



# NOAA National Oceanic and Atmospheric Administration

## Educational Partnership Program (EPP) Undergraduate Scholarship Program

### 2011 Online Application Instructions

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Thank you for your interest in the National Oceanic and Atmospheric Administration (NOAA), Office of Education (OEd), Educational Partnership Program (EPP), Undergraduate Scholarship Program. The following instructions are provided to assist you with completing and submitting the EPP Undergraduate Scholarship application.

Enclosed is an application checklist, background information on the EPP Undergraduate Scholarship Program, Program Milestones, and Application Instructions.

If you have questions or require clarification please contact the Student Scholarship staff at (301) 713-9437 (ext 150).

#### **APPLICATION CHECKLIST:**

**General Information** *Complete Online*

**Contact Information** *Complete Online*

**Education Information** *Complete Online* (**Upload unofficial transcript** for each university attended)

**Academic Awards, Honors, and Activities** *Complete Online*

**Essay 1: Statement of Proposed College Education Plan: Describe Your Education Plan and Goals** *Complete Online*

**Essay 2: Statement of Career Interest: Describe how your career interests, talents, and initiatives are related to NOAA's mission and objectives** *Complete Online*

**References** *Complete Online by Professor(s) and Academic Advisor or Department Chair, submit by 11:59 p.m. (Eastern Time), January 31, 2011*

**Official Transcript(s)** are not needed unless you are contacted in early March 2011.

**APPLICATION MUST BE SUBMITTED BY 11:59 p.m. (Eastern Time), January 31, 2011.**

## EPP Undergraduate Scholarship Program

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### BACKGROUND INFORMATION

The EPP Undergraduate Scholarship Program is in its 11<sup>th</sup> year of awarding scholarships. To date NOAA has awarded 135 EPP Undergraduate Scholarship recipients with awards totaling approximately \$35,000 each. The two year scholarship is designed to increase the number of students who undertake course work and graduate with degrees in specific scientific areas or fields integral to NOAA's mission critical science. Undergraduate college students receive training in oceanic and atmospheric science, research, technology, mathematics, and engineering and foster multidisciplinary training. Students participate in headquarters orientation where they learn about the programmatic and research objectives and potential career opportunities within NOAA Line, Staff, and Program Offices.

Each year, approximately 10 two-year scholarships are awarded to eligible college sophomores who will be entering their junior year and have matriculated in the natural and/or physical science, and engineering fields, depending on final funding appropriations. The EPP Undergraduate Scholarship Program provides competitively selected undergraduate applicants with awards that include academic assistance (up to \$8,000) for full-time study during each 9-month academic year and two 10-week, full-time internship positions (\$650/week) during the summer at a NOAA facility. The internships occur prior to the scholar's senior year of the award and provide "hands-on research experience" in NOAA-related scientific, research, technological, and policy activities. Awards also include a housing subsidy (\$137.50/week) for scholars who do not reside at home during the summer internships and travel expenses for attendance and participation at a mandatory Student Scholarship Orientation Program, conference travel, and an end of summer internship presentation Science and Education Symposium Program.

### PROGRAM OVERVIEW

The EPP Undergraduate Scholarship Program offers scholarship opportunities for rising junior year students attending minority serving institutions (MSI) who are majoring in disciplines (i.e., atmospheric science, biology, cartography, chemistry, computer science, engineering, environmental science, geodesy, geography, marine science, mathematics, meteorology, photogrammetry, physical science, physics and remote sensing technology) relating to NOAA's mission. Competitive two year appointments will be awarded to students attending MSIs to facilitate hands-on research experience at approved NOAA offices and facilities.

