



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

## **Fellows Handbook (2018-2019)**



**Note:** The NCAS-M Fellows Handbook (2018-2019) serves as a guide to the operational procedures and processes of the NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M).

The handbook is a living document. NCAS-M may change, delete, suspend, or discontinue parts of the handbook at any time without prior notice.

Every reasonable effort has been made to ensure the accuracy, reliability, and completeness of the procedures and processes found in the handbook. If any discrepancies exist between the information in this handbook and institution policies, the information at the institution shall take precedence.

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## Introduction

This handbook was developed by the NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M) to guide fellows, faculty advisors, and NOAA mentors about the policies and procedures at NCAS-M. The document provides: a) information about NCAS-M (e.g., overview, mission, and structure), b) information for NCAS-M Fellows (e.g., requirements), and c) information regarding administrative and personnel policies and procedures.

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

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### Overview

The **NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology**(NCAS-M) is a cooperative science center (CSC) funded by the National Oceanic and Atmospheric Administration, Educational Partnership Program with Minority Serving Institutions (NOAA/EPP/MSI) Cooperative Agreement. The first part of this overview gives some background on NOAA, which is followed by an overview of NCAS-M.

### NOAA

The **National Oceanic and Atmospheric Administration (NOAA)**, a bureau in the Department of Commerce, has roots in the Nation's first scientific agency, the Survey of the Coasts (1807). The current organization was formed in 1970.

### NOAA's Goals:

- Climate Adaptation and Mitigation
- Weather-Ready Nation
- Healthy Oceans
- Resilient Coastal Communities and Economies

The **NOAA Office of Education (OEd)** is a staff office within the Office of the Under Secretary of Commerce for Oceans and Atmosphere (the NOAA Administrator) and provides advice and counsel to the Under Secretary on matters pertaining to education. OEd, in conjunction with the NOAA Education Council, coordinates education activities across NOAA and develops NOAA's Education Strategic Plan and Policy. These efforts help ensure that NOAA's education program and activities are based on

NOAA science and support the agency's cross-cutting priority of promoting environmental literacy efforts that directly benefit the NOAA mission. OEd directly implements and manages scholarship program as well as offers competitive grant program at the national and regional level.

The **Educational Partnership Program (EPP)** is administered from the NOAA OEd. The NOAA OEd, Educational Partnership Program (EPP) with **Minority Serving Institutions (MSI)** administers financial assistance through competitive processes to MSIs. The goal of the EPP/MSI is to increase the number of students from underrepresented communities who are educated, trained, and graduated in fields that directly support NOAA's mission. NOAA/EPP/MSI is aimed at increasing program and opportunities for individuals to pursue applied research and education in atmospheric, oceanic, and environmental sciences and remote sensing technology, in support of NOAA's mission.

## NCAS-M

NCAS-M is a Cooperative Science Center comprised of 13 institutions of higher education:

Partners: **Howard University** (lead), Fort Valley State University, Jackson State University, Pennsylvania State University, State University of New York-Albany, Universidad Metropolitana, University of Puerto Rico-Mayaguez, University of Texas-El Paso, University of Maryland Baltimore County, University of Maryland, San Diego State University, San Jose State University, and Tuskegee University.

The NCAS-M partnership is a unique balance of minority-serving and majority-serving institutions located along the eastern seaboard, the southwest, the Gulf coast, and the United States (US) Caribbean.

The cooperative agreement and related activities under NCAS-M are aimed at producing a diverse group of highly-trained professionals for NOAA and the broader atmospheric and environmental sciences workforce.

NCAS-M's mission is to increase the number of workforce-ready graduates from underrepresented communities in NOAA-related sciences, with particular emphasis on scientific, technological, and societal challenges associated with atmospheric sciences and meteorology.

NCAS-M's aim is for EPP-funded graduates to enter NOAA mission workforce as hires by NOAA, NOAA contractors, NOAA partners, or resource management agencies, academia, or as entrepreneurs.

NCAS-M's overall goal is to conduct education and research that directly supports NOAA's mission to recruit, train, and graduate students particularly from underrepresented communities for the agency mission workforce.

NCAS-M is funded by NOAA/EPP Cooperative Agreement #NA16SEC4810006.

## NCAS-M Personnel Roles and Responsibilities

This section describes the roles and responsibilities of key NCAS-M personnel (see Figure 1 and Table 1 for NCAS-M key personnel contact information).

### Director

**Dr. Vernon Morris** serves as the Director of NCAS-M. Dr. Morris is a Professor of Chemistry and Atmospheric Sciences. He served as Principal Investigator and Director of NOAA Center for Atmospheric Sciences - NCAS (now NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology- NCAS-M) since its inception in 2001 to 2016. The Center Director is the lead advocate and representative of NCAS-M and manages the Center activities so that they respond to NOAA mission needs. The Director leads strategic planning and guidance for executing Center goals. He also leads efforts for planning new or revised program goals and objectives. The Director designs the overall scientific focus and plans for NCAS-M, and provides oversight and management for implementation of all aspects of the Center.

### Assistant Director

**Dr. Terri Adams** serves as the Assistant Director. Dr. Adams is an Associate Professor in the Department of Sociology and Criminology and served as the Social Sciences, Behavioral Science, and Economics (SBE) Lead for NCAS from 2006 – 2016. Dr. Adams acts on behalf of the Center Director in instances of his absence and represent the ASM at NOAA and CSC meetings accordingly. Dr. Adams serves as the chief point of contact for the Dean of the College of Arts and Sciences to facilitate support for the Atmospheric Sciences program and the ASM within the largest academic unit on the campus. Dr. Adams also serves as the lead for social, behavioral, economic and communication sciences (SBEC) within the ASM. She will provide recommendations to the Director in all key decisions affecting the design of research strategies and approaches for SBEC.

### Program Manager

**Ms. Kimberly L. Smith** serves as the Program Manager of NCAS-M and reports directly to the Director. Ms. Smith is responsible for the daily operations of the NCAS-M office including management and budgetary functions. Ms. Smith is also responsible for programmatic functions involving students, student tracking and scheduling, generating monthly activity reports, ensuring the generation of the semi-annual reports, student databases, and ensuring that internal (on-campus) reports are delivered to NOAA in timely fashion.

### Distinguished Scientist

**Dr. Charles Ichoku** will assist the NCAS-M Director with providing overall research direction to the Center. The responsibilities of the Distinguished Scientist are to develop significant research projects for NCAS-M, with other CSCs, Minority Serving Institutions, NOAA science and research facilities, and relevant government agencies. The Distinguished Scientist also seeks new opportunities for NCAS-M

research and collaboration with NOAA and other agencies and serves as senior internal advisor to the Center.

### **Education Expert**

**Dr. Jo-Anne Manswell Butty** serves as the Education Expert for the Center. Her responsibilities include implementing the education strategy and student development plan across 13 institutions. Dr. Manswell Butty is responsible for ensuring that all Center-supported students are successfully gaining the Center's Education Plan-defined, education, training, experiential and professional development to attain the working skills and competencies for the NOAA mission future workforce. She will work closely with the Data, Information, and Communication Manager to monitor, guide, and provide timely interventions as well as produce data for timely award-required reporting for Center-wide education and training, including all students gaining Center-wide core competencies, communicating achievements, identifying evidence-based best practices and strategies for continual internal assessments.

### **Data Information and Communications Manager**

**Dr. Neosha Ponder** will manage student tracking and associated information, general communications of the Center's achievements to the public and stakeholders through the NCAS-M web site, and increase public access to outputs of the federally-funded research.

