



Homeland  
Security

**Summer Research Team Program  
For  
Minority Serving Institutions**

*Policies, Practices and Procedures  
Handbook*

**2013**



# Homeland Security

## Science and Technology Directorate Office of University Programs

### Summer Research Team Program for Minority Serving Institutions Policies, Practices and Procedures Handbook

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# 1. Introduction to U.S. Department of Homeland Security Science and Technology Directorate Office of University Programs

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Congratulations and welcome to the U.S. Department of Homeland Security (DHS) Science and Technology (S&T) Directorate Office of University Programs Summer Research Team Program for Minority Serving Institutions Program. This handbook provides information on program policies, practices, and procedures.

The DHS S&T 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 Summer Research Team Program for Minority Serving Institutions is funded by the DHS S&T Directorate Office of University Programs.

## **Why does the DHS S&T Directorate Office of University Programs support this program?**

The DHS S&T Directorate Office of University Programs seeks to stimulate, coordinate, leverage and utilize the unique intellectual capital in the academic community to address current and future homeland security challenges, to provide educational support and relevant experiential learning opportunities to diverse and highly talented individuals in order to enhance the scientific leadership in areas of importance to DHS, and to educate and inspire the next generation of scientists and engineers dedicated to homeland security.

## 2. Program Overview

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### 2.1 Program Goals

The goals of this program are to:

- Identify meaningful and innovative ways to integrate Minority Serving Institutions into DHS science and technology research areas.
- Identify collaborative follow-on research projects between Minority Serving Institutions and DHS Centers of Excellence.
- Provide a knowledge-sharing opportunity between Minority Serving Institutions and the DHS Centers of Excellence.

The ultimate goal is that, upon completion of the program, team members will have a greater understanding of the DHS mission and science and technology needs, and their interest in homeland security will translate into careers in science and technology and homeland security at the local, state and federal levels.

### 2.2 Program Administration

This program is administered for the DHS S&T Directorate Office of University Programs 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.

### 2.3 Academic Institution Eligibility

Most accredited U.S. postsecondary institutions that meet the statutory criteria for identification as Minority Serving Institutions are listed at: <http://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

Institutions that meet at least one of the following criteria are eligible:

- a) Accredited two- or four-year institution of higher education whose enrollment of a single minority or a combination of minorities exceeds 50 percent of the total enrollment (20 U.S.C. 1067k(3)); or
- b) Accredited two- or four-year Historically Black College or University under Title III Part B of the Higher Education Act of 1965, as amended (20 U.S.C. 1060 et seq.); or
- c) Accredited two- or four-year Hispanic Serving Institution under Title V of the Higher Education Act of 1965, as amended (20 U.S.C. 1101 et seq.); or
- d) Tribal College or University cited in the Equity in Educational Land Grant Status Act of 1994, the Tribally Controlled College or University Assistance Act of 1978, or the Navajo Community College Assistance Act of 1978; or a Native American-Serving, Nontribal Institution as defined by the Department of Education: <http://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-pg9.html>; or
- e) Alaska Native-serving institution and eligible as such in accordance with 20 U.S.C. 1058(b) and 20 U.S.C. 1059d(b)(2); or
- f) Native Hawaiian-serving institution and eligible as such in accordance with 20 U.S.C. 1058(b) and 20 U.S.C. 1059d(b)(4).

## **2.4 Team Member Eligibility Requirements**

Awards are made to team members based on the eligibility requirements stated on the program Web site. See the Appendix for the published eligibility guidelines for the 2013 competition. DHS reserves the right to make exceptions to these guidelines to meet agency strategic objectives.

## **2.5 Program Requirements**

The faculty team member meets with representatives of the DHS Center of Excellence *at the DHS Center hosting site* for a one-day pre-appointment orientation meeting in March or early April. During the meeting, the research project and logistical issues, including summer housing, are discussed. Expenses for travel to this meeting are reimbursed by DHS/ORISE in accordance with the ORAU travel policy.

