

The National Oceanic and Atmospheric Administration (NOAA) Educational Partnership Program with Minority Serving Institutions Graduate Sciences Program is administered by the Oak Ridge Institute for Science and Education.

NOAA's Educational Partnership Program is designed to provide financial assistance to minority serving academic institutions to support collaborative research and training of students in NOAA-related sciences through competitive processes. The program's goal is to increase the number of students who are trained and graduate in sciences directly related to NOAA's mission. It also seeks to increase collaborative research efforts between NOAA scientists and researchers at minority serving academic institutions, as defined by the Department of Education. Financial assistance is provided through four program components, they include: the Cooperative Science Centers; the Environmental Entrepreneurship Program; the Graduate Sciences Program; and, the Undergraduate Scholarship Program.

OAK RIDGE ASSOCIATED UNIVERSITIES

Oak Ridge Associated Universities (ORAU) is a university consortium leveraging the scientific strength of 88 major research institutions to advance science and education by partnering with national laboratories, government agencies, and private industry. ORAU manages the Oak Ridge Institute for Science and Education for the U.S. Department of Energy.

THE OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION

The **Oak Ridge Institute for Science and Education** (ORISE) is a U.S. Department of Energy facility focusing on scientific initiatives to research health risks from occupational hazards, assess environmental cleanup, respond to radiation medical emergencies, support national security and emergency preparedness, and educate the next generation of scientists. ORISE is managed by Oak Ridge Associated Universities.

EQUAL OPPORTUNITY POLICY

It is the policy of the Oak Ridge Institute for Science and Education to recruit and select participants without regard to race, age, gender, religion, color, national origin, mental or physical disability, or special disabled or Vietnam Era veteran status.

CONTRACT ACKNOWLEDGMENT

This document describes activities performed under a contract between the U.S. Department of Energy and Oak Ridge Associated Universities.

**Educational Partnership Program
with
Minority Serving Institutions**

Graduate Sciences Program

PROGRAM DESCRIPTION



**Prepared for
National Oceanic and Atmospheric Administration**

by

Oak Ridge Institute for Science and Education

<http://epp.noaa.gov>

Table of Contents

I.	Introduction and General Description of NOAA Educational Partnership Program with Minority Serving Institutions Graduate Sciences Program	3
II.	Application Process	5
III.	Participant’s Obligations.....	7
IV.	Evaluation of Applications	8
V.	Program Benefits	9
VI.	Definitions.....	11
VII.	Application Materials.....	12

**National Oceanic and Atmospheric Administration
Educational Partnership Program
with
Minority Serving Institutions
Graduate Sciences Program**

The National Oceanic and Atmospheric Administration (NOAA) Educational Partnership Program with Minority Serving Institutions (EPP/MSI) Graduate Sciences Program (GSP) offers a training and employment opportunity for students who possess a Bachelor's or Master's degree in a NOAA related science and an opportunity to pursue research at a NOAA research laboratory. GSP targets student recruitment from MSIs, including Alaska Native Serving Institutions (ANSIs) Hispanic Serving Institutions (HSIs), Historically Black Colleges and Universities (HBCUs), Native Hawaiian Serving Institutions (NHSIs), and Tribal Colleges and Universities (TCUs).

NOAA EPP/MSI Graduate Sciences Program targets segments of the population that are traditionally under-represented in science, mathematics, and engineering. In about 30 years, the under-represented population of women and minorities will comprise upwards of 70% of our Nation's workforce. The NOAA EPP/MSI Graduate Sciences Program is specifically designed to recruit and develop outstanding candidates for entry-level employment within NOAA's scientific occupations.

PROGRAM OBJECTIVE

The NOAA EPP/MSI Graduate Sciences Program is aimed primarily at increasing opportunities and available programs for students in NOAA related professions to pursue research and educational training in atmospheric, environmental, and oceanic sciences at Minority Serving Institutions (MSI) when possible. Successful candidates are offered entry-level employment while continuing to study at an accredited graduate university and conducting current NOAA related research activities. GSP provides two years of financial assistance for tuition, books, fees, housing allotment and 16 weeks of salary to each candidate. Upon successful completion of the academic training, successful candidates will begin an exciting career at an assigned NOAA research facility.