### STUDENT'S ELIGIBILITY REQUIREMENTS

Students must be:

- U.S. citizens;
- full-time students;
- enrolled or plan to matriculate into the 3<sup>rd</sup> year of a 4-year degree program;
- attending an accredited MSI within the United States or U.S. Territories; minimum 3.0 grade point average on a 4.0 scale (or equivalent on other identified scale) per term and cumulatively in all completed undergraduate courses; and
- majoring in NOAA-related disciplines including, but not limited to, oceanic, environmental, and atmospheric sciences, mathematics, engineering, remote

sensing technology, physical and social sciences including, geography, physics, hydrology, or geomatics, that support NOAA's programs and mission;

## **MANDATORY PROGRAM REQUIREMENTS**

The EPP Undergraduate scholars:

- must travel to the mandatory NOAA Orientation Training Program in Silver Spring, Maryland, the last week of May;
- complete an evaluation of the Orientation Training Program;
- participate in two mandatory 10-week mentor-directed summer internships at NOAA research facilities conducting research and development activities while earning \$650.00 per week and a housing allowance;
- spend the first summer internship at NOAA Offices in the Washington, D.C. metropolitan area. The scholars will be housed in a fully furnished apartment complex in close proximity to the NOAA campus in Silver Spring, Maryland.
- are required to complete a Research Project Description Plan, complete and submit a bi-weekly Research Training Report, and an evaluation of the program;
- present their summer project in Silver Spring, Maryland, during the last week of July; and
- maintain a minimum 3.0 grade point average each term and cumulative while attending an accredited MSI within the U.S. or U.S. Territories.

## **THE SUMMER INTERNSHIP**

It is a program requirement for all scholarship recipients to participate in two summer internships prior to the start of their senior year. Failure to participate in a summer internship will result in termination from the program.

Scholarship recipients are required to select an internship at a NOAA office or facility during each 10-week summer period. All scholars are required to participate in a project that can be completed within 10 weeks. Scholars will receive a bi-weekly stipend payment for a maximum of 10 weeks each summer. Scholars who report to their internship early or stay past 10 weeks will not receive a bi-weekly stipend payment beyond the 10-week time period. The NOAA scholar is required to e-mail the NOAA mentor their resume or curriculum vitae prior to the site visit.

All summer internships begin the last week of May and end the first week of August for scholars attending colleges and universities on the semester systems. Exceptions are granted for scholars attending colleges and universities on the quarter system, who will be allowed to begin their internships mid-June and end by mid-August. Scholars are required to complete a Research Project Plan during the first two weeks of the summer internship and submit the signed plan to the NOAA program staff. Bi-weekly Research Training Reports are to be submitted to the NOAA Student Scholarship Program staff.

NOAA mentors are required to conduct a mid-term assessment during the scholar's 5<sup>th</sup> week of the summer internship and a final evaluation at the end of the summer internship.

NOAA will not approve or pay the cost for a scholar to rent a car during the summer internship. NOAA recommends that scholars select a summer internship site where there is accessible public transportation if they do not own a car.

### **SELECTING A SUMMER INTERNSHIP**

**The First Summer:** The NOAA Student Scholarship Program distributes an electronic file with summer internship opportunities located in the Washington, D.C. metropolitan area at the start of the first summer during the Orientation Training Program. It is the student's responsibility to contact the NOAA mentor to discuss a summer project and to select an internship opportunity of interest by Wednesday of the following week. If the scholar and the mentor **are in agreement**, the scholar reports to the NOAA Student Scholarship Program office by the end of the second week.

**The Second Summer:** During the fall the NOAA Student Scholarship Program will e-mail scholars the NOAA summer internship opportunities located nationwide. Scholars are to select internships of interest and contact the NOAA mentor to discuss the project. The program requires that the scholar, in their 2<sup>nd</sup> year of the program, travel during their winter semester break to an approved NOAA site to further discuss a summer project. The site visit (not to exceed three days) provides the scholar with the opportunity to meet with the NOAA scientist and further discuss the research project of interest to both NOAA and the scholar. The scholar is also allowed time to seek housing for the summer internship during the site visit. Scholars must obtain a Site Visit Form from the NOAA support contractor, and submit a completed form to the NOAA support contractor. The scholar begins the second 10-week summer internship the last week of May.