The faculty team member attends a half-day DHS teleconference orientation meeting in March or early April. During the meeting, DHS and ORISE provide information regarding program requirements and administration, as well as an overview of the DHS S&T Directorate and future funding opportunities.

Team members complete a 10 consecutive week full-time research experience at their assigned DHS Center. The team engages in cutting-edge research that contributes to the goals of the DHS Center.

At the end of the summer,

- The team conducts a research briefing at the DHS Center. The team may be invited to conduct a briefing at the DHS S&T Directorate in Washington, D.C. Student participants may be invited to attend a DHS-sponsored student conference during the 2013-2014 academic year.
- Each team member submits to DHS (through ORISE) an eight to ten page summary report of his or her research experience.
- Each team member completes and submits to DHS/ORISE a program feedback form.
- The faculty team member submits a one-to-two page plan that addresses how he or she will integrate the DHS summer research experience into classroom teaching.
- The faculty team member is expected to co-author a research proposal with the DHS Center. The proposal identifies a potential collaborative research opportunity between the faculty's home academic institution and the DHS Center.

## 3. Award Description

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### 3.1 Stipend

3.1.1 Team members receive stipends in the amounts indicated in their *Letters of Appointment*. Payments are made biweekly via an electronic funds transfer into a single financial account.

3.1.2 Stipend payments are based on a full-time schedule and are prorated on the basis of the actual number of days of participation. Research cannot be performed from home or remotely and must be performed on-site.

3.1.3 The first stipend payment will be processed upon verification by the DHS Center that team members have reported to their assigned DHS Center as scheduled.

3.1.4 The final stipend payment is contingent upon meeting all requirements of participation in the program as detailed in Section 2.5.

3.1.5 Awards, prizes, scholarships, Veterans Administration benefits and other payments may be accepted, provided they do not represent dual payment for the same activity. Faculty may not receive funds for their time during the 10 week appointment period from any other federally funded research program.

### 3.2 Travel and Housing Expenses

3.2.1 A housing allowance will be provided only to participants who live more than fifty miles, one-way, from their assigned DHS Center and are paying for housing while at the DHS Center. If the housing allowance is provided, actual travel expenses up to \$500 for one round-trip will also be paid or reimbursed. Travel expenses greater than \$500 may be approved for teams traveling to or from a location outside the continental U.S.

For faculty: The maximum combined allowance for housing and travel is \$2,000. If eligible, a housing allowance of \$150 per week will be added to the weekly stipend.

For students: The maximum combined allowance for housing and travel is \$1,500. If eligible, a housing allowance of \$100 per week will be added to the weekly stipend.

3.2.2 Travel by the faculty and students during the summer in support of the team's research may be approved for expense reimbursement by DHS/ORISE according to federal government travel policies. Travel plans must be first endorsed by the DHS Center and then approved by DHS/ORISE before travel begins. Travel expenses that have not been approved before travel begins may not be reimbursed by DHS/ORISE. Additional requirements regarding travel (including and especially foreign travel) are provided in the *ORISE Terms of Appointment*.

### 3.3 Living Expenses and Arrangements

All living expenses, including local transportation, room, board and entertainment, are the responsibility of the team members. Participants are responsible for securing their own living space and determining their means of local transportation prior to arriving at the designated hosting site. In addition, it is the responsibility of each team member to pay all bills associated with living expenses before the end of the appointment. Prior to committing to this award, team members are encouraged to research housing options and cost of living factors at the hosting site.

### 3.4 Travel Arrangements

3.4.1. Travel arrangements between home or home academic institution and the DHS Center will be arranged by ORISE. Travel arrangements will be based on the most direct and expeditious mode of transportation. Each team member will submit to ORISE an *Appointment and Travel Information* form

with travel preferences and appointment start and end dates. The deadline for form submission is provided in the letter of appointment.

3.4.2 If a team member chooses to travel by plane or train, ORISE will make the travel arrangements and purchase the plane or train tickets. The team member will have an opportunity to review the itinerary before the ticket is purchased. Once the team member has approved the itinerary, an e-ticket will be issued. Tickets will be nonrefundable. Any changes to the ticket must be made by ORISE. After tickets have been purchased, team members will be responsible for any non-emergency costs related to any changes made to their itineraries.