PROGRAM OVERVIEW

The NOAA EPP/MSI Graduate Sciences Program is designed to offer candidates with Bachelor's or Master's degrees in math, science, economics, social science, and engineering; who have been accepted into a graduate program, entry level employment and research experience at NOAA that relates to their academic field of study. Qualified students must have and maintain a cumulative grade point average of 3.0 on a scale of 4.0 and major in an area of study related to NOAA's mission. Students participating in the program are required to conduct graduate level research in

subject areas closely related to the research conducted at NOAA facilities. This requirement assures that the participants and the minority serving institutions are introduced to science, research, and technical specificity related to NOAA's mission. An integral component of this program is to improve NOAA's outreach and recruitment efforts of under-represented individuals in NOAA's scientific mission-related occupational fields, i.e., **fishery biology, computer science, meteorology, cartography, oceanography, environmental planning, hydrology**, etc. The recruitment strategy for the Graduates Sciences Program targets students at minority serving institutions who have academic training and research experience in NOAA's mission related sciences. The ultimate goal of GSP is to develop a more diverse, specialized workforce that is able to accomplish NOAA's current and future goals and objectives.

Qualified candidates are competitively selected by NOAA management for predetermined entry level positions in Engineering, Marine Biology, Meteorology, Economics, Ecology, Hydrology, Oceanography, Cartography, Physical Science, Computer Science, Geography and Geology located in NOAA Line and Staff Offices. All new hires are given an excepted service appointment where the first year of service is probationary. NOAA will be the program sponsor and determine the number of Graduate Scientists hired, their trainee/target positions, and the location of NOAA research facilities. NOAA will assign a mentor during the training period. All participants are expected to have an academic advisor who will work with the NOAA mentor and supervisor to ensure that the research undertaken meets a time schedule and the overall requirements of the university and the NOAA research facility.

Program participants will have tuition, fees, and books paid directly to the university. Students receive a housing and meal allotment, travel, expenses, and earn a salary and sick and annual leave while conducting research at NOAA research laboratories during a 16-week period each year. Although the Graduate Scientists are Federal government employees, once they begin their academic training, they are placed on a non-pay-status and receive no salaries or fringe benefits; they do not earn sick or annual leave.

All Graduate Scientists are expected to fulfill the requirements of their fields of study and at all times observe and conform to all applicable rules, regulations, and requirements of the university and NOAA research facility including, but not limited to, those respecting environment, safety, and health (ES&H) and ES&H training requirements, security, operating and healthy physical procedures, drug free work place notification requirements, and conduct. Upon successful completion of one academic year of training the Graduate Scientist candidate must submit paperwork demonstrating that requirements of the program have been met in order to obtain approval for the second academic year.

The Graduate Scientists report to the supervisor at their designated NOAA research facility where they continue to work on their NOAA related research. NOAA will make travel arrangements, provide airline tickets, calculate mileage if a personal vehicle is used, and continue to pay for the on-campus housing allotment. Upon completion of the research project, each Graduate Scientist makes a presentation to NOAA scientists at headquarters in Silver Spring, Maryland, during August.

Application Process

Eligibility: An applicant must be a United States citizen; possess a Bachelor's or Master's degree in biology, chemistry, physics, physical science, geology, geography, mathematics, social science, or engineering; have a cumulative GPA of at least 3.0 in undergraduate and graduate courses; have been accepted at an accredited graduate school; and have the ability to complete required course work and assignments outlined in the Individual Development Plan for the targeted position within two years. A current graduate student with a M.S. degree in the physical sciences, mathematics, or engineering may apply as long as the dissertation topic for the Ph.D. relates to NOAA's research. The length of the training period may be extended on a case-by-case basis. Renewal of the academic training is based on excellent academic progress and research consistent with the NOAA mission.

The Department of Commerce does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.

Conditions and Obligations: All contingencies of an excepted appointment must be met before an offer of employment is extended to selected candidates. NOAA must implement a formal agreement with the college or university and each selected graduate student. Target positions maybe located nationwide, participants must sign a mobility agreement. All participants must sign the Training Agreement, SF-182, that requires three years of Federal service for each year of university/college level training received.