### **SCHOLARSHIP PAYMENTS**

Scholars receive financial assistance for tuition and fee costs of \$8,000 each year for two academic years and \$15,750 in scholarship payments and housing subsidy over two summers. Payments are deposited directly into the scholar's bank or financial institution accounts. At the start of the fall and spring semester the scholar will receive \$4,000 as financial assistance each year they participate in the program. Scholars must meet the minimum 3.0 grade point average each term and cumulatively, and full-time student status requirements. Upon the completion of each academic term; an official transcript must be provided to the NOAA support contractor. Funds will not be released and termination will result if the GPA requirement is not met.

### **SCIENCE & EDUCATION SYMPOSIUM**

The program requires that every scholar attend the final presentations week and give an oral or poster presentation of their summer research project at NOAA Headquarters in Silver Spring, Maryland, during the 10<sup>th</sup> week of the summer internship.

### **THE EPP UNDERGRADUATE APPLICATION SELECTION PROCESS**

Submit completed application online no later than January 31, 2011, by 11:59 p.m. (Eastern Time). Two References from professors must be completed online by the professors and received by the application deadline, January 31, 2011. Unofficial Transcripts from each college and university attended must be uploaded in the application prior to clicking SUBMIT. An Official Transcript is needed only if your application is selected for the final review process.

Applicants selected for the **Final Review Process will be notified in early March 2011 to submit Official Transcripts** and they must be **received by March 23, 2011**, at the EPP Undergraduate Scholarship Program, 1315 East-West Highway, Room 10737, Silver Spring, Maryland 20910.

#### **EPP UNDERGRADUATE SCHOLARSHIP PROGRAM MILESTONES**

|  |  |
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| Application Period                               | October 1, 2010 thru January 31, 2011        |
| Application review process completed             | March 16, 2011                               |
| Notification of scholarship recipients           | April 1, 2011                                |
| Scholars receive internship information          | April 4, 2011                                |
| Scholars attend Orientation in Silver Spring, MD | May 29 – June 4, 2011                        |
| Deadline for Scholars to select Mentors          | June 9, 2011                                 |
| Summer internship begins                         | June 13, 2011                                |
| Mentor's Mid-term review                         | July 7, 2011                                 |
| Presentation Week                                | July 31 – August 6, 2011                     |
| September 2011 (1 <sup>st</sup> Semester)        | Disbursement of Scholarship award            |
| 2 <sup>nd</sup> summer internship Site Visit     | October 2011 - March 2012                    |
| January 2012 (2 <sup>nd</sup> Semester)          | Disbursement of Scholarship award            |
| 2 <sup>nd</sup> summer internship begins         | May 29, 2012                                 |
| Mid-term review                                  | June 27, 2012                                |
| Presentation Week                                | July 30, 2012                                |
| September 2012                                   | Disbursement of Scholarship award            |
| January 2013                                     | Disbursement of Scholarship award            |
| May 2013   | Completion of the Program or upon Graduation |

#### **CONTACT INFORMATION:**

Sandra Sarvis (301) 713-9437 x150  
1315 East-West Highway  
Room 10737  
Silver Spring, MD 20910  
[StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov)

## EPP Undergraduate Scholarship Program

### 2011 Applicant Instructions

The EPP Undergraduates On-Line Application is designed to time out after 15 minutes of inactivity. We suggest that you complete the Reference section of the application first to give your academic advisor and professor time to complete the forms. We also suggest that essays be created outside of the application in a Word document and copied into the ESSAY sections of the application.

All sections of the application must be complete prior to clicking <SUBMIT> including the references. Once the application is submitted the information is grayed out and cannot be modified. The applicant may check the status of the application at any time by clicking <MyAccount Status>.