### **Administrative Coordinator**

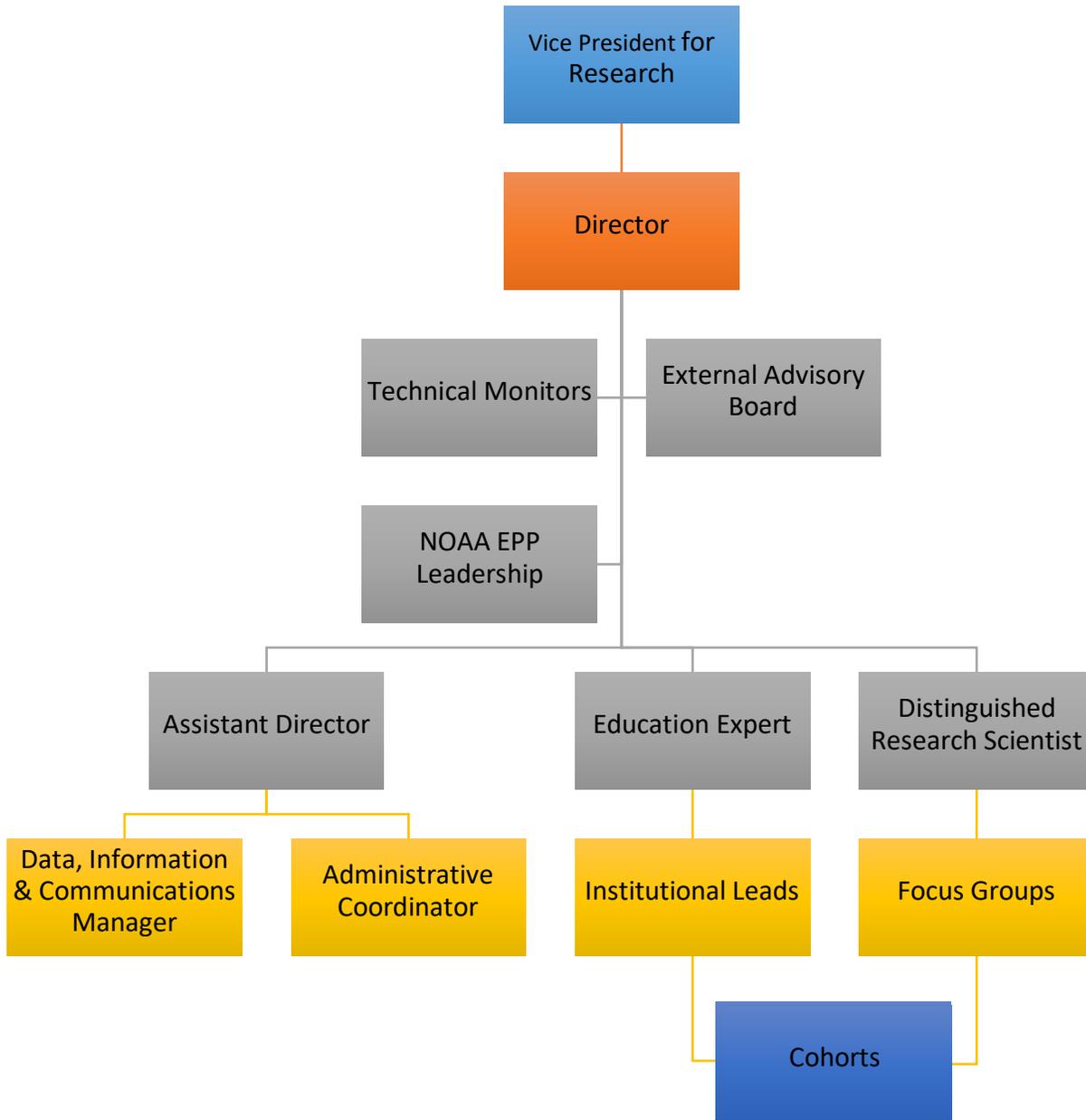
**Ms. Kadidia Thiero** performs the administrative and budgetary function at the NCAS-M office. The administrative coordinator also provides overall administrative support to the NCAS-M office environment.

### **Principal Investigators/Researchers**

Each NCAS-M partner institution has a lead investigator who assumes responsibility for managing the education and research training components at their institution, integration of the various components, and serves as the primary point of contact for NCAS-M (see Table 2).

### NCAS-M Organizational Chart

Figure 1: NCAS-M Organizational Chart



## NCAS-M Staff Contact Information and Offices

Table 1 provides contact information for NCAS-M staff.

Table 1: NCAS-M Staff Contact Information and Offices

NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M) 1840 7 <sup>th</sup> St NW Rm 305 HURB1 Washington, DC 20001 (202) 865-8678 / (202) 865-8294 (fax) Key Personnel				
TITLE	NAME	OFFICE PHONE	EMAIL	ROOM #
<b>Director</b>	Dr. Vernon Morris Chemistry Lab	202-865-8686 202-806-6901	<a href="mailto:vmorris@howard.edu">vmorris@howard.edu</a>	302
<b>Assistant Director</b>	Dr. Terri Adams	202-806-6707	<a href="mailto:tadams-fuller@howard.edu">tadams-fuller@howard.edu</a>	
<b>Program Manager</b>	Ms. Kimberly L. Smith HU Beltsville	202-865-8536 301-419-9030	<a href="mailto:kl_smith@howard.edu">kl_smith@howard.edu</a>	326
<b>Distinguished Scientist</b>	Dr. Charles Ichoku HU Beltsville	202-865-8545 301-419-9035	TBD	325
<b>Education Expert</b>	Dr. Jo-Anne Manswell Butty	202-865-8537	<a href="mailto:jmanswell-buty@howard.edu">jmanswell- butty@howard.edu</a>	326
<b>Administrative/ Outreach Coordinator</b>	Ms. Kadidia Thiero	202-865-8679	<a href="mailto:kadidia.thiero@howard.edu">kadidia.thiero@howard.edu</a>	305
<b>Senior Scientist</b>	Dr. Ricardo Sakai	301-419-9030	<a href="mailto:ricardo.k.sakai@howard.edu">ricardo.k.sakai@howard.edu</a>	HU Beltsville
<b>Data, Information, and Communication Manager</b>	Dr. Neosha Ponder	202-865-8680	TBD	305
<b>Postdoctoral Fellow</b>	Dr. Keren Rosado		<a href="mailto:keren.rosado@noaa.gov">keren.rosado@noaa.gov</a>	NOAA/Silver Spring
<b>Postdoctoral Fellow</b>	Dr. Leticia Williams		<a href="mailto:leticia.williams@noaa.gov">leticia.williams@noaa.gov</a>	NOAA/NSSL
<b>NCAS-M Main Office</b>		202-865-8678		305
<b>NCAS-M Student Office (HU)</b>		202-865-8681 202-865-8683		304

Table 2: NCAS-M Partnering Institutions - Key Personnel

NCAS-M Partner Institutions			
Key Personnel			
	NAME	PRINCIPAL INVESTIGATOR	EMAIL
1	Howard University (HU)	Dr. Vernon Morris	<a href="mailto:vmorris@howard.edu">vmorris@howard.edu</a>
2	Fort Valley State University (FVSU)	Dr. Hari P. Singh	<a href="mailto:singhh@fvsu.edu">singhh@fvsu.edu</a>
3	Jackson State University (JSU)	Dr. Mehri Fadavi	<a href="mailto:mfadavi@jsums.edu">mfadavi@jsums.edu</a>
4	Pennsylvania State University (PSU)	Dr. Jose Fuentes	<a href="mailto:jdfuentes@psu.edu">jdfuentes@psu.edu</a>
5	San Diego State University (SDSU)	Dr. Samuel Shen	<a href="mailto:sam.shen@sdsu.edu">sam.shen@sdsu.edu</a>
6	San Jose State University (SJSU)	Dr. Sen Chiao	<a href="mailto:sen.chiao@sjsu.edu">sen.chiao@sjsu.edu</a>
7	Tuskegee University (TU)	Dr. Souleymane Fall	<a href="mailto:sfall@mytu.tuskegee.edu">sfall@mytu.tuskegee.edu</a>
8	University at Albany, State University of NY (UAlbany)	Dr. Qilong Min	<a href="mailto:qmin@albany.edu">qmin@albany.edu</a>
9	University of Maryland Baltimore County (UMBC)	Dr. Belay Demoz	<a href="mailto:bdemoz@umbc.edu">bdemoz@umbc.edu</a>
10	University of Maryland, College Park (UMD)	Dr. Xin-Zhong Liang	<a href="mailto:xliang@umd.edu">xliang@umd.edu</a>
11	Universidad Metropolitana (UM)	Dr. Juan Arratia	<a href="mailto:um_jarratia@suagm.edu">um_jarratia@suagm.edu</a>
12	University of Puerto Rico, Mayaguez (UPRM)	Dr. Roy Armstrong	<a href="mailto:roy.armstrong@upr.edu">roy.armstrong@upr.edu</a>
13	University of Texas, El Paso (UTEP)	Dr. Rosa Fitzgerald	<a href="mailto:rfitzgerald@utep.edu">rfitzgerald@utep.edu</a>