Extension of the Training Period: The established training period may be extended up to the maximum of six months after consultation with the GSP Manager and upon the recommendation of the NOAA supervisor and academic advisor to allow for unforeseen circumstances (such as family or personal medical emergencies which require extended absence from school and/or suspension of research work). The decision to amend a training pattern will be made only after taking into consideration the trainee's current program progress and ability to progress at an accelerated pace.

Failure to Meet Requirements: Graduate Scientists serving on a probationary period may be terminated if they fail to complete the program requirements.

Program participants who are career or career-conditional employees and hold a competitive permanent position within NOAA upon entering the program, and who fail to successfully complete the academic training, will be reassigned to a position outside the program that is comparable to the duties and grade held prior to entering the program. The participant may not be reassigned to another position in the same series as the target position.

Application Deadline: Application forms will be available from approximately October to January of each year. Completed applications will be accepted until January 31, 2005. An application is made up of the following sections:

Background Information and References (3 requested)
Statement of the Applicant's Academic and Career Goals
Essay on How Your Course of Study will Benefit or Complement NOAA's Mission
Letter of Acceptance to an Accredited Graduate School/University
List of Current and Planned Courses
Transcripts and GRE Scores

Please note: For 2005, all parts of the application must be received by Oak Ridge Institute for Science and Education on January 31, 2005 by 5:00 p.m. Late and/or incomplete applications will not be accepted or reviewed.

Completed Applications: Mail Completed applications to:

Norma Ward
NOAA EPP/MSI Graduate Sciences Program
Oak Ridge Institute for Science and Education
P.O. Box 117, MS 36
Oak Ridge, TN 37831-0117

Please include the Program name on **all** of your correspondence to Oak Ridge Institute for Science and Education. ORISE administers many different programs and without the program name included in the address your paperwork may be delayed.

If you have questions about the application or need additional information please call Norma Ward at (865) 241-2890. Again, please identify the program name when requesting materials or information.

Participant's Obligations

Each participant is responsible for:

1. Attending the Orientation Program at Silver Spring, MD;
2. Selecting a faculty coordinator/advisor on campus to provide guidance on their NOAA related research;
3. Developing a plan to successfully complete their research and course work outlined in the IDP;
4. Signing mobility and continued service agreements;
5. Ensuring registration is complete at the selected university, and attaining a minimum of a B or 3.0 grade point average in all course work;
6. Attending classes at the selected university, and requesting approval from the Graduate Sciences Program Manager for any course changes prior to registration;
7. Submitting quarterly progress to ORISE;
8. Completing an annual renewal form regarding academic performance and course of study. These forms are completed in January of each year. In addition, continuing evaluation of the participant continues for five years after the Graduate Scientists has completed the program. The participant must inform ORISE of their current addresses and must complete any evaluation/assessment questionnaires sent by ORISE for program information and/or evaluation.
9. Reporting travel requirements to NOAA and coordinating with the appropriate Administrative Officer at the NOAA research facility in a timely manner; and
10. Successfully completing on-the-job training (640 hours) annually.

Evaluation of Applications

When an application is received, ORISE staff checks to ensure that the applicant meets the basic criteria and has returned all application materials. If time permits, the staff will attempt to contact applicants who have submitted incomplete applications. However, it is the applicant's responsibility to check with ORISE to ensure that an application is complete.

After an application is checked and designated complete it is submitted to NOAA.

Selection Procedure: The final selection of the Graduate Scientists is made by NOAA, and is based on academic records, statement of career interests and goals, and compatibility of the applicant's background with the interests of NOAA. Successful candidates become full-time employees.

Generally, students will be appointed to a GS-7/9 or equivalent entry-level position and promoted to a GS-9/11 or equivalent target position at the completion of courses and IDP requirements. The full-performance level will be at the GS-11/12 level or equivalent.

After NOAA selects the successful Graduate Scientists, NOAA Human Resources Office notifies applicants of their selection and date to report for duty. Notification usually occurs in late March. Questions about tuition and fees, and books and housing reimbursements should be referred to ORISE during a student's training period.