3.4.3 If a team member chooses to travel between the home institution and DHS Center by personal vehicle, he or she will be reimbursed at the current U.S. General Services Administration mileage reimbursement rate up to a maximum of \$500. After completion of each leg of the trip, the team member will complete a *Travel Certificate* form to claim mileage reimbursement. Separate *Travel Certificate* forms must be submitted for the inbound and outbound portions of the trip. *Travel Certificates* must be returned to ORISE within seven business days of arrival at the destination. *Travel Certificates* must not be submitted before travel has occurred.

3.4.4 Reimbursement will not be made for the cost of taxi fare or mileage to and from the airport or train station, baggage fees, shipping, car insurance, parking, meals, car rental, lodging or other expenses related to getting to the appointment site.

### **3.5 Follow-on Funding**

3.5.1 DHS may provide funding of up to \$50,000 for follow-on collaborative research between the DHS Center and the Minority Serving Institution during the 2013-2014 academic year, or later if approved by DHS.

3.5.2 At the end of the summer, the faculty team member is expected to co-author a research proposal with the DHS Center to identify a potential collaborative research opportunity between the faculty's home academic institution and the DHS Center. The proposal is to be completed by September 3, 2013, unless otherwise specified. The research proposal will be reviewed by the DHS Center and DHS for potential follow-on research and follow-on funding for up to one year.

### **3.6 Research Equipment and Supplies**

The DHS Center will be responsible for providing the research equipment and supplies required for the team's project. DHS will reimburse the Center up to \$3,000 for supplies required for the team's project if the DHS Center submits adequate documentation of expenses (including receipts) to ORISE. Team members are not expected to purchase the materials needed to complete their research project. The faculty team member should discuss any anticipated research equipment and supplies needs with the DHS Center Research Collaborator and Point of Contact before accepting the appointment offer.

### **3.7 Time Off**

3.7.1 Since faculty and student team members are not employees, annual or sick leave is not accumulated. At the discretion of the DHS Center Research Collaborator, a team member may be excused from participation for brief periods due to illness, emergencies, or other personal circumstances.

3.7.2 The team member is responsible for notifying the DHS Center Research Collaborator immediately of any absence. ORISE must be notified of any absence for more than three consecutive days. Time away from the program due to illness or personal emergencies will be considered on a case-by-case basis. The DHS Center Research Collaborator must be notified in advance, when possible.

3.7.3 For holidays, both faculty and student team members must follow the same schedule as the DHS Center.

### **3.8 Accident Insurance**

DHS will provide blanket accident insurance for faculty and student team members during their summer research experience. This does not replace the required health insurance referred to in Section 4.1.

### **3.9 Special Assistance Considerations**

DHS is fully committed to implementing all federal laws, regulations and guidelines related to the development of affirmative employment plans and inclusion of persons with disabilities. Therefore, the participation of persons with disabilities is strongly encouraged. To facilitate the participation of individuals with targeted disabilities, DHS will provide up to \$1,500 in supplemental funding for special assistance and/or equipment necessary to enable the researcher to perform the work under the award.

### **3.10 Program Funding**

Program appointments are contingent on the continued availability of programmatic funding. DHS reserves the right to make no awards. In the event that appropriated funding is not available, participants will be notified as soon as possible about the procedures for ending their appointments. DHS assumes no liability for canceling the program or for anyone's failure to receive actual notification of cancellation.

## **4. Conditions of the Award**

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### **4.1 Health Insurance**

All team members must have health insurance in order to begin the research experience. Proof of coverage under a health insurance plan must be demonstrated before arriving at the DHS Center and must be maintained during the appointment. Because some insurance providers have a waiting period from the time of coverage application, team members should plan ahead in order to ensure that health insurance coverage is in place prior to starting the research experience.

### **4.2 Change of Status/Information**

Participation in this program is based on the information provided in the application materials. ORISE must be notified immediately via e-mail of any changes to the academic program, institution or degree, or any changes to the home or e-mail address.