**NCAS-M - Partner Institutions  
Principal Investigators/Researchers - Contact List**

**PARTNERS**

**Howard University**

- Dr. Vernon Morris – 202-352-7979
- Dr. Terri Adams – 202-806-6700
- Dr. Kurban Haydar – 202-431-9790
- Dr. Charles Ichoku – 202-865-8678
- Dr. Ricardo Sakai – 518-478-3718
- Dr. Carolyn Stroman – 202-582-7489
- Dr. Tia Tyree – 443-271-3608

**Fort Valley State University**

- Dr. Hari P. Singh – 478-822-1077

**Jackson State University**

- Dr. Mehri Fadavi – 601-979-3645
- Dr. Duanjun Lu – 601-979-3614
- Dr. Remata Reddy – 601-979-3636
- Dr. Loren White – 601-979-3635

**Penn State University**

- Dr. Jose Fuentes – 434-806-8083

**San Diego State University**

- Dr. Samuel Shen - 619-594-6280

**San Jose State University**

- Dr. Sen Chiao – 408-924-5204

**Tuskegee University**

- Dr. Souleymane Fall – 334-552-0850
- Dr. Jose Essamuah-Quansad– 334-727-8419
- Dr. Gamal Salah El Afandi – 334-724-4790

**University at Albany, State University of New York**

- Dr. Qilong Min – 518-437-8742
- Dr. Everette Joseph – 518-437-8700

**University of Maryland, Baltimore County**

- Dr. Belay Demoz – 410-455-2715

**University of Maryland, College Park**

- Dr. Xin-Zhong Liang – 301-405-6300, 301-708-8097

**Universidad Metropolitana**

- Dr. Juan Arratia – 787-766-1717

**University of Puerto Rico, Mayaguez**

- Dr. Roy Armstrong – 787-899-2048 x249
- Dr. Yasmin Detres – 787-899-2048 x283

**University of Texas, El Paso**

- Dr. Rosa Fitzgerald – 915-747-7530
- Dr. Thomas Gil – 915-747-5168
- Dr. William Stockwell – 202-806-6913

## **NCAS-M Fellowship Program**

NCAS-M provides undergraduate and graduate student fellowships to increase the participation of students from traditionally underrepresented communities in NOAA mission-related scientific, management, and policy professional workforce and advance the educational achievement of all Americans. Following is a description of the requirement of students at the different levels.

### **NCAS-M Baccalaureate Fellows (BF)**

During the academic year, BF students will successfully complete their coursework, participate in NCAS-M orientations, work actively with a professor to be mentored, select and work on a research project, attend group meetings, attend relevant NOAA-mission activities, and collaborate with each other professionally.

Additionally, BF students will be required to: a) participate in at least one summer NOAA mission-relevant research and training -- rising sophomores are required to complete the Experiential Training Summer Program (see description in Appendix A) , b) complete an individualized student development (SDP) plan four (4) times a year in collaboration with their advisor/NOAA mentor (i.e., planning forms, mid-year progress report, end-of-year progress report, summer progress report), c) participate in activities aimed at success in their career paths (i.e., through participation in center-wide education and research webinars, professional meetings, and institutional research events), and d) participate in center-wide trainings (i.e., professional development workshops and webinars) (see Table 3).

### **NCAS-M Graduate Fellows (GF) (Master's and Doctoral)**

NCAS-M GF will also be required to engage in activities that require inter- and intra-institution collaboration and teaming to: a) participate in NOAA Experiential Research and Training Opportunities (NERTO) or mission-relevant experiential training (see description in Appendix B), b) complete an individualized student development plans four (4) times a year, in collaboration with their advisor/NOAA mentor (i.e., planning forms, mid-year progress report, end-of-year progress report, summer progress report), c) participate in activities aimed at success in their career paths (i.e., through participation in education and research webinars, professional meetings, and institutional research events), and d) participate in center-wide trainings (i.e., professional development workshops and webinars) (see Table 3).

The NERTO experience is expected to help fellows obtain top-tier practical training experiences in a NOAA mission-relevant field. During the year, GF will also participate in ASM group meetings and seminars, work actively on a research project with a professor/NOAA mentor, attend activities at NOAA, pair with a NOAA researcher, present their research, attend leadership trainings, participate in courses and seminars offered at NCAS-M centers, and collaborate with each other professionally.

**NCAS-M Postdoctoral Fellows (PF) Program**

The goal of the NCAS-M PF program is to support advanced training in NOAA-related sciences. NCAS-M will support two PF in the thematic areas of atmospheric sciences and meteorology. The PF will work on project teams that involve multiple academic institutions and will co-locate at a NOAA facility for a minimum duration of six (6) consecutive months and not to exceed one (1) year (see Table 3). This would engage and expand the NCAS-M collaboration with NOAA in atmospheric sciences and meteorology. PF will complete an Individual Postdoctoral Development Plan (IPDDP) three (3) times a year (planning form, mid-year progress report, and end-of-year progress report). In addition to the NCAS-M faculty mentor, each PF is expected to be collaborative with other NCAS-M Corporative Science Centers (CSC) PF, CSC scientists, and NOAA scientists. The PF will receive support for travel, professional development (technical skills training where relevant), and be included in strategic planning, project management, and student mentoring (see Table 3 and Appendix C for Letter of Understanding).

**Table 3: NCAS-M Education and Training Requirements for ASM Student and Postdoctoral Fellows**

Level	Minimum Rate Per Year (\$)	Purpose	Support Time Period	Education and Training Requirements <sup>1</sup>
<b>Baccalaureate</b>	12,000	Scholarship tuition, stipend, student-travel support	Up to 2 years	All UG student fellows are required to: a) apply for <u>one</u> NOAA mission research and training summer internship experience annually b) participate in <u>one</u> NCAS-M Application Workshop Training c) participate in at least <u>two</u> center-wide professional development activities annually d) complete Student Development Plans (SDP) (planning form, mid-year, end-of-year, and summer) e) have <u>one</u> faculty member advisor <b>and</b> <u>one</u> NOAA mentor
<b>Master's</b>	25,000	Fellowship tuition, stipend, travel	Up to 2 years	All Master's student fellows are required to: a) receive <u>one-time</u> support of up to \$10,000 for research-related travel b) participate in a <u>one-time</u> NOAA Experiential Research and Training Opportunity (NERTO) (\$5,000) c) attend at least <u>one</u> professional meeting a year d) participate in at least <u>two</u> professional development activities per year (i.e., center-wide professional development trainings and advanced research/skill training) e) complete SDPs (planning form, mid-year, end-of-year, and summer) f) have <u>one</u> faculty member advisor <b>and</b> <u>one</u> NOAA mentor

<sup>1</sup> All program activities (e.g., attending professional meetings) are contingent on funds

<b>Doctoral</b>	36,000		Up to 2 years	<p>All doctoral student fellows are required to:</p> <ul style="list-style-type: none"> <li>a) receive <u>one-time</u> support of up to \$20,000 for research-related travel</li> <li>b) participate in <u>one-time</u> NERTO experience (\$10,000)</li> <li>c) attend at least <u>one</u> professional meeting a year (aim to present)</li> <li>d) participate in at least <u>two</u> professional development activities (i.e., center-wide professional development trainings and advanced research/skill training)</li> <li>e) complete SDPs (planning form, mid-year, end-of-year, and summer)</li> <li>f) have <u>one</u> faculty member advisor <b>and</b> <u>one</u> NOAA mentor</li> </ul>
<b>Postdoctoral Fellows</b>			2 years	<p>All postdoctoral fellows are required to:</p> <ul style="list-style-type: none"> <li>a) collaborate with other postdoctoral fellows, ASM scientists, and NOAA scientists</li> <li>b) conduct research that addresses NOAA-mission science priority areas</li> <li>c) co-locate at a NOAA facility for a minimum duration of six (6) consecutive months and not to exceed one(1) year</li> <li>d) complete IPDDP (planning form, mid-year progress report, and end of year progress report)</li> </ul>

### NCAS-M Undergraduate and Graduate Fellowship Program

The NCAS-M Fellowship Program supports NCAS-M postsecondary student fellows (undergraduate and/or graduate) financially. NCAS-M fellows are grouped by cohorts. Cohorts are established when students enter the program annually (i.e., students entering the NCAS-M program in 2016-2017 will be assigned to Cohort 1, students entering in 2017-2018 will be assigned to Cohort 2, and so on).

