



# National Oceanic and Atmospheric Administration

## Educational Partnership Program

With

## Minority Serving Institutions

## Graduate Research and Training Scholarship Program

Student Program Manual

October 2015

# NOAA EDUCATIONAL PARTNERSHIP PROGRAM with MINORITY SERVING INSTITUTIONS (EPP/MSI) GRADUATE RESEARCH & TRAINING SCHOLARSHIP PROGRAM (GRTSP)

The National Oceanic and Atmospheric Administration (NOAA) Graduate Research and Training Scholarship Program (GRTSP) is a pilot program designed to provide opportunities for graduate students supported at the Educational Partnership Program with Minority Serving Institutions (EPP/MSI) Cooperative Science Centers. Scholars are required to participate in experiential opportunities at a NOAA facility with guidance from a NOAA mentor.

## **About the NOAA Graduate Research and Training Scholarship Pilot Program**

The NOAA Graduate Research and Training Scholarship Program (GRTSP) leverages the initial investment made by the agency in the NOAA EPP/MSI Cooperative Science Centers (CSC). GRTSP is intended to help establish a pipeline of well trained and educated individuals who attend Minority Serving Institutions, and earn degrees in science, technology, engineering and mathematics (STEM) disciplines that support NOAA's mission.

The EPP/MSI supports NOAA succession planning efforts and helps to diversify the human capital in NOAA and the nation's science, technology, resource management and policy workforce. The program supports outstanding graduate students in NOAA-supported fields who are pursuing research-based masters and doctoral degrees at accredited academic institutions that are NOAA Cooperative Science Centers (CSC).

GRTSP scholars have a unique opportunity to become engaged in NOAA mission research activities collaborating with NOAA scientists and managers at a NOAA facility when selected. Scholars' graduate education will be enhanced with real world experiential training that would contribute to an innovation with 21st century workplace competencies. NOAA also benefits from this scholarship program by ensuring that graduate education at EPP/MSI CSC institutions are responding to current and future needs of the agency.

GRTSP scholars are expected to contribute to research, teaching, and innovations in STEM disciplines, building upon the capacity developed at the CSCs and to further strengthen the partnerships created with NOAA over the past 15 years. The scholarship is competitive, and students are nominated by their respective Center Director. CSC students interested in applying for a GRTSP award should request an application from their respective Center Director.

### Stipend:

Scholars are offered the following stipend for one year based on the degree being pursued.

For PhD. Degree candidates:

- \$45,000 stipend to support tuition and fees and other costs associated with opportunities for professional development;
- \$10,000 (maximum) travel cost to support research travel and to present findings at conferences; and,
- Funding for a second year of training if a renewal application is successful, approved by NOAA EPP/MSI and subject to availability of funds.

For Masters Degree candidates:

- \$36,000 to support tuition and fees as well as other costs associated with opportunities for professional development; and,
- \$7,000 (maximum) travel cost to support research travel and to present findings at conferences.

### Eligibility Requirements:

Applicants must be currently enrolled as a full time student at one of NOAA's EPP/MSI Cooperative Science Centers in an accredited graduate degree program. In addition, applicants must also maintain a 3.5 GPA or above for the duration of the GRTSP financial award.

### **Program requirements:**

Duration - Maximum of 1 year support for MS and 2 years of support for Ph.D. students. (Minimum rotation per internship experience is **3 continuous** months per year)

Students select from the Scholars opportunities developed by NOAA scientists and managers (mentors) and submitted through the EPP SSIO; or, NOAA mentor along with the student and academic advisor/Center Director develop a discrete research internship activity that may be completed in 1 or 2 years. The internship research opportunity will serve as the basis for a thesis or dissertation and is expected to make a meaningful contribution to the NOAA mission through the internship at the lab or program office.

Reporting: Scholars are required to submit two performance reports per year. The mid-year report is submitted six months after the award start date and a final report 2 weeks after the end of the award period. Both reports must be submitted to the NOAA

program office from the Center Director. Progress reports must include the signature of both the scholar's academic adviser and NOAA mentor.