### **4.3 Program Obligations**

During the appointment, both faculty and student team members are a part of the professional community of the DHS Center and are subject to the rules, privileges and responsibilities of that community. Failure to meet the attendance schedule or to adhere to program requirements will, at the option of DHS/ORISE, be a basis for revocation of the appointment and cessation of any further award payments by DHS/ORISE.

### **4.4 DHS Center Policies**

As a guest of the DHS Center, all team members are expected to conform to all established policies, rules, regulations and procedures of the facility as they pertain to guest researchers. Faculty and student team members are expected to follow the policies of the hosting facility regarding intellectual property rights, dissemination of research information, facility access, professional conduct, and drug and alcohol use or possession.

#### **4.5 Change of DHS Center Research Collaborator or Research Program**

Approval by the DHS Center Research Collaborator and DHS/ORISE is necessary for a major change in the approved research project.

#### **4.6 Revocation of the Appointment and/or Repayment**

If a team member fails to meet any of the terms of the program detailed in his or her *Letter of Appointment, ORISE Terms of Appointment* and this document, DHS reserves the right to revoke the appointment and may require repayment to the U.S. Treasury for funds expended by the government for the participation in the program.

If the student's performance is deemed unacceptable by the faculty member and/or the DHS Center, ORISE should be notified immediately. DHS will review the situation and determine if termination and repayment is required.

DHS/ORISE can cancel or terminate an appointment that was made as a result of misinformation or as a result of any person withholding information that would have prevented the appointment.

#### **4.7 Resignation**

If a team member decides to resign from his or her appointment before the official ending date, the team member must inform ORISE in writing as soon as possible and must state the reasons for doing so. If a team has only one student team member and the student team member resigns, the faculty member cannot continue to participate in the program.

DHS reserves the right to require repayment to the U.S. Treasury for funds expended by the government for team member participation under the DHS Summer Research Team Program if he or she resigns before the official appointment ending date.

#### **4.8 Tax Policies**

The following statements are for information purposes only. This information is not intended as legal or tax advice or as a definitive interpretation of the law.

Participants in ORISE administered programs receive award payments (stipends) from ORAU. All stipend and housing allowances received by participants are considered taxable by the U.S. federal government and should be reported by the participant annually. Stipend payments are not considered wages and should not be reported as such. ORAU is not responsible for withholding taxes or reporting award payments to the IRS. Therefore, participants should consider filing Form 1040-ES on a quarterly basis and pay estimated federal income taxes in order to avoid late payment penalties. In February 2014, ORAU will provide participants with a *Statement of Payments Form* detailing all taxable payments made to them by ORAU during 2013.

#### **4.9 Background Suitability Check**

All applicants may be subject to a criminal records check and other background investigations conducted by the U.S. government. These inquiries are conducted to develop information to assess various factors about the applicant, including reliability, trustworthiness, honesty, integrity, character, conduct and loyalty to the United States.

## **5. Faculty Team Member Expectations and Responsibilities**

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### **5.1 Faculty Team Member Overview**

The faculty team member is the summer research team lead and the student team member's primary contact during the research experience. Students should look to the faculty team member not only for information and expertise but also as a role model for learning and leadership. Faculty team members are expected to lead the team with a professional attitude and follow the DHS Center Research Collaborator and DHS Center guidance and policies. Faculty team member responsibilities include:

- Overseeing the day-to-day team activities, including research project expectations
- Assuring that all team members meet workplace expectations, such as arriving to work on time and adhering to DHS Center policies
- Assuring that each team member completes the program requirements as outlined in Section 2.5
- Performing research tasks with scientific integrity and professionalism.

### **5.2 Program Orientation**

Faculty team members are required to attend a half-day DHS teleconference orientation meeting in March or April. During the meeting, DHS and ORISE will provide information regarding program requirements and administration, as well as an overview of the DHS S&T Directorate and future funding opportunities. Faculty team members are also required to meet with representatives of the DHS Center at the DHS Center hosting site for a one-day pre-appointment orientation meeting in March or early April. During the meeting, the research project and logistical issues, including summer housing options, will be discussed. ORISE will make travel arrangements and pay for travel expenses in accordance with ORAU travel policy.