This section highlights the NCAS-M Fellow requirements for undergraduate and graduate students:

1. Must be a United States citizen
2. Must maintain a 3.0 GPA per semester and make satisfactory progress toward doctoral, master’s, or bachelor’s degree
3. NCAS-M fellowships are renewable for:
  - 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
4. NCAS-M fellowship program will pay the minimum amount listed per degree program annually for up to two (2) years to NCAS-M fellows:

- Doctoral student – \$36,000 USD per year
- Master’s student – \$25,000 USD per year
- Undergraduate student – \$12,000 USD per year

The amounts listed can represent any combination of tuition, stipend, and conference travel paid directly to the fellow. NCAS-M will not pay for repeat courses and does not support international travel.

5. Research goals must be aligned with NOAA/NCAS-M research guidelines. NCAS-M Fellows must be able to fully address how their specific research fits into the research themes of the Center.
6. Fellows must maintain full-time status every semester. (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, with approval).
7. Graduate fellows must have a NCAS-M faculty advisor and a NOAA mentor; undergraduate fellows must have a NCAS-M faculty advisor.
8. Fellows must attend at least one (1) professional meeting or 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 at the partner institutions
9. Graduate fellows are required to engage in a NOAA Experiential Research and Training Opportunity (NERTO) experience during their fellowship. 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 \*

\*All NERTO must be approved by the NCAS-M faculty advisor and institution’s lead investigator
10. Undergraduate fellows (rising sophomores) are required to apply for a NOAA funded summer internship opportunity.
11. Fellows are required to complete an Individual Student Development Plan (SDP) four times a year (see Appendix D).
12. Fellows are required to participate in NCAS-M center-wide professional development activities during the NCAS-M fiscal year.

13. Fellows are required to participate in all NCAS-M scheduled workshops, meetings, trainings, and activities. This is not limited to and will include: NOAA Education Partnership Program (EPP) Biennial Forum, professional development workshops, and center-wide trainings.
14. Fellows may periodically be required to attend special events of NOAA and other activities determined as necessary and appropriate by the NCAS-M program.
15. Fellows should identify themselves as a NCAS-M fellow in email communication and/or correspondences.
16. Fellows will be funded at a maximum of two-year commitment and all Fellows are expected to participate full-time during each summer.
17. Fellows cannot engage in full-time employment (40 hours per week) outside of the Center, degree program, and/or academic institution.
18. Fellows must adhere to all computer, data, attribution/acknowledgement, and resource policies (see Appendix E).
19. Academic problems or personal concerns encountered with my education, research, and training should be brought to the attention of the NCAS-M faculty advisor.
20. 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.
21. NCAS-M fellows will be tracked longitudinally for 3 years upon leaving the program for any reason. Data collected will include post NCAS-M employment/career and education information.

### NCAS-M Postdoctoral Fellowship Program

The goal of the NCAS-M Postdoctoral Fellowship Program is to support advanced training in NOAA-related sciences with the goal to conduct research that directly supports NOAA's mission, strategic plan, objectives, and outcomes.

This section highlights the requirements for the NCAS-M Postdoctoral Fellow:

1. Must be United States citizens.
2. Must be a recent doctoral graduate; within two (2) years of graduation.
3. Doctoral degree field must support NOAA's mission.

4. Period of eligibility to be supported on award funds in the NCAS-M Postdoctoral Fellowship program is 24 months within a 26-month period.
5. Research should be collaborative amongst other postdoctoral fellows, NCAS-M scientists, and NOAA scientists.
6. Research must address NOAA-mission science priority areas.
7. Postdoctoral Fellow must co-locate at a NOAA facility for a minimum duration of six (6) consecutive months and not to exceed one (1) year over the tenure of the Fellowship.
8. Must complete an individual postdoctoral development plan (IPDDP) three (3) times a year (see Appendix F).
9. Must adhere to all computer, data, attribution/acknowledgement, and other NCAS-M resource policies.
10. 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.

#### NCAS-M Faculty Advisor and NOAA Mentor

Each NCAS-M graduate student must have a NOAA mentor. The role of the NOAA mentor, collaborating with the academic NCAS-M mentor, is to assure the NOAA mission-relevance of the student's project. The NOAA mentor may also provide and /or support guidance to enhance the development of skills and competencies for the NOAA mission future workforce.

This section highlights the requirements for the NCAS-M Faculty Advisor and NOAA Mentor:

1. Each NCAS-M undergraduate and graduate fellow must be assigned a NCAS-M faculty advisor and NOAA mentor.
2. The NOAA mentor and NCAS-M faculty advisor will collaborate to assure NOAA mission-relevance of student research and to familiarize the student with NOAA workplace culture and expectations.
3. NOAA mentors will be solicited for all NOAA line offices.
4. NCAS-M faculty advisors will be experienced faculty and scientists at the various NCAS-M institutions.

5. The NCAS-M mentoring program between NCAS-M faculty advisors and NOAA mentors will take place during student experiential training opportunities.
6. NCAS-M faculty advisors and NOAA mentors will expose NCAS-M students to both formal and informal mentoring opportunities (e.g., with researcher and scientist at annual professional meetings and other informal professional events)

## II. Administration and Personnel

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### Overview

All NCAS-M fellows are required to become familiar with NCAS-M's policies and procedures during and after the fellowship. All fellows are expected to follow NCAS-M policies and procedures while pursuing their academic and professional goals and conducting any NCAS-M-related business.

### On Receiving NCAS-M Fellowship

On receiving an offer as a Fellow, NCAS-M may conduct a comprehensive background check for education confirmation. You will be asked to complete/sign the following:

- **Acceptance Letter:** Formal acceptance of NCAS-M support.
- **Letter of Understanding (LOU):** The LOU lays out the terms and conditions for a NCAS-M Fellowship (see Appendix C).
- **Fellow Contact Form:** This form collects contact and background information on the fellow (see Appendix G).

### During NCAS-M Fellowship

To maintain a cordial and productive working relationship, the fellow is expected to adhere to the rules, regulations, and responsibilities of the LOU (see Appendix C), to be professional, to meet deadlines for submitting required documentation, and to observe rules and procedures pertaining to academics and NCAS-M requirements.

#### Travel Procedures

Travel for professional meetings or research must be recommended by your faculty advisor and approved by the NCAS-M director, in advance. (Note: Fellows hotel reservations are always for double rooms)

- Please complete the **NCAS-M Fellow Travel Request Form** and have your advisor and the director sign to approve travel (see Appendix H).
- Please complete the **NCAS-M Fellow Travel Report Form** after travel (see Appendix I).

## Purchasing Procedures

The purchase of items for NCAS-M must be recommended and approved by your advisor and approved by the NCAS-M director, in advance.

- Please complete the **NCAS-M Fellow Purchasing Form** and have your advisor and the director sign to approve purchases (see Appendix J).

## On Completing NCAS-M Fellowship

In situations where fellows voluntarily or involuntarily separate from NCAS-M, they are expected to comply with NCAS-M's expectations for completing the fellowship.

NCAS-M makes all efforts to ensure longevity of employment relationships by appropriately matching fellows with advisors and mentors. However, if NCAS-M determines that a fellow's performance does not improve despite continued support, or if the fellow repeatedly violates NCAS-M practices, rules, or standards of conduct, the fellow's tenure with NCAS-M will be terminated (see Letter of Understanding, Appendix C).