Transcripts: Twice a year the scholar is required to submit a transcript to the NOAA GRTSP program office to verify the student is registered as a full time student and is maintaining the required 3.5 GPA

Evaluations: Two evaluations will be conducted that contribute to the student's grade during the scholarship/internship period.

- Scholars complete an evaluation on the internship at the end of the experience
- NOAA mentor completes an evaluation of the fellow and provides same to academic advisor and NOAA GRTSP program manager.
- NOAA mentor also provides feedback to the program office on program administration on an annual basis.

### **Scholar responsibilities:**

Scholars are required to develop and maintain ongoing campus engagement with their CSC Director, academic adviser and NOAA mentor for the duration of the scholarship award while maintaining full time status as a student. Scholars are not allowed to hold full time outside employment while receiving GRTSP funds and must meet the following requirements:

- Present results of research to the NOAA community via One NOAA science seminar;
- Attend and present research results at, a minimum, one national conference;
- Present research results at the NOAA facility where the scholar's experiential opportunity is conducted;
- Complete appropriate training and oversight in the Responsible and Ethical Conduct of Research course offered at the university level;
- Present research to faculty and peers at scholar's respective CSC; and
- Mentor other CSC students through center activities.

Progress on all of the above criteria must be reported in both performance reports

### **Appointments**

GRTSP scholars are appointed for a maximum of one academic year. All appointments are terminated automatically at the end of the period for which they are effective. GRTSP scholars may hold only the equivalent of one full-time appointment at a time. The GRTSP scholarship satisfies the requirement of one full-time appointment. Students are not expected to hold any other employment during GRTSP scholarship award tenure.

To maintain eligibility for an appointment as a GRTSP scholar, the student must:

- (1) be enrolled as a regular degree-seeking student at a NOAA CSC for the duration of the award period;
- (2) have full-time status during the period of the scholarship award. The student must be registered for a minimum of nine (9) semester hours of course work; and,
- (3) have a cumulative grade point average of a minimum 3.5 for all graduate study

### **Renewal appointment**

GRTSP PhD scholars who maintain the eligibility qualifications may re-apply to NOAA EPP/MSI through their CSC for a 2<sup>nd</sup> year of support. In addition to meeting the criteria for a GRTSP award, scholars must also demonstrate satisfactory progress toward their degree. A crucial factor in final decisions to renew an GRTSP scholarship appointments is also based on the availability of program funds.

### **Frequently Asked Questions**

- *Who do I contact if I have questions about the application or GRTSP?*

The first point of contact for all questions related to the GRTS program or application is your NOAA CSC Director. If applicants have additional questions about the application or need additional information please contact the GRTSP or Cooperative Science Center Program Manager at GRTSP.EPP@noaa.gov. Please identify the program name when requesting information.

- *Who is required to sign off on reports?*

The scholar's academic adviser, NOAA mentor(s) and Center Director are all required to sign off on all required reports.

- *How do I access my travel award?*

Scholars are required to complete a Travel Request form and submit to the Center Director a minimum of three weeks prior to proposed travel date. Once the request is approved by the Center Director the request is then submitted by the CSC Director to NOAA EPP/MSI GRTSP for review and approval.

- *Are scholars required to co-locate at a NOAA facility as part of this program and what is the minimum duration?*

Yes. All GRTSP scholars are required to spend a pre-determined time period at a NOAA facility engaging in research with a NOAA mentor. Scholars are

required to spend a minimum of three (3) continuous months at a NOAA facility engaged in research with a NOAA mentor.

- *When am I required to complete my internship research opportunity at NOAA?*

Scholarship recipients must complete a minimum three month continuous internship experience at a NOAA facility no later than the tenth (10<sup>th</sup>) month of the award year.

- *What is the process if I need to revise or update my project plan?*

Before a revision to a Project Plan is made, the CSC Director is required to notify the GRTSP Program Office about the proposed change(s). Requests to the GRTSP recipient research plan and timeline of activities must be submitted through the CSC Director with the concurrence of the NOAA mentor to the GRTSP Program Office.