### **5.3 Faculty Team Member Expectations**

Faculty team members are expected to:

- Contact the DHS Center Research Collaborator before and upon arrival at the DHS Center.
- Contact the DHS Center Research Collaborator and ORISE representative if unable to participate in the program or begin the appointment as originally scheduled.
- Keep ORISE and the DHS Center Research Collaborator informed of relocation, travel plans and expected time of arrival at the DHS Center.
- Maintain close contact with the DHS Center Research Collaborator, who will serve as a DHS Center liaison, technical guide, and professional colleague.
- Interact with the DHS Center Research Collaborator to assess the needs of the research project and performance.
- Bring to the attention of the DHS Center Research Collaborator any questions or issues related to the research project.
- Keep the DHS Center Research Collaborator and ORISE Program Representative advised if any team member is not meeting program or DHS Center expectations and carry through with appropriate response.
- Integrate the DHS experience into classroom teaching after the summer.

### **5.4 Property Responsibilities**

If property or equipment is issued by the DHS Center in connection with this appointment, it is the faculty team member's responsibility to protect, properly care for and safeguard such property or equipment. If this property or equipment is damaged, destroyed, stolen or lost as a result of negligent

actions or inaction, the faculty team member will be liable for the damage or loss, up to the fair market value, of the property or equipment.

## **6. Student Team Member Responsibilities**

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Student team members are expected to:

- Demonstrate and apply the academic skills necessary for a successful outcome from the research experience.
- Report to the assigned research facility on time and ready to contribute to the research project every day.
- Maintain a professional attitude.
- Follow guidance by the faculty team member, DHS Center Research Collaborator and DHS Center rules and policies.
- Keep in daily contact with the faculty team member.
- Keep the faculty team member advised if unable to perform the work assignment for reasons such as illnesses or family emergencies.
- Follow the faculty team member's guidance on the research project, interactions with the DHS Center and DHS Center Research Collaborator.
- Adhere to research project responsibilities as a viable team member.
- Perform research tasks with scientific integrity and professionalism.
- Complete the program requirements as outlined in Section 2.5.

## **7. DHS Center Responsibilities**

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DHS Centers bring together leading experts and researchers to conduct multidisciplinary research and education for homeland security solutions. Each DHS Center is led by a university in collaboration with partners from other institutions, agencies, laboratories, think tanks and the private sector.

### **7.1 DHS Center Orientation**

The DHS Center is committed to providing an interactive and stimulating research environment for the team members. The DHS Center will host an orientation prior to the beginning of the research experience. During this orientation, the faculty team member will receive information on:

- Appropriate DHS Center of Excellence contact names and numbers
- Expected outcomes from the research experience, including producing the research proposal, research brief and final report
- The local community, DHS Center Research Collaborators and the DHS Center
- General conduct of operations and safety topics
- Obtaining facility access, any required clearances, student ID cards, library cards and usage, parking information and/or permits, keys, etc.
- Housing options for visiting faculty and students

### **7.2 Working with the DHS Center Research Collaborator**

DHS Center Research Collaborators are the primary point of contact during the appointment period and have the responsibility to guide the team's research activities. They are the first point of contact on behalf of the DHS Center. DHS Center Research Collaborators will communicate the expectations of the team for the summer research experience. The DHS Center Research Collaborator will provide:

- An environment conducive to producing a quality research experience
- Coordination and communication of program expectations, including preferred way of communication (i.e., e-mail, formal meeting, informal meeting, phone calls)
- Daily contact with the team, continual technical guidance and constructive feedback
- Resource support for the team, such as facility access, office space, a computer, equipment, materials and supplies, training, etc.
- Description of the organizational structure to which the team is assigned and the relationship of the team's assignment to the DHS Center and the DHS S&T Directorate
- Communication on related work rules, dress code, training requirements and working hours for the conduct of research
- A network of other staff members to report to or provide guidance if the DHS Center Research Collaborator is not available
- Guidance for the team's research proposal, research brief and final report, if needed
- An encouraging and stimulating intellectual atmosphere.