In a voluntary separation situation, NCAS-M requests that the fellow provide a two-week notice prior to the day of departure. In addition, NCAS-M would like to conduct an exit interview to discuss the Fellow's reasons for leaving and any other impressions that the Fellow may have about the project.

Any NCAS-M property issued to the fellow must be returned to NCAS-M at the time of exit. The materials can be given to the assistant director or the director.

Also, be aware that all NCAS-M fellows will be tracked for three years upon leaving the program for any reason. Data collected will include post NCAS-M employment/career and education information.

## III. NCAS-M Website and Social Media Profiles

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A student center link is being set up on the NCAS-M website ([ncas-m.org](http://ncas-m.org)). From this link, fellows/students will be able to obtain information about NCAS-M and upload required documents (e.g., Individual Student Development Plans – SDP and other required forms).

NCAS-M will also have multiple social media platforms to help faculty, students, staff and stakeholders stay connected and learn about all its activities. Please connect and follow the sites to stay abreast of NCAS-M program news and use the platforms to share photographs, updates, and milestones about your academic pursuits.

The official NCAS-M website and social media accounts are at the following sites:

**Website**                      **<http://ncas-m.org>**

**Twitter**                       **@NCASNews**

**Instagram**                       **@NCASNews**

**Facebook**                       **@NoaaCenterForAtmosphericSciences**

## IV. Appendices

- A. Experiential Training Summer Program (ETSP) Description
- B. NOAA Experiential Research and Training Opportunity (NERTO) Description
- C. NCAS-M Letter of Understanding
- D. Individual Student Development Plan
- E. NCAS-M Acknowledgement Guidelines
- F. Individual Postdoctoral Development Plan
- G. NCAS-M Fellow Contact Form
- H. NCAS-M Fellow Travel Request Form
- I. NCAS-M Fellow Travel Report Form
- J. NCAS-M Fellow Purchasing Form

## APPENDIX A

### Experiential Training Summer Program (ETSP)

#### NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M) Experiential Training Summer Program for Rising Sophomores (ETSP)

## Overview

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The Experiential Training Summer Program provides a rising sophomore with summer experiential training in NOAA mission-relevant research and training at an NCAS-M institution. Students are required to work with NCAS-M researchers on an approved NOAA mission relevant project during the summer. Researchers will submit and get approval for the proposed NOAA mission-relevant research project. Student travel and housing expenses will be covered. ETSP students will receive a \$5,000 stipend (\$4,500 during the summer and an additional \$500 after proof of application to a NOAA scholarship program (e.g., a) Ernest F. Hollings Undergraduate Scholarship; b) Educational Partnership Program with Minority Serving Institutions Undergraduate Program).

## NCAS-M Experiential Training Summer Program (ETSP)

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**Who:** 10 rising sophomores from NCAS-M institutions annually

**Student Stipend:** \$5,000 (\$4,500 during summer and an additional \$500 after proof of application to NOAA scholarship programs)

**Program Length:** 8-week NOAA mission-relevant research and training program (to include professional/career development)

**Date:** June - July

**Location:** NCAS-M Institutions

**Requirements for ETSP:** **Student:** Rising sophomore, minimum 3.0 GPA, official transcript, U.S. citizen, resume, one letter of recommendation (sponsoring institution can require more), and student must apply to Ernest F. Hollings Undergraduate Scholarship and/or EPP/MSI Undergraduate Scholarship in fall 2018. **Faculty:** Research proposal (NCAS-M co-PI must submit and get approval for a NOAA-mission relevant research project that students will engage in over the summer).

**ETSP Program Activities Overview:** The ETSP program is 8 weeks long. During Weeks 1 to 7, student will engage in NOAA mission-relevant research and training at the NCAS-M institution. During Week 8, student will engage in career/professional development skill development activities and present their research at Howard University. NCAS-M will pay for student travel to Howard University and housing while at Howard University.

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For additional information, please contact: Jo-Anne Manswell Butty, Ph.D., Education Expert, NCAS-M  
[jmanswell-buty@howard.edu](mailto:jmanswell-buty@howard.edu) (202) 865-8537

## APPENDIX B

### NOAA Experiential and Research Training Program (NERTO)

#### NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO)

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##### Overview

The NOAA Experiential Research and Training Opportunity (NERTO) is a NCAS-M graduate student requirement during the two-year fellowship. This unique NOAA mission experience integrates academics with practical NOAA mission-relevant experiential training. The NERTO experience must be completed by NCAS-M fellows at a NOAA facility under the guidance of a full-time NOAA employee and must be a minimum of twelve weeks.

##### Steps to Complete the NERTO Application

- Current NERTO internship opportunities can be found in the NOAA Student Scholarship Internship Opportunity (SSIO) portal and new opportunities can be written and uploaded to the NOAA SSIO portal (<https://oedwebapps.iso.noaa.gov/ssio/>).
- The URL to access the MS Word template for SSIO projects could be found at: [https://oedwebapps.iso.noaa.gov/ssio/Docs/Graduate\\_Student\\_Project\\_Development\\_Template.doc](https://oedwebapps.iso.noaa.gov/ssio/Docs/Graduate_Student_Project_Development_Template.doc).
- Once the project is written, the NOAA mentor (full-time NOAA employee) will upload the project to the SSIO portal <https://oedwebapps.iso.noaa.gov/ssio/>
- The NOAA mentor may also reach out to this EPP Program Office ([oed.epp10@noaa.gov](mailto:oed.epp10@noaa.gov)) with any questions.
- Information on NERTO can be found at NERTO URL, <http://www.noaa.gov/noaa-experiential-research-training-opportunities-nerto>
- Once the project is uploaded to the SSIO database, students will to email a cover letter, resume, and unofficial transcript to [jmanswell-buty@howard.edu](mailto:jmanswell-buty@howard.edu) to be submitted to NOAA Office of Education (OEd) to finalize the application package.
- After the application is reviewed by the [NOAA mentor/hosting office, the next steps](#) include:
  - i. interview of student (optional) - make decision about selection of applicant for project;
  - ii. collaboration in the development of the 12-week NERTO internship plan through communication between CSC-supported student, CSC student's academic advisor, NCAS-M Center Director ([Dr. Vernon Morris](#)) kept in the communication loop throughout the process;
  - iii. NOAA mentor develops offer letter and sends to NOAA EPP;
  - iv. **NOAA mentor makes arrangement for badging, network access, and, space at the hosting NOAA facility;**
  - v. NOAA mentor provides NOAA EPP with offer letter offer CSC student who is selected for the NERTO internship;
  - vi. and continue as outlined in [Key NERTO Elements](#) - CSC also has actions to support a successful NERTO internship.
  - vii. NCAS-M fellows must remember to complete the NCAS-M NERTO Form prior to the start of the NERTO experience and submit to the NCAS-M education expert, Dr. Jo-Anne Manswell Butty ([jmanswell-buty@howard.edu](mailto:jmanswell-buty@howard.edu)).

## NERTO Resources

THE NOAA Office of Education recommends a review of the available resources for CSC, NOAA Mentor, and CSC-supported student:

- <http://www.noaa.gov/frequently-asked-questions-for-mentors-of-eppmsi-graduate-students-ner-to>
- <http://www.noaa.gov/frequently-asked-questions-on-ner-to-for-csc-students>
- [www.noaa.gov/eppnerto](http://www.noaa.gov/eppnerto)

## FAQs

### ***Where are NOAA facilities?***

Following is a link to NOAA facilities <http://www.legislative.noaa.gov/NIYS/>.

### ***Does the NOAA site fund NCAS-M fellows?***

No, NCAS-M Fellows are already provided funding through their NCAS-M fellowship for the NERTO experience.

### ***How much funding are NCAS-M fellows allocated to spend for their NERTO experience?***

Doctoral students: Up to \$10,000; Master's students: Up to \$5,000.

### ***Would the NCAS-M fellow be working on one specific project, projects assigned through their program, or projects as assigned through the office?***

This is at the discretion of the NCAS-M fellow's faculty Advisor and NOAA mentor.

### ***When should NCAS-M fellow complete their NERTO experience?***

The NERTO experience must be completed before the two-year fellowship ends.