Program Benefits

Successful candidates become Federal employees. Tuition, fees, books, and a housing allowance is paid. NOAA will also pay a salary at the GS 7-9 level or equivalent to each participant for the 16-week period of work and research experience at NOAA research laboratories. Participants will earn annual and sick leave credit while at the NOAA site. Participants have an option of health benefits and life insurance. Travel expenses to and from the NOAA research facility will also be provided.

Housing Allowance

Graduate Scientists receive reimbursement for graduate housing. Lodging costs up to the maximum amount of single student graduate housing at your university or the closest university that offers graduate housing will be reimbursed directly to the graduate scientists.

Tuition and Fees

The Graduate Scientist's required tuition and fees are paid by ORISE directly to the participating university upon receipt of invoice. Optional, refundable, and penalty fees (such as late registration and duplication fees) are not payable by ORISE. All tuition and fee charges must be certified to be consistent with those made to regular graduate students and necessary for enrollment into the graduate program.

In August of each year, ORISE notifies the bursar's office at each university regarding procedures of invoicing for graduate students. Students will receive a copy of this correspondence and should retain this copy for use in discussing any billing errors with their university's bursar office.

Books

The Graduate Scientist's book cost will be reimbursed upon receipt of documentation. All book costs must be consistent with those required for regular graduate students and necessary for enrollment into the graduate program.

Travel

Each participant is allowed a travel budget of \$2,000 per semester. Graduate Scientists have the opportunity to, dependent upon available funding, attend other national or international high-level conferences and to conduct NOAA related research. Conference travel is only approved when the Graduate Scientist is presenting a paper or poster. Normally, only two trips of this nature are approved for each participant. Travel to conduct field research and to a NOAA facility is only granted when the academic advisor and/or NOAA supervisor has given their prior approval. All requests for travel funds must be made in writing to NOAA at least two months before the anticipated travel dates.

Thesis Research at Participating NOAA Facilities

A Graduate Scientist may request to spend all or part of the time working on his/her thesis/dissertation research at one of the NOAA facilities. To request off-campus research, a Graduate Scientist should complete a request form (available from ORISE) and have it endorsed by his/her faculty advisor, and NOAA facility coordinator. The faculty advisor must agree to continue to supervise the Graduate Scientist's progress throughout the research work and must participate in necessary coordination with NOAA facility personnel. The faculty advisor will be reimbursed for travel expenses, in accordance with ORISE Travel Policy, for one round trip to the facility for supervision and coordination of the research.

For the Graduate Scientist, travel expenses will be paid for one round trip to/from the research facility - providing that the distance is more than 50 miles one way. Travel expenses will also be provided for one round trip to/from the facility for the Graduate Scientist to consult with the university graduate committee and/or to present a seminar on results of the thesis research.

A research advisor from the NOAA facility should be assigned by the facility for the Graduate Scientist. This NOAA advisor should also be nominated for appointment to the Graduate Scientist 's graduate thesis research committee.

DEFINITIONS

For the purposes of this program, the following definitions apply.

- 1. Student:** A student is a program participant who has attained at least a bachelor's degree in a NOAA related scientific field and is enrolled in an accredited graduate school, an MSI when possible.
- 2. Trainee Position:** The position to which the student is assigned while he/she receives the required training.
- 3. Target Position:** The professional position for which the student is being trained.
- 4. On-the-job Training:** Training provided to the student, in the target area, or by rotational assignments in NOAA, to ensure consistency and conformity with target position requirements.
- 5. Known Promotion Potential:** The highest grade (full performance level) a position is known to achieve.
- 6. Continued Service Agreement:** An agreement that states an employee will continue in service after completion of the training, computed at three times the length of total training hours. A continued service agreement must be signed by an employee who is scheduled for non-government training that exceeds 80 continuous hours within a 12-month period.
- 7. Mobility Agreement:** An agreement which requires that during the initial period of crossover training, the student may expect to be reassigned to a position or positions designed to increase their knowledge of technical and operational knowledge of NOAA's programs. The participant agrees to accept assignment at the request of the Agency, to any NOAA location where their services are required.
- 8. Individual Development Plan (IDP):** A training plan developed jointly by the employee and supervisor. The plan includes type and length of training needed to qualify the student for the Target Position. The training typically involves graduate level course work and completion of a NOAA related research project at selected universities, on-the-job training (640 hours), and opportunities for growth in the context of the organization's mission.
- 9. Student Career Experience Program (SCEP):** SCEP requires a Full-Time Equivalent position and Position Description for each participant. A formal agreement is required with the agency, the university, and the student. The student will participate in a structured program that requires work experience that relates to the academic field of study. The participant is converted to the target position upon graduation from college and the successful completion of 640 hours of work experience.