**TRAVEL AUTHORIZATION REQUEST**

**NOAA EPP/MSI**

**Graduate Research & Training Scholars Program**

**(Revised 10/15)**

**NAME OF TRAVELER** \_\_\_\_\_

**CELL PHONE #** \_\_\_\_\_

**TODAY'S DATE** \_\_\_\_\_

**OFFICE TELEPHONE #** \_\_\_\_\_

**DESTINATION:**

From \_\_\_\_\_ To \_\_\_\_\_

Return

From \_\_\_\_\_ To \_\_\_\_\_

**DATES & TIMES:**

Begin \_\_\_\_\_ End \_\_\_\_\_

**PURPOSE:** (Check 1)

\_\_\_ 1 Research/Data Collection

\_\_\_ 2 Training

\_\_\_ 3 Conference Attendances

\_\_\_ 4 To/From Career Work Experience

**DESCRIPTION (provide all details of trip):**

**MODE OF TRANSPORTATION (check all that apply):**

\_\_\_\_ Personal Vehicle    \_\_\_\_ RAIL  
\_\_\_\_ AIR                    \_\_\_\_ OTHER, explain\_\_\_\_\_

**REIMBURSABLE EXPENSES:**

\_\_\_\_ Will you drive your personal vehicle from home/airport or home destination? If so, provide approximate roundtrip mileage:

\_\_\_\_ Will you need at shuttle to the Airport? If so, provide cost each way:  
\$\_\_\_\_

\_\_\_\_ Will you need a Rental car at the destination? If so, provide cost/day:  
\$\_\_\_\_

\_\_\_\_ Are there any other reimbursable costs? If so, please explain and provide cost:

**Name of Hotel** \_\_\_\_\_

**Phone No** \_\_\_\_\_

**Hotel Address** \_\_\_\_\_  
\_\_\_\_\_

**Attach Hotel reservation, car rental reservation, airline reservation, and if applicable conference registration information and abstract with this travel request.**



**Educational Partnership Program  
with  
Minority Serving Institutions**

**Graduate Research & Training Scholars Program**

\_\_\_\_\_  
(Name)

**Semi-Annual Report** \_\_\_\_\_ **(Date)**

**1. Research Status:** Please provide a detailed description on the status of ongoing research. The content of the report must include an abstract and activities, products and outcomes completed over the last 6 months. Be sure to include a **TIMELINE** and completion date in the report. **No more than 5 pages, excluding references.**

Defense Date for Thesis/Dissertation: \_\_\_\_\_

NOAA Scientist or Manager on defense committee \_\_\_\_\_

**2. Courses for next semester (if any)** \_\_\_\_\_

**Attach your current transcript which lists most recent grades with this report.**

**3. Provide information on research activities undertaken this term and location. Include attachments as needed.**

**4. Meeting or Conference Call with Academic Advisor and NOAA Mentor held on:**

\_\_\_\_\_  
(Date)

Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

NOAA Mentor Signature \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

**Return to: [EPP.GRTSP@noaa.gov](mailto:EPP.GRTSP@noaa.gov)**



## Educational Partnership Program Graduate Research & Training Scholars Program

\_\_\_\_\_ (Name)

Annual Report \_\_\_\_\_ (Date)

**1. Research Status:** Please provide a detailed description on the status of research accomplished over the 6 months. The content of the report must include an abstract and activities, products, outcomes, conferences attended and presentations made over the last 6 months. Be sure to include a **TIMELINE** and completion date in the report. **No more than 10 pages, excluding references.**

Defense Date for Thesis/Dissertation: \_\_\_\_\_

NOAA Scientist or Manger on defense committee: \_\_\_\_\_

**2. Courses for next semester (if any)** \_\_\_\_\_

**Attach your current transcript which lists most recent grades with this report.**

**3.** Provide information on research activities undertaken this term and location. Include attachments as needed.

**4.** Meeting or Conference Call with Academic Advisor and NOAA Mentor held on:

\_\_\_\_\_  
(Date)

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

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

NOAA Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**Return to: [EPP.GRTSP@noaa.gov](mailto:EPP.GRTSP@noaa.gov)**