

NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M)

Undergraduate and Graduate Fellowship Program Letter of Understanding

The goal of NCAS-M, the NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology, is to conduct education and research that directly supports NOAA's mission, strategic plan, objectives, and outcomes. In addition, NCAS-M will recruit, train, and graduate students particularly from underrepresented minority communities to become eligible to successfully compete and enter agency mission workforce, academia, and other STEM focused management agencies.

The goal of the NCAS-M fellowship is to support advanced training and matriculation in NOAA-related sciences.

I accept this support with the understanding of the program and fellowship goals. In accepting the NCAS-M fellowship, I agree to abide by the following rules, regulations, and responsibilities:

1. I understand that I am expected to exhibit the highest level of honesty, academic integrity, and respect toward self and others at all times.
2. I understand that the NCAS-M program is an educational and financial support program that requires participation in education, research, and training activities designated by the NCAS-M program.
3. I understand that I must be United States citizens to receive program funding.
4. I understand that I am required to maintain a 3.0 GPA per semester and make satisfactory progress toward my doctoral, master's, or bachelor's degree. I will not be financially supported if I do not meet the minimum 3.0 GPA for every semester or repeat courses previously paid for by NCAS-M. I may return to the program when my GPA is 3.0 or higher.
5. I understand that the NCAS-M program will pay fees, tuition, and stipend for the 2016-2017 fiscal year per the program requirements as follows:
 - Doctoral student – \$30,000 per year, up to two (2) years
 - Master's student – \$25,000 per year, up to two (2) years
 - Undergraduate student – \$12,000 per year, up to two (2) years

6. I understand that my stipend will be paid bimonthly starting September 1, 2016 through August 31, 2017.
7. I understand that my fellowship is renewable for the following number of years depending on degree program:
 - Doctoral degree - no more than two (2) years
 - Master's degree - no more than two (2) years
 - Bachelor's degree - no more than two (2) years

Annual renewal will be based upon availability of funds, academic standing, research progress, and fulfillment of NCAS-M program requirements.

8. I understand that I must have my research goals in alignment with NOAA/NCAS-M research guidelines. I must be able fully address how my specific research fits into the research themes of the Center.
9. I understand that I must maintain full-time status every semester I am funded. If I fail to maintain full-time status for any reason, I revoke my right to tuition, fees, and stipend (Note: graduate students at the writing stage of their thesis or dissertation, having met all other requirements, could be exempt from the "full-time status" requirement when enrolled in thesis or dissertation credits).
10. I understand I must have a faculty advisor and NOAA mentor associated with my graduate or undergraduate research.
11. I understand I must complete one (1) professional meeting/research-related travel one time per year.
 - Attendance to the American Meteorological Society (AMS) conference is strongly advised to occur before your tenure as a NCAS-M fellow has ended
 - Attendance to all professional meetings must be completed by August 31 of each fiscal year
 - Professional meetings and/or research travel must be approved by your advisor and Lead Investigator for your institution
12. I understand that I must engage in a NOAA Experiential Research and Training Opportunity (NERTO) experience before I graduate. The following dollar amounts will cover the cost of expenses and travel that might be incurred when completing the NERTO experience.
 - Doctoral - \$10,000 per year stipend and travel *
 - Master's - \$5,000 per year stipend and travel *
 - Rising Sophomores - NOAA Funded Summer Internship Opportunity

*All NERTO must be approved by the faculty advisor and institution's lead investigator

13. I understand that I am required to complete an Individual Student Development Plan four times a year.

14. I understand that I am required to participate in NCAS-M center-wide professional development activities during the academic year.
15. I understand that I am required to participate in all NCAS-M scheduled workshops, meetings, trainings, and activities. This is not limited to but will include: biennial EPP forum, professional development workshops, and center-wide trainings.
16. I understand that periodically the NCAS-M program will require that I attend special events of NOAA and other activities determined as necessary and appropriate by the NCAS-M program.
17. I understand that I should identify myself as a NCAS-M fellow in all communication and/or correspondences (e.g., in your email signature).
18. I understand that I am obligated to balance my time among academics, research, and support of NCAS-M programs and operations.
19. I understand that travel requests will be considered and decided upon by the NCAS-M director based on the following criteria: NCAS-M priorities, timeliness of request, research relevance and advisor recommendation. No international travel is supported with funds from this program.
20. I understand that the NCAS-M fellowship is a two-year commitment and all fellows are expected to work full-time during each summer.
21. I understand that I cannot engage in full-time employment (40 hours per week) outside of the Center, degree program, and/or academic institution.
22. I understand that the NCAS-M program will be taking photographs and video on a periodic basis, and I give permission for my voice and likeness to appear in any NCAS-M publications or the NCAS-M website.
23. I understand that I must adhere to all computer, data, attribution/acknowledgement, and other NCAS-M resource policies.
24. I understand that I must have an email account on file, which I must check daily. Moreover, I understand that I am responsible for a timely response to all information relayed in these messages.
25. I understand that academic problems or personal concerns encountered with my education, research, and training should be brought to the attention of my NCAS-M faculty advisor and/or NOAA mentor.
26. I understand that all requests or grievances related to the NCAS-M program must be in writing to the NCAS-M Director. Any verbal request will be considered unofficial and will not be acted upon until it is followed by a written request.
27. I have read all of the NCAS-M program requirements and I fully understand my responsibilities as part of this program. I further realize that my fellowship may be terminated at any time without further

compensation if the NCAS-M program determines that I am not meeting my responsibilities or have failed to comply with any terms of this Letter of Understanding.

By signing this document, I acknowledge full compliance:

_____	_____	_____
NCAS-M Fellow (Signature)	Print Name	Date

_____	_____	_____
NCAS-M Fellow Major Advisor (Signature)	Print Name	Date

_____	_____	_____
NCAS-M Director (Signature)	Print Name	Date