1. Each first time applicant is required to first login and create a User Account.
  - a. Go to <https://uspa.iso.noaa.gov>. Click on <Create Login Account>. The applicant will be redirected to a page to Setup Login Account.
  - b. The applicant is to enter their Name, E-mail address, and Password that will be used to enter the Application System. Confirmation e-mails will be sent to the applicant's e-mail address.
  - c. Enter a Security Question and the Answer. This will be used if the applicant forgets their password. If an applicant forgets their password click <Forgot Password> from the Sign In page. When prompted with the security question, enter the correct answer click <Submit>. Your password will be sent in an e-mail to the address previously identified when setting up your Login Account.
  - d. Select the Undergraduate Scholarship Program that you would like to apply to.
  - e. Click <Create Login Account> or you may click <Back to main page> which will redirect you to the program background information where you may log out.
  - f. The applicant will be redirected to Verify the Login Information, if the information is not correct click <Back to Registration Form> to return to Setup Login Account. If the information is accurate click <Information Verified>.
  - g. The applicant will be redirected to the Login Account Confirmation Notice that indicates the applicant successfully setup their account.
  - h. The applicant should now click <Login page...>.
2. The applicant will be redirected to the login page at <https://uspa.iso.noaa.gov/>, enter the E-mail Account and Password previously created.
3. The applicant will be redirected to the Eligibility Criteria. Answer each question accurately, click <Submit>. The applicant will be redirected to Verify Eligibility Information. If the responses are incorrect you may click <Back to Eligibility Form> to correct your responses. If the responses are correct click <Eligibility Information Verified>.
4. The applicant will be redirected to the Application Status page. You will see the sections of the application are at the top page in the header: GENERAL INFO, CONTACT INFO, EDUCATION, ACTIVITIES, REFERENCES, ESSAYS, SUBMIT.

The number of days remaining until the application closes is displayed. The applicant may click <Next> or select the section along the top header and click.

5. As the applicant completes the application information in each section the applicant must <Save> the data before clicking <Next> or <Previous> at the lower right of each page or click on the next section heading. Either way of moving to the next section of the application, the applicant must first click <Save> or the information entered will not be saved.
6. When entering Current Contact Information, enter current address, telephone number, and e-mail account. When entering Permanent Contact Information, enter your home address, telephone number, and e-mail account.
7. In the EDUCATION section list each university attended and upload a .pdf version of an unofficial transcript for each university. Once the unofficial transcript(s) is uploaded a graphic of a book and red X will appear. Click the book to view the document that was uploaded or click the red X to delete the document.
8. In the REFERENCES enter the Reference's name, Title, and E-mail address click <Save References Information>. Enter the 2<sup>nd</sup> Reference's name, Title, and E-mail address click <Save References Information>. Click <Request Recommendation> for each Reference. Note the system response that the <Recommendation e-mail sent successfully to: Reference's name>. Check the Status page to make sure your references are received. If you find that a reference has not been received, you may change the Reference's name, Title, and E-mail address and repeat the process.
9. The ESSAYS section consists of two essays, one describing your Education Plans and the other your Career Goals as they relate to NOAA. Develop the Essays as a Word document and copy and paste the essays in the appropriate ESSAY sections. Each essay may contain up to 8,000 characters including spaces. Each essay accounts for 20% of the application evaluation. The applicant's writing skills will be evaluated.
10. In the REFERENCES section enter the name, title, and e-mail account of each reference then click <Save References Information>. Click <Request Recommendation> beside each reference to send the Reference Form to your college professor or academic advisor to complete. When the professor/academic advisor completes the recommendation and clicks <Submit> it sent to [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov). You may check the application Status to see the Name of the Reference, and the Date and Time it was received. If a professor or academic advisor does not complete a Reference on your behalf you may replace that professor by entering another professor's name, title, and e-mail account. Click <Save References Information> and then <Request Recommendation>. Both References are due by January 31, 2011.
11. When the applicant has completed the application information, the unofficial transcript has been uploaded, and both references have been received, they must go to the SUBMIT section. The applicant is required to read the Certification of Accuracy of Information Provided Clause. They are required to check the box indicating that they read the clause. Click <Submit>. DO NOT WAIT UNTIL JANUARY 31.
12. To check the status of your application go to <MyAccount Status> or <MyApplication Status>.
13. **Applicants selected for the final review process** will be contacted in early March 2011 to submit an **official transcript** from each university attended to the NOAA

Office of Education, EPP Undergraduate Scholarship Program, 1315 East-West Highway, Room 10737, Silver Spring, Maryland 20910.