### ***Is there a specified time-period to complete the NERTO experience?***

The NERTO experience must be a minimum of twelve weeks. It can be longer based on the project and approval from the Center Director, NCAS-M fellow's faculty advisor, and NOAA mentor.

### ***When should NCAS-M fellow submit their NCAS-M NERTO Form?***

The NCAS-M fellow should submit their NCAS-M NERTO Form prior to the start of the NERTO experience to Dr. Jo-Anne Manswell Butty ([jmanswell-buty@howard.edu](mailto:jmanswell-buty@howard.edu)). The NCAS-M NERTO Form must be completed in consultation with the faculty advisor and NOAA mentor.

### ***Is there a NERTO final report?***

Yes, the NERTO Internship Final Report is due no later than 14 calendar days after the completion of the EPP NERTO internship and should be sent to Dr. Vernon Morris ([vmorris@howard.edu](mailto:vmorris@howard.edu)) and Dr. Jo-Anne Manswell Butty ([jmanswell-buty@howard.edu](mailto:jmanswell-buty@howard.edu)). This report will be sent to the NOAA EPP/MSI Program Office.

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For more information, please contact Jo-Anne Manswell Butty, PhD, NCAS-M Education Expert - [jmanswell-buty@howard.edu](mailto:jmanswell-buty@howard.edu) | (202) 865-8537

## APPENDIX C

### Letter of Understanding NCAS-M Student Fellowship

#### Undergraduate and Graduate Fellowship Program

The goal of NCAS-M, the Cooperative Science Center for 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 2018-2019 fiscal year per the program requirements as follows:
  - Doctoral student – \$36,000 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, 2018 through August 31, 2019.
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 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.



Letter of Understanding  
NCAS-M Student Fellowship  
Postdoctoral Fellowship Program

The NOAA Center for Atmospheric Sciences and Meteorology (NCAS-M) program goal is to conduct education and research that directly supports NOAA's mission, strategic plan, objectives, and outcomes to 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 postdoctoral fellowship is to support advanced training in NOAA-related sciences.

I accept this support with the understanding of the program and fellowship goals. In accepting a NCAS-M post-doctoral 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 I must be United States citizens to receive program funding.
3. I understand that I must be a recent doctoral graduate -- within two (2) years of graduation to qualify for this program.
4. I understand that my doctoral degree field must support NOAA's mission.
5. I understand that the period of eligibility for the postdoctoral fellow to be supported on award funds in the NCAS-M fellowship program is 24 months within a 26-month period.
6. I understand that my research should be collaborative among other postdoctoral fellows, NCAS-M scientists, and NOAA scientists.
7. I understand that my research must address NOAA-mission science priority areas.
8. I understand that I must be co-located at a NOAA facility for a minimum duration of six (6) consecutive months and not to exceed one (1) year.
9. I understand that I must complete an individual postdoctoral development plan.
10. I understand that my salary will be paid bimonthly starting September 1, 2016 through August 31, 2017.
11. I understand that I must adhere to all computer, data, attribution/acknowledgement, and other NCAS-M resource policies.
12. 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.

- 13. 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.
- 14. I have read all 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 Postdoctoral Fellow (Signature)	Print Name	Date
NCAS-M Postdoctoral Fellow Advisor (Signature)	Print Name	Date
NCAS-M Director (Signature)	Print Name	Date

## APPENDIX D

### Individual Student Development Plan

#### NCAS-M Individual Student Development Plan (SDP)

**DIRECTIONS:** The **SDP** consists of five sections: **1) Background Information, 2) Annual Planning Form, 3) Mid-Year Progress Report, 4) Year-End Progress Report, and 5) Summer Progress Report.**

	<b>SDP Section</b>	<b>Description</b>
<b>1</b>	<b>Background Information</b>	To be completed by student at the <u>start of the fiscal year</u> to gather background and contact information.
<b>2</b>	<b>Annual Planning Form</b>	To be completed by student and approved by faculty advisor and NOAA mentor at the <u>start of the fiscal year</u> to plan student education and research activities for the upcoming year.
<b>3</b>	<b>Mid-Year Progress Report</b>	To be completed by student and approved by faculty advisor and NOAA mentor at <u>mid-year</u> to document accomplishments, challenges, and needs by mid-year (report will cover fall semester).
<b>4</b>	<b>Year End Progress Report</b>	To be completed by student and approved by faculty advisor and NOAA mentor at <u>year-end</u> to document accomplishments, challenges, and needs by year-end (report will cover spring semester).
<b>5</b>	<b>Summer Progress Report</b>	To be completed by student and approved by faculty advisor and NOAA mentor at the <u>end of the summer</u> (report will cover summer experience).

**Thank you!**

## Background Information

**Directions:** Please complete all items in this section.

1. Today's Date: \_\_\_\_\_
2. Name: \_\_\_\_\_
3. NCAS-M Institution:  
\_\_\_\_\_
4. Phone: \_\_\_\_\_ 5. Email: \_\_\_\_\_
6. Semester/Year entered NCAS-M Program (e.g., Fall/2016): \_\_\_\_\_/\_\_\_\_\_
7. Cohort (or academic year entered the NCAS-M program) (check one)
  - a. Cohort 1, 2016-2017 \_\_\_\_\_
  - b. Cohort 2, 2017-2018 \_\_\_\_\_
  - c. Cohort 3, 2018-2019 \_\_\_\_\_
  - d. Cohort 4, 2019-2020 \_\_\_\_\_
  - e. Cohort 5, 2020-2021 \_\_\_\_\_
8. Degree and Degree Name (e.g., MS, Atmospheric Sciences): \_\_\_\_\_
9. Expected Date (Semester/Year) of Graduation (e.g., Spring/2018): \_\_\_\_\_/\_\_\_\_\_
10. Name of Faculty Advisor: \_\_\_\_\_
11. Name of NOAA Mentor: \_\_\_\_\_
12. Research Thematic Area: \_\_\_\_\_
13. Title of Research Project: \_\_\_\_\_
14. Current Cumulative GPA: \_\_\_\_\_
15. Last Semester's GPA: \_\_\_\_\_

## ANNUAL PLANNING FORM<sup>2</sup>

### EDUCATION ACTIVITIES

EDUCATION AND TRAINING REQUIREMENTS	ACTIVITIES
<p>1. <b>COURSEWORK:</b> List all courses you will enroll in during the current academic year (fall and spring).</p>	
<p>2. <b>RESEARCH:</b> List research activities you will be involved in during the academic year (fall and spring) <u>and</u> your role.  <i>(Students are required to attend one professional meeting <u>or</u> research-related travel one time per academic year)</i></p>	
<p>3. <b>PROFESSIONAL MEETINGS/CONFERENCES:</b> List all professional meetings/conferences you will attend during the academic year (fall and spring).  <i>(Students are required to attend one professional meeting <u>or</u> research-related travel one time per academic year)</i></p>	
<p>4. <b>NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO):</b> List the NERTO research activity for which you will apply or experience during the academic year or summer at a NOAA facility <u>and</u> your role.  <i>(All <u>graduate</u> students are required to participate in one NERTO experience as a NCAS-M fellow; All <u>undergraduate</u> rising sophomores must apply for a NOAA summer internship program)</i></p>	
<p>5. <b>PROFESSIONAL DEVELOPMENT ACTIVITIES:</b> List the professional development activities you will participate in this year  <i>(All students are required to participate in <u>two</u> professional development activities – <u>one</u> (1) center-wide professional development</i></p>	

<sup>2</sup> The **Annual Planning Form** should be completed at the start of the academic year (either August/September for the fall semester or January for the spring semester). Undergraduate, masters, and doctoral students should complete this form annually.

	<i>trainings and <u>one</u> (1) advanced research/skill training annually)</i>	
6.	<b>PUBLICATIONS:</b> List peer-review and non-peer review publications which you will be working on during the academic year (fall and spring).	
7.	<b>PRESENTATIONS AT CONFERENCES:</b> List presentations you will make at professional meetings during the academic year (fall and spring), include dates, locations, and titles.	
8.	<b>SOCIAL SCIENCES INTEGRATION:</b> Describe how you will integrate social sciences in your research during the academic year.	