APPLICATION MATERIALS

COMPLETING THE GSP APPLICATION FORM

The GSP application contains several different sections. It is important that you fill out these sections accurately.

Student Data Section

- **College/University and School Residence** - complete these sections for the school that is currently being attended. Write "N/A" (not applicable) if not currently enrolled in school. If permanent address is the same as school address write "same" on the permanent address line.
- **Telephone Number** - A telephone number is requested at both your school and permanent residence. Please make sure that the numbers listed are current. ORISE should be notified if there are telephone number changes after your application is submitted.
- **Educational Information** - List all universities attended. If currently enrolled in a graduate program, be sure to include it and give an anticipated graduation date. **Transcripts should be provided for each university listed.** If already in graduate school, the undergraduate transcript should show evidence of the completion of an undergraduate degree.
- **Grade Point Average** - if the university grading scale is other than 4.0 (for example, 5.0 or 6.0) please re-compute to 4.0.
- **Graduate Records Examination** -The Graduate Records Examination is required; list scores if available. However, an official copy is still needed for the application file. Applicants should designate Oak Ridge Institute for Science and Education as a score report recipient, code number 1590, department number 00. Have the Educational Testing Services send your Graduate Records Examination (GRE) general aptitude scores directly to the address below. **Because of testing schedules and deadlines, applicants are advised to seek GRE testing information early.** The generally scheduled test dates in October and December are acceptable; however, test scores from the February date will not be received in time for the application review.
- **Select Position Title and NOAA Line Office.**

Current and Planned Courses

List courses currently being taken this academic year as well as the courses you plan to take next year. For example, if currently a graduating senior, list in the first half of the table all of the courses that will be taken during senior year. In the bottom half of the table, list the courses planned for the first year of graduate school. If you do not know what courses you will take during your first year of graduate school, it will be necessary for you to contact the coordinator at your first choice university to obtain a course listing.

Statement of Career and Academic Goals and Objectives

You may use more than one sheet for your career statement (the average length is 1 1/2 pages, double-spaced and typed).

Essay and References

You must use two sheets to describe your interest in NOAA and the benefit your graduate education will have on NOAA's mission. Three reference forms are enclosed. One reference form must be from your academic advisor and one from your department head. Please remember that references must be returned to ORISE by the application deadline.

Applications for Other Programs

ORISE administers many other programs for the Department of Energy. Due to the large number of applications received, we can no longer make copies of an applicant's material in one application file for use in other application files. **If applying to more than one program, an applicant must submit separate application materials for each program. This includes transcripts and reference forms. Only GRE scores will be copied for files.** While this represents a change in policy from previous years, it provides more control to the applicant in ensuring that each application file is complete for each program.

Please note: All parts of the application, including GRE scores, must be received at Oak Ridge Institute for Science and Education by January 31, 2005. Late or incomplete applications will not be reviewed for awards.

**NOAA EDUCATIONAL PARTNERSHIP PROGRAM WITH
MINORITY SERVING INSTITUTIONS
GRADUATE SCIENCES PROGRAM**

NOTIFICATION OF INTENT TO APPLY

Please fax or mail this notification form to the address below as soon as possible after receiving this application form. This will alert our office to expect an application from you. (NOTE: You may also e-mail the information requested to the GSP at the e-mail address listed below).

Our office will place your notification on file and will contact you if your application is not complete by January 31, 2005.

NAME: _____
 First M.I. Last Ext.