The DHS Center Research Collaborator will assist with educating both faculty and student team members on the established DHS Center guidelines for the safety and health of individuals working in the facility, including building emergency procedures and research-specific safety procedures.

## **8. DHS S&T Office of University Programs**

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The DHS Program Representative is the primary contact at the DHS S&T Directorate Office of University Programs during the research experience. The DHS Program Representative is the integrator for the DHS S&T Directorate Office of University Programs philosophies and objectives into the program. The DHS Program Representative, who is also the DHS S&T Directorate Office of University Programs Program Manager, serves as the point of contact for the ORISE program project manager and the DHS Center.

The DHS Program Representative is responsible for:

- Conducting faculty team member orientations
- Conducting possible DHS Center of Excellence site visits for one-on-one meetings with faculty and student team members
- Coordinating the review and final outcomes for the follow-on funding proposals
- Facilitating an enriching and positive research experience for the research teams

## **9. Publications, Copyrights, Patents and Media Release**

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### **9.1 Publication Acknowledgements**

DHS and ORISE encourage publishing reports and articles in scientific and engineering journals. All published reports, journal articles or professional presentations that rely on the research conducted during the program should carry an acknowledgement such as the following:

This research was performed under an appointment to the U.S. Department of Homeland Security (DHS) Science & Technology (S&T) Directorate Office of University Programs Summer Research Team Program for Minority Serving Institutions, 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 Guidelines

Guidelines and procedures for publications, copyrights and patents should be discussed with the DHS Center Research Collaborator at the start of the appointment. Faculty and student team members must follow the policies of the DHS Center regarding intellectual property rights and dissemination of research information.

## 9.3 DHS and ORISE Media Releases (optional)

9.3.1 As part of the program application process, faculty and student team members will be asked to complete an *optional* DHS and ORISE media release. DHS and ORISE may desire to promote the 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. Signature on these forms authorizes DHS and ORISE to use film, photographs or other materials only for the legitimate promotion of ORISE, the work of DHS or a DHS-designated representative.

9.3.2 DHS and ORISE reserve the right to use the name and academic institution of participants in media releases and other promotional materials without prior consent.

9.3.3 DHS and ORISE will not release other information to a third party without participant's consent.

## 9.4 Plagiarism

9.4.1 Plagiarism is a form of intellectual dishonesty in which another person's work is presented as one's own. Be certain that assignments and research briefs are source-referenced in a consistent and logical manner whenever a secondary source is used. All direct quotes (quotations of any number of words from the original) and indirect quotes (paraphrased ideas) must be acknowledged.

9.4.2 Plagiarism is not acceptable, and DHS will not condone plagiarism. Any infraction is basis for revoking an award and being subject to the termination of the award detailed in Section 4.6.

# 10. Communicating with DHS and ORISE; Additional Resources

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## 10.1 Communication

10.1.1 The primary means of communication between team members and ORISE will be via e-mail. Therefore, participants must notify ORISE promptly of changes to e-mail address.

10.1.2 For administrative questions about the DHS Summer Research Team Program, contact [DHSed@orau.org](mailto:DHSed@orau.org).

10.1.3 For DHS-specific questions, email [DHSed@orau.org](mailto:DHSed@orau.org). ORISE staff will forward questions to the appropriate persons within DHS.

## 10.2 Additional Resources

10.2.1 Faculty and student team members are encouraged to continue to apply to other research opportunities funded by the DHS S&T Directorate Office of University Programs. For more information, visit <https://www.hsuniversityprograms.org/>

10.2.2 Faculty and student team members may be eligible to participate in other DHS-sponsored programs. Visit [www.orau.gov/dhseducationprograms](http://www.orau.gov/dhseducationprograms) for more information about the DHS Education Programs.