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

### NCAS PROGRAM REQUIREMENT CHECKLIST

#### **General:**

- You must maintain at least a 3.0 GPA every semester
- Have one faculty member advisor **and** one NOAA mentor (graduate students)
- Have one faculty advisor (undergraduate students)

#### **One Time Experience:**

- Participate in a one-time NERTO experience (graduate students)

#### **Annual:**

- Attend at least one professional meeting (aim to present) or research-related travel annually
- Participate in at least two professional development activities (i.e., one center-wide professional development trainings and one advanced research/skill training)
- Complete SDPs four times a year (planning form, mid-year, end-of-year, and summer)

**MID-YEAR PROGRESS REPORT<sup>3</sup>**  
**EDUCATION AND RESEARCH ACTIVITIES**

ACADEMIC/RESEARCH DEVELOPMENT		RESPONSE	ACCOMPLISHMENTS	CHALLENGES	NEEDS
1.	<b>COURSEWORK:</b> List all courses you enrolled in during the fall semester.				
2.	<b>RESEARCH:</b> List research activities you were involved in during the fall semester <u>and</u> your role. <i>(Students are required to attend one professional meeting <u>or</u> research-related travel one time per academic year)</i>				
3.	<b>PROFESSIONAL MEETINGS/CONFERENCES:</b> List all professional meetings you will attended during the fall semester. <i>(Students are required to attend one professional meeting <u>or</u> research-related travel one time per academic year)</i>				
4.	<b>NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO):</b> List the NERTO research activity for which you applied during the fall semester and your role.				

<sup>3</sup> The **Mid-Year Progress Report** should be completed in December/January for fall semester entrants or May for spring semester entrants.

	<i>(All graduate students are required to participate in one NERTO experience as a NCAS-M fellow; All undergraduate rising sophomores must apply for a NOAA summer internship program)</i>				
5.	<b>PROFESSIONAL DEVELOPMENT ACTIVITIES:</b> List professional development activities you participated in during the fall semester. <i>(All students are required to participate in <u>two</u> professional development activities – <u>one</u> center-wide professional development trainings and <u>one</u> advanced research/skill training annually)</i>				
6.	<b>PUBLICATIONS:</b> List peer-review and non-peer review publications on which you worked during the fall semester.				
7.	<b>PRESENTATIONS AT CONFERENCES:</b> List presentations you made at professional meetings during the fall semester, include dates, locations, and titles.				
8.	<b>SOCIAL SCIENCES INTEGRATION:</b> Describe how you integrated social sciences in your research during the fall semester.				

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**NCAS PROGRAM REQUIREMENT CHECKLIST**

**General:**

- You must maintain at least a 3.0 GPA every semester
- Have one faculty member advisor **and** one NOAA mentor (graduate students)
- Have one faculty advisor (undergraduate students)

**One Time Experience:**

- Participate in a one-time NERTO experience (graduate students)

**Annual:**

- Attend at least one professional meeting (aim to present) or research-related travel annually
- Participate in at least two professional development activities (i.e., one center-wide professional development trainings and one advanced research/skill training)
- Complete SDPs four times a year (planning form, mid-year, end-of-year, and summer)

**YEAR-END PROGRESS REPORT<sup>4</sup>**  
**EDUCATION AND RESEARCH ACTIVITIES**

ACADEMIC DEVELOPMENT		RESPONSE	ACCOMPLISHMENTS	CHALLENGES	NEEDS
1.	<b>COURSEWORK:</b> List all courses you enrolled in during the spring semester.				
2.	<b>RESEARCH:</b> List research activities you were involved in during the spring semester <u>and</u> your role. <i>(Students are required to attend one professional meeting <u>or</u> research-related travel one time per academic year)</i>				
3.	<b>PROFESSIONAL MEETINGS/CONFERENCES:</b> List all professional meetings you will attended during the spring semester. <i>(Students are required to attend one professional meeting <u>or</u> research-related travel one time per academic year)</i>				
4.	<b>NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO):</b> List the NERTO research activity for which you applied during the spring semester and your role.				

<sup>4</sup> The Year-End Progress Report should be completed in May.

	<p><i>(All <u>graduate</u> students are required to participate in one NERTO experience as a NCAS-M fellow;</i></p> <p><i>All <u>undergraduate</u> rising sophomores must apply for a NOAA summer internship program)</i></p>				
5.	<p><b>PROFESSIONAL DEVELOPMENT ACTIVITIES:</b> List professional development activities you participated in during the spring semester.</p> <p><i>(All students are required to participate in <u>two</u> professional development activities – <u>one</u> center-wide professional development trainings and <u>one</u> (1) advanced research/skill training annually)</i></p>				
6.	<p><b>PUBLICATIONS:</b> List peer-review and non-peer review publications on which you worked during the spring semester.</p>				
7.	<p><b>PRESENTATIONS AT CONFERENCES:</b> List presentations you made at professional meetings during the spring semester, include dates, locations, and titles.</p>				
8.	<p><b>SOCIAL SCIENCES INTEGRATION:</b> Describe how you integrated social sciences in your research during the spring semester.</p>				

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**NCAS PROGRAM REQUIREMENT CHECKLIST**

**General:**

- You must maintain at least a 3.0 GPA every semester
- Have one faculty member advisor **and** one NOAA mentor (graduate students)
- Have one faculty advisor (undergraduate students)

**One Time Experience:**

- Participate in a one-time NERTO experience (graduate students)

**Annual:**

- Attend at least one professional meeting (aim to present) or research-related travel annually
- Participate in at least two professional development activities (i.e., one center-wide professional development trainings and one advanced research/skill training)
- Complete SDPs four times a year (planning form, mid-year, end-of-year, and summer)

**NCAS-M STUDENT DEVELOPMENT PLAN**  
**SUMMER PROGRESS REPORT FORM<sup>5</sup>**

NAME: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 NAME OF FACULTY ADVISOR: \_\_\_\_\_  
 ACADEMIC INSTITUTION: \_\_\_\_\_

**DIRECTIONS:** Please document your summer activities as it relates to the following areas: a) Academic Development, b) Professional/Career Development, and c) NOAA Experiential Research and Training Opportunity (NERTO).

	AREAS	ACTIVITIES ( 2019)		
		JUNE	JULY	AUGUST
1	<b>ACADEMIC DEVELOPMENT</b> (e.g., course work, seminars, research, publications)			
2	<b>PROFESSIONAL/CAREER DEVELOPMENT</b> (e.g., workshops, conferences, presentations)			
3	<b>NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO):</b> (NERTO research activity or NOAA summer internship)			

---

<sup>5</sup> The NCAS Summer Progress Report Form is due by August 31. Please submit completed form to **the Student Center on the NCAS-M website.**

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOAA MENTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NCAS PROGRAM REQUIREMENT CHECKLIST**

**General:**

- You must maintain at least a 3.0 GPA every semester
- Have one faculty member advisor **and** one NOAA mentor (graduate students)
- Have one faculty advisor (undergraduate students)

**One Time Experience:**

- Participate in a one-time NERTO experience (graduate students)

**Annual:**

- Attend at least one professional meeting (aim to present) or research-related travel annually
- Participate in at least two professional development activities (i.e., one center-wide professional development trainings and one advanced research/skill training)
- Complete SDPs four times a year (planning form, mid-year, end-of-year, and summer)

## APPENDIX E

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

#### Acknowledgment Guidelines

**“NCAS-M is funded by NOAA/EPP Cooperative Agreement #NA16SEC4810006”**

#### REQUIRED DISCLAIMERS

**Disclaimers** - All publications in scientific journals must contain acknowledgement of NOAA EPP support with the appropriate award number and the following statement: *"This publication was made possible by the National Oceanic and Atmospheric Administration, Office of Education Educational Partnership Program award. Its contents are solely the responsibility of the award recipient and do not necessarily represent the official views of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration."* In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement: *"Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration."*

**Required Attributions** - Along with the NOAA logo, the following acknowledgment of EPP support must appear in the publication of any material, whether copyrighted or not, and any posters or oral presentations which is substantially based upon or developed under this award: *"This material is based upon work supported by the National Oceanic and Atmospheric Administration, Educational Partnership Program, U.S. Department of Commerce, under Agreement No. #NA16SEC4810006."*

**AEROSE Data Acknowledgment** - AEROSE is the trans-Atlantic AERosols and Ocean Science Expeditions. *"AEROSE is supported primarily by NOAA through the Educational Partnership Program via Cooperative Agreement NA16SEC4810006. Additional support is provided by NOAA NESDIS STAR. The AEROSE science team is also acknowledged for providing data analysis and access to metadata generated from the campaigns. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration."*

#### Relevant citations when referring to NCAS:

L. Robinson, J. Rousseau, D. Mapp, V. Morris, M. Laster, An Educational Partnership Program with Minority Serving Institutions: A Framework for Producing Minority Scientists in NOAA-Related Disciplines. *Journal of Geoscience Education* 55(6) 486-492, 2008.

