarded should match dates listed on transcripts. Some programs require that you receive your degree after a certain date. Grade point averages (GPA) should be based on a scale of A=4, B=3, C=2, D=1. Attach an explanation if your transcript uses a different scale.
- Item 6. List three persons whom you have asked to submit reference forms. The thesis or dissertation adviser must be listed as one of the three. References can be submitted on the enclosed forms, by separate letters, or a combination of the two. References from proposed facility research advisers will not be accepted unless that person is also the thesis or dissertation adviser.
- Item 7. List members of scientific staff at your choice of facility with whom you have had contact.
- Item 8. List academic honors.
- Item 9. List employment that is relevant to this application.
- Item 10. If you have a medical degree, indicate if you are board eligible and list your clinical specialties.
- Item 11. Describe relevant research experiences. Include patents you have received or for which you have applied.
- Item 12. Describe the educational and professional goals you expect to achieve as a result of participating in this program.
- Item 13. Explain how you first learned about this program.
- Item 14. Signature. The application must be signed in order for it to be considered.

# Application

Please read the General Instructions and Application Instructions carefully. Please type or print clearly and return the completed original application form and all supporting materials to the Oak Ridge Institute for Science and Education (address on next page.)

**Desired Program:** \_\_\_\_\_ **Desired Facility:** \_\_\_\_\_ **Desired Start Date:** \_\_\_\_\_

1. Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(last, first, middle)
2. Work mailing address \_\_\_\_\_ Work phone (    ) \_\_\_\_\_  
 \_\_\_\_\_ Work fax (    ) \_\_\_\_\_
3. Home mailing address \_\_\_\_\_ Home phone (    ) \_\_\_\_\_  
 \_\_\_\_\_ E-mail address \_\_\_\_\_
4. Citizen of \_\_\_\_\_ If other than U.S. citizen, are you a permanent resident alien?  Yes  No
5. Academic history (begin with current or most recent)

Institution/campus	Dates		Degree	Date awarded or expected	Major	GPA
	From	To				

6. List three persons (including your thesis or dissertation adviser) familiar with your professional qualifications who have been asked to submit reference forms directly to ORISE

Name	Address/Phone	Address

7. List members of scientific staff at the facility of interest with whom you have had contact

Name	Address/Phone

8. Academic honors

Award	Institution/campus	Inclusive dates

9. Relevant employment record. Begin with current (include part-, full-time, military, and summer)

From	To	Employer	Types of work

10. If you have a medical degree, are you board eligible in a clinical speciality?  Yes  No If yes, list the clinical specialties.

\_\_\_\_\_

11. Describe relevant research experiences. Include any patents you have received or for which you have applied.

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 \_\_\_\_\_  
 \_\_\_\_\_

12. Describe the educational and professional goals you expect to achieve as a result of participating in this program.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. How did you learn about this program?

- Journal advertisement \_\_\_\_\_  
Journal Name
- University faculty adviser or other university staff
- Laboratory research adviser or other laboratory staff
- Newspaper, journal article, or bulletin board posting
- Scientific meeting
- Web search/Web site
- Other \_\_\_\_\_

The complete application and supporting materials will be reviewed by ORISE and reproduced for submission to the staff of the facility and to a review panel.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Reference Form

Please type or print clearly and return the original form to the Oak Ridge Institute for Science and Education (address below). A letter may be substituted, if more convenient.

Applicant's name: \_\_\_\_\_  
(last, first, middle)

How long and in what association have you known the applicant?

Length of time \_\_\_\_\_  Thesis or dissertation adviser      Other \_\_\_\_\_

In a group of 100 other science and engineering students of comparable experience, how would you rate the applicant with respect to the following personal characteristics:

	Below Average	Average	Above Average	Out-standing	Superior	
	Lowest 40	Middle 25	Next 20	Highest 15		
Motivation toward a successful productive career						<input type="checkbox"/>
Growth during total period observed						<input type="checkbox"/>
Fertility of imagination; originality of thought						<input type="checkbox"/>
Emotional stability and maturity						<input type="checkbox"/>
Ability to work with others						<input type="checkbox"/>
Self-reliance and independence						<input type="checkbox"/>

In a group of 100 other science and engineering students of comparable experience, how would you rate the applicant with respect to his/her scientific capabilities:

	Below Average	Average	Above Average	Out-standing	Superior	
	Lowest 40	Middle 25	Next 20	Highest 15		
Mastery of fundamental knowledge in field						<input type="checkbox"/>
Skill and originality in design of research projects						<input type="checkbox"/>
Laboratory skill and technique						<input type="checkbox"/>
Ability to communicate information (written/oral)						<input type="checkbox"/>

In the space below, add any descriptive comments that will assist in providing a complete picture of the applicant's character, attitude, and ability/potential for research. Please comment on weaknesses as well as strong points (use additional sheets if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or printed name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Return to: Savannah River Postgraduate Research Participation Program, Science and Engineering Education, Oak Ridge Institute for Science and Education, ATTN: Kay Ball, P.O. Box 117, MS-36, Oak Ridge, Tennessee 37831-0117

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or printed name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed or printed name \_\_\_\_\_ Title \_\_\_\_\_

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