Please contact me regarding questions on my application at the following:

ADDRESS: _____

PHONE: _____ **FAX (if available):** _____

E-MAIL: _____

Return this form to:

**Norma Ward
NOAA EPP/MSI Graduate Sciences Program
Oak Ridge Institute for Science and Education
P.O. Box 117, MS 36
Oak Ridge, TN 37831-0117
Phone: (865) 241-2890
Fax: (865) 576-8293**

E-Mail: wardn@orau.gov

GSP APPLICATION CHECKSHEET

<p>This checklist is provided to assist applicants in accurately completing the application.</p>	<p>√</p>
<p>The application form is either typed or printed neatly in black ink.</p>	
<p>I have provided an address at which I may be reached after the completion of the Spring 2004 semester (page 1).</p>	
<p>I have requested transcripts to be sent to ORISE from each college or university I have attended (page 2).</p>	
<p>The undergraduate cumulative GPA I listed is a GPA from ALL undergraduate universities I have attended (page 2).</p>	
<p>The graduate cumulative GPA I listed is a GPA from ALL graduate universities I have attended (page 2.)</p>	
<p>I have described all paid and non-paid research work related to NOAA's mission-related sciences. I've included my supervisor's name and phone number (page 3).</p>	
<p>I have included a 2 page essay describing my interest in NOAA and the benefits my graduate education will have on NOAA's mission (page 4 and 5).</p>	
<p>I have listed 3 individuals (one being academic advisor and/or department head) in the references section of the application and I have given those individuals the reference forms to fill out and return to ORISE. I understand that if these reference forms are not received by ORISE by the application deadline, my application will be considered incomplete and I will not be considered for a graduate sciences position (page 6).</p>	
<p>I have included page 8 in my application packet even if I have not attended graduate school. I have marked the page with N/A if I have not yet taken graduate courses.</p>	
<p>I have filled out the Planned Courses section of the application with all planned courses for the 2004-2005 academic year (page 9). THIS IS MANDATORY FOR A COMPLETE APPLICATION.</p>	
<p>I understand the purpose of the Graduate Sciences Program and have written my state of career goals accordingly. On my statement I have included my original signature (page 10).</p>	
<p>I do not have to submit the Applicant Data Sheet, but I understand that this information will not be given to those who will be evaluating my application and the information I provide will help ORISE assess their effectiveness in distributing application to a diverse population.</p>	
<p>I have included the letter of acceptance to an accredited graduate program.</p>	

**NOAA EDUCATIONAL PARTNERSHIP PROGRAM WITH
MINORITY SERVING INSTITUTIONS
GRADUATE SCIENCES PROGRAM**

Program Application

Instructions: Refer to the current program description before completing the application. Please note the deadlines for the receipt of application materials by Oak Ridge Institute for Science and Education (ORISE). Type or print all information clearly.

A completed application consists of the following required components:

1. Application Form;
2. Current Official* Transcript(s) from each college or university attended and Course Sheets;

Note: Transcript(s) must be mailed by the university to the address below. If the applicant has already received a degree, the transcript should show evidence of completion of the degree program. *Unofficial transcript(s) will be accepted for review. Official transcripts must be provided upon notification of receipt of an award;

3. An official copy of the GRE scores is required. Unofficial scores will be accepted for review, but official copy of the GRE scores must be provided upon notification of receipt of an award. **The GRE is required for all applicants;**
4. Statement of Career and Academic Goals and Objectives;
5. Reference Form. Submit three (3) references from faculty members (i.e. academic advisor, department head, etc.). Have them each complete a Reference Form and mail directly to the address below. To return a reference form with the application packet, the applicant should have the person providing the reference place the form in an envelope, seal it and sign across the seal.

Please make sure that you have completed all parts of the application, including signing your name where requested. **Keep a copy of this application and supporting materials for your files.**

→ Incomplete applications and applications received after the deadline January 31, 2005 will not be reviewed. It is the applicant's responsibility to check with ORISE regarding the completeness of the application file.

Return the completed application and any correspondence to:

ATTENTION: Norma Ward
NOAA EPP/MSI Graduate Sciences Program
Oak Ridge Institute for Science and Education
P.O. Box 117, MS 36
Oak Ridge, Tennessee 37831-0117
TEL: (865) 241-2890
FAX: (865) 576-8293

Application information will be used solely for the purpose of recruiting qualified candidates and administering the program. Selections will be made by NOAA. Disclosure of this information is made subject to Public Law 93-579 (the Privacy Act of 1974) and U.S. Department of Energy Regulations as published in the Federal Register on September 30, 1977, ff.