10.1.3 For more information about the DHS Science and Technology Directorate mission, resources, leadership and organization, visit <http://www.dhs.gov/directorate-science-and-technology>

10.1.4 For general information about DHS, visit [www.dhs.gov](http://www.dhs.gov) .

10.1.5 For general information about ORISE, [www.orise.orau.gov](http://www.orise.orau.gov).

# Appendix

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## APPLICANT ELIGIBILITY

To be eligible, all team members must be at an eligible Minority Serving Institution at the time of application and must be in an HS-STEM [discipline](#), major, or concentration directly related to a [Research Area](#) of importance to DHS.

### *Faculty Team Members*

- United States citizenship by the application deadline. Evidence of U.S. citizenship (such as a photocopy of a U.S. passport, birth certificate, Certificate of U.S. Naturalization, or Certificate of U.S. Citizenship) must be submitted to ORISE at the time award is accepted.
- Full-time teaching position at an eligible institution as defined under [Institution Eligibility](#); faculty must be teaching in an HS-STEM [discipline](#) related to a [Research Area](#) of importance to DHS; faculty position must be tenure-track if the eligible institution has a tenure system
- Available to participate in the program for 10 consecutive weeks full-time on-site at the DHS Center
- Not receiving compensation for faculty time during the 10-week appointment period from any other federally-funded research program
- Coverage under a health insurance plan before arriving at the appointment site and maintenance of coverage during the appointment
- PhD (or Master's degree, if teaching at an eligible community college) in an HS-STEM [discipline](#), major, or concentration directly related to a [Research Area](#) of importance to DHS
- Preference given to early career faculty (although all faculty will be considered), with early career defined as one of the following:
  - No more than seven years since receipt of PhD degree as of the application deadline
  - No more than seven years since receipt of Master's degree, if teaching at an eligible community college as of the application deadline
  - If more than seven years since receipt of graduate degree, then less than seven years of teaching experience at a postsecondary institution as of the application deadline

### *Student Team Members*

- United States citizenship by the application deadline. Evidence of U.S. citizenship (such as a photocopy of a U.S. passport, birth certificate, Certificate of U.S. Naturalization, or Certificate of U.S. Citizenship) must be submitted to ORISE at the time of award is accepted.
- At least 18 years of age at the start of the internship period
- Cumulative GPA of 3.0 on a 4.0 scale as of the application deadline, as demonstrated in the most current transcript. Transcripts must include Fall 2012 grades. GPA requirements will be strictly enforced. Faculty team members should ensure that all student team members meet the GPA requirement.

- Available to participate for 10 consecutive weeks full-time on-site at the DHS Center during the same period as the faculty team member
- Coverage under a health insurance plan before arriving at the appointment site and maintenance of coverage during the appointment
- Majoring in an HS-STEM discipline related to a Research Area of importance to DHS
- Eligible academic standing defined as one of the following:
  - Undergraduate students who:
    - Are enrolled full-time at an eligible 2-year Minority Serving Institution as of the application deadline
    - Will be enrolled full-time in Fall 2013 as a junior at an eligible 4-year Minority Serving Institution. Applicant must provide proof of application to a 4-year Minority Serving Institution by March 1, 2013.
  - Undergraduate students who:
    - Are enrolled full-time at an eligible 4-year Minority Serving Institution as a sophomore, junior or senior as of the application deadline
    - Will be enrolled full-time in Fall 2013 as an undergraduate at an eligible 4-year Minority Serving Institution
  - Rising graduate students who:
    - Are enrolled full-time at an eligible 4-year Minority Serving Institution as a senior as of the application deadline
    - Will be enrolled full-time in Fall 2013 at an eligible 4-year Minority Serving Institution in a graduate program in an HS-STEM discipline related to a Research Area of importance to DHS. Applicant must provide proof of application to a graduate program at an eligible Minority Serving Institution by March 1, 2013.
  - Graduate students who:
    - Are enrolled full-time at an eligible 4-year Minority Serving Institution as of the application deadline
    - Will be enrolled full-time in Fall 2013 at an eligible Minority Serving Institution in a graduate program in an HS-STEM discipline related to a Research Area of importance to DHS.