NOAA EPP/MSI GSP SURVEY FORM

Dear Applicant:

Please complete this form and return it with your application. The information that you provide will allow us to target our advertising more effectively. This information is confidential and is **not** used in review of the application.

1. How did you find out about the program?

Bulletin Board Announcement

Advertising in Journal (list name of journal)

Word of Mouth

from faculty student administrator

Laboratory Staff

Campus Recruitment

Institutional Announcement

Campus Newspaper

Conference or Meeting (list name of meeting)

Internet Site (please list name of site)

Other (please list)

2. Have you applied for other fellowship programs? Yes No

If yes, please check the source below:

From ORISE (names of fellowships)

From other sources

University-Sponsored (names of fellowships)

Other government agencies

APPLICANT DATA

(Optional)

Applicant data is important in assessing the effectiveness of our efforts to solicit applications from a diverse population. Your completion and submission of this form will assist use in this regard, however, your failure to do so will not affect our decision regarding your application. We appreciate your cooperation:

RACE

- Caucasian (Having origins in any one of the original peoples of Europe, North Africa, or the Middle East)
- African American (Having origins in any of the Black peoples of Africa)
- Hispanic (Of Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture of origin, regardless of race)
- American Indian (Having origins in any of the original peoples of North America, and maintaining cultural identification through tribal affiliation or community recognition)
- Asian or Pacific Islander (Having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Island - for example, India, China, Japan, Koreas, Philippine Islands, and Samona)

SEX Female Male **BIRTHDATE**

Month/Day/Year

Physical/Mental handicap (physical or mental impairment that substantially limits one or more major life activities - for example, blindness, deafness, or mobility impairment): Yes No

**NOAA EDUCATIONAL PARTNERSHIP PROGRAM WITH
MINORITY SERVING INSTITUTIONS
GRADUATE SCIENCES PROGRAM**

STUDENT APPLICATION

STUDENT DATA *(please type or black ink)*

Name _____
(First) (Middle) (Last)

Birth Date: _____ Social Security Number _____
Current Academic Status: [] Undergraduate Student
[] Graduate Student
[] Baccalaureate Recipient Not Currently Enrolled
[] M.S. Recipient Not Currently Enrolled
[] Other _____

COLLEGE/UNIVERSITY _____

Department _____ Major _____

City _____ State _____ Zip _____ Phone _____

SCHOOL RESIDENCE _____

City _____ State _____ Zip _____ Phone _____

E-mail Address _____ Cell Phone _____

Address effective through: _____ After this date, all correspondence will be sent to the permanent address listed below unless otherwise requested.

PERMANENT ADDRESS _____

City _____ State _____ Zip _____ Phone _____

Fax Number: _____

GENERAL

U.S. Citizen: [] Yes [] No If no, give the country of your citizenship _____

Do you claim veteran's preference? [] Yes [] No If yes, mark your claim of 5 or 10 points below:

[] 5 points - attach your DD214 or other proof. [] 10 points - attach an application for 10-Point Veteran Preference (SF-15) and proof required.

Were you ever a Federal Civilian Employee? [] Yes [] No

If yes, list highest civilian grade given _____
Series, grade/date

Are you eligible for reinstatement based on career or career-conditional Federal Status?

[] Yes [] No If yes, attach SF-50 proof

DEGREE PROGRAM

I plan to pursue a [] Master's or [] Doctorate (check both boxes if a candidate for both degrees)

M.S. degree expected (date) _____ Major: _____

Ph.D. degree expected (date) _____ Major: _____

NOTE: Support is available for two years (See page 2 of Program Description for additional information).

EDUCATION

List Technical Schools, Universities/Colleges. Begin with most current institution. **Transcripts are required from each institution listed below.**

Undergraduate Institutions

INSTITUTION	DATES ATTENDED	MAJOR	DEGREE RECEIVED	MONTH/YEAR	GPA

Graduate Institutions

INSTITUTION	DATES ATTENDED	MAJOR	DEGREE RECEIVED	MONTH/YEAR	GPA

GRADE POINT AVERAGE (Compute GPA for all institutions attended)

Use 4.0 scale to compute ($A=4, B=3, C=2, D=1$). **If university grading scale is other than 4.0 (for example, 5.0 or 6.0) please recompute to 4.0. Please round to two decimal places.**

Undergraduate Cumulative GPA _____

Graduate Cumulative GPA _____

GRADUATE RECORD EXAMINATION (REQUIRED)

Verification of these scores is required. (Note: Official Graduate Examination (GRE) Scores must be sent directly by the Educational Testing Service to ORISE/NOAA EPP/MSI Graduate Sciences Program. ORISE’s Institution Code is 1590, Dept. 00. The GRE is required for all applicants.)

GRE TEST RESULTS

DATE TEST TAKEN/TO BE TAKEN _____

EXAMINATION	SCORE	PERCENT (%)
Verbal		
Quantitative		
Analytical		

RESEARCH EXPERIENCE

Describe paid or non-paid research experience related to NOAA's mission related sciences.

Position Title _____

From _____ **To** _____ **Hours Per Week** _____

Employer's Name and Address _____

Supervisor's Name and Phone Number _____

Describe Your Duties and Responsibilities in the space below or on an attached sheet.

TWO PAGE ESSAY (Minimum two pages)

Include a two-page essay describing your interest in NOAA and how your graduate education will impact NOAA's mission. Identify the office in NOAA that would benefit most from your scientific/research experience.

Signature _____ Date _____

TWO PAGE ESSAY continued (Minimum two pages)

Include a two-page essay describing your interest in NOAA and how your graduate education will impact NOAA's mission. Identify the office in NOAA that would benefit most from your scientific/research experience.

Signature _____ Date _____

EMPLOYMENT RECORD

Begin with current or most recent employment (*use extra page, if necessary*)

EMPLOYER	FROM/TO	POSITION	NATURE OF WORK

ACADEMIC AWARDS AND HONORS

Include undergraduate and graduate honors (*if applicable*).

EXTRACURRICULAR ACTIVITIES

Include technical societies and service organizations (*include offices held*).

REFERENCES

List three persons familiar with your academic preparation and your technical capabilities. Please have these individuals transmit the attached reference forms directly to ORISE (address on bottom of reference form).

1.
2.
3.

CURRENT AND PLANNED COURSES

If you are not currently enrolled in school and all of your completed courses are listed on the transcript submitted with this application, the Current Courses section does not apply (indicate N/A). **In all cases the Planned Courses section is required.** It may be necessary for you to contact your first choice university to obtain the required first year courses. **Please type or print clearly.**

CURRENT COURSES FOR THIS ACADEMIC YEAR (2004-2005)

University _____

COURSE TITLE	COURSE NUMBER	HOURS

PLANNED COURSES FOR THE NEXT ACADEMIC YEAR (2005-2006)

If you are not currently enrolled in graduate school, it may be necessary for you to contact your first choice university to obtain the required first year courses. Please type or print clearly.

University _____

COURSE TITLE	COURSE NUMBER	HOURS

Reference Form

Applicant (Please type or use black ink)

Last Name	First	Middle
How long and in what association have you known the applicant?		

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

PERSONAL CHARACTERISTICS

	Below Average	Average	Above Average	Outstanding	Superior	Inadequate Observation
Motivation Toward a Productive Career						
Growth During Total Period Observed						
Imagination and Originality of Thought						
Emotional Maturity and Stability						
Ability to Work with Others						
Independence and Self-Reliance						
Leadership Potential						

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

SCIENTIFIC CAPABILITIES

	Below Average	Average	Above Average	Outstanding	Superior	Inadequate Observation
Mastery of Fundamental Knowledge in Field						
Skill/Originality of Research Project Design						
Laboratory Skill and Technique						
Ability to Communicate (Written/Oral)						

RETURN TO: ATTENTION: Norma Ward; NOAA EPP/MSI Graduate Sciences Program; Oak Ridge Institute for Science and Education; P.O. Box 117; Oak Ridge, Tennessee 37831-0117 or FAX at (865) 576-8293.

Reference Form

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