N. Nalli, E. Joseph, V. R. Morris, C. D. Barnet, W. W. Wolf, D. Wolfe, P. J. Minnett, M. Szczodrak, M. A. Izaguirre, R. Lumpkin, H. Xie, A. Smirnov, T. S. King, and J. Wei, Multi-year observations of the tropical Atlantic atmosphere: Multidisciplinary applications of the NOAA Aerosols and Ocean Science Expeditions (AEROSE). *Bulletin of the American Meteorological Society (BAMS)* 92(6), 765-789, June 2011.

V. Morris, P. Clemente-Colon, N. Nalli, E. Joseph, R. Armstrong, Y. Detres, M. Goldberg, P. J. Minnett, R. Lumpkin, Measuring Trans-Atlantic Aerosol Transport from Africa. *EOS*, 565-566, Dec 12, 2006.

V. Morris, T.-W Yu, E. Joseph, R. A. Armstrong, Y. Detres, R. Fitzgerald, R. Karim, X. Liang, and Q. Min, The NOAA Center for Atmospheric Sciences (NCAS): Its Mission, Current Status, and Significant Achievements from 2002-2005. *Bulletin of the American Meteorological Society (BAMS)* 88(2), 141, 2007.

## APPENDIX F

### Individual Postdoctoral Development Plan

#### NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M) Individual Postdoctoral Development Plan (IPDDP)

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**DIRECTIONS:** The **IPDDP** consists of four sections: **1) Background Information**, **2) Annual Planning Form**, **3) Mid-Year Progress Report**, and **4) Year-End Progress Report**.

- 1) The **Background Information** section should be completed by the fellow at the start of hire.
- 2) The **Annual Planning Form** should be completed by the postdoctoral fellow, NCAS-M advisor, and NOAA mentor at the start of hire to plan postdoctoral activities for the upcoming year.
- 3) The **Mid-Year Progress Report** should be completed by the postdoctoral fellow and approved by the NCAS-M advisor and NOAA mentor six months after hire. This form should document accomplishments, challenges, revisions, and needs six months after hire.
- 4) The **Year-End Progress Report** should be completed by the postdoctoral fellow and approved by the NCAS-M advisor and NOAA mentor twelve months after hire. This form should document accomplishments, challenges, and needs twelve months after hire.

Please complete each section of the **IPDDP** at the appropriate times.

**Thank you!**

## Background Information

**Directions:** Please complete all items in this section.

1. **Today's Date:** \_\_\_\_\_
2. **Name:** \_\_\_\_\_
3. **NCAS-M Institution:** \_\_\_\_\_
4. **Phone:** \_\_\_\_\_
5. **Email:** \_\_\_\_\_
6. **Date of Hire:** \_\_\_\_\_
7. **Date of Mid-Year Progress Report:** \_\_\_\_\_
8. **Date of Year-End Progress Report:** \_\_\_\_\_
9. **Highest Degree:** \_\_\_\_\_
10. **Graduation Date:** \_\_\_\_\_
11. **Graduation Institution:** \_\_\_\_\_
12. **Name of NCAS-M Mentor:** \_\_\_\_\_
13. **Name of NOAA Scientist Serving as Your Mentor:** \_\_\_\_\_
14. **NCAS-M Research Thematic Area:** \_\_\_\_\_
15. **Title of Research Project:** \_\_\_\_\_

**Directions: Annual Planning Form** – please document activities for each item in the Activities column.

**ANNUAL PLANNING FORM<sup>6</sup>**

ACADEMIC/RESEARCH DEVELOPMENT		ACTIVITIES
9.	<b>CONFERENCES:</b> List all conferences you will attend during the year and presentations you will make at conferences during the year, include dates, locations, and titles.	
10.	<b>RESEARCH:</b> List research projects you will be involved in during the year that addresses NOAA-mission science.	
11.	<b>NOAA SITE-BASED RESEARCH:</b> List NOAA site-based research projects you will be involved in during the year. <i>(Each postdoctoral fellow must participate in co-location of at least a one-time NOAA site-based research opportunity that is six (6) consecutive months and not to exceed one (1) year)</i>	
12.	<b>PUBLICATIONS:</b> List peer-review publications you will be working on during the year.	
13.	<b>TECHNICAL SKILLS DEVELOPMENT:</b> List any technical skills you plan to acquire during the year (e.g. use of statistical software, lab equipment).	

<sup>6</sup> To be completed at time of hire.

<b>14.</b>	<b>COLLABORATIVE ACTIVITIES:</b> List collaborative research activities among postdoctoral fellows, CSC scientists, and NOAA scientists you plan to participate in during the year.	
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**Postdoctoral Fellow Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**NCAS-M Advisor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**Date** \_\_\_\_\_

**NCAS-M Postdoctoral Fellow Checklist**

- Collaborative research among other postdoctoral fellows, NCAS-M scientists, and NOAA scientists
- Co-location at a NOAA facility for a minimum of six (6) consecutive months and not to exceed one (1) year
- Completion of individual postdoctoral development plan (3 times a year)
- Research in NOAA-mission science priority areas

**Directions: Mid-Year Progress Report** – please document accomplishments, challenges, and needs for each item by the mid-year.

<b>MID-YEAR PROGRESS REPORT<sup>7</sup></b>					
<b>ACADEMIC/RESEARCH DEVELOPMENT</b>		<b>RESPONSE</b>	<b>ACCOMPLISHMENTS</b>	<b>CHALLENGES</b>	<b>NEEDS</b>
<b>1.</b>	<b>CONFERENCES:</b> List all conferences you attended and conference presentations you made by mid-year, include dates, locations, and titles.				
<b>2.</b>	<b>RESEARCH:</b> List research projects you were involved in by year-end that address NOAA-mission science.				
<b>3.</b>	<b>NOAA SITE-BASED RESEARCH:</b> List NOAA site-based research projects you were involved in by mid-year. <i>(Each postdoctoral fellow must participate in co-location of at least a one-time NOAA site-based research opportunity that is six (6) consecutive months and not to exceed one (1) year)</i>				
<b>4.</b>	<b>PUBLICATIONS:</b> List peer-review publications you worked by mid-year.				
<b>5.</b>	<b>TECHNICAL SKILLS DEVELOPMENT:</b> List technical skills you acquired by mid-year (e.g. use of statistical software, lab equipment).				
<b>6.</b>	<b>COLLABORATIVE ACTIVITIES:</b> List collaborative research activities among postdoctoral fellows, CSC scientists, and NOAA scientists you participated in by mid-year.				

<sup>7</sup> The **Mid-Year Progress Report** should be completed six months after hire.

Postdoctoral Fellow Signature \_\_\_\_\_

Date \_\_\_\_\_

NCAS-M Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**NCAS-M Postdoctoral Fellow Checklist**

- Collaborative research among other postdoctoral fellows, NCAS-M scientists, and NOAA scientists
- Co-location at a NOAA facility for a minimum of six (6) consecutive months and not to exceed one (1) year
- Completion of individual postdoctoral development plan (3 times a year)
- Research in NOAA-mission science priority areas

**Directions: Year-End Progress Report** – please document accomplishments, challenges, and needs for each item by from mid-year to year-end.

<b>YEAR-END PROGRESS REPORT<sup>8</sup></b>				
<b>ACADEMIC/RESEARCH DEVELOPMENT</b>	<b>RESPONSE</b>	<b>ACCOMPLISHMENTS</b>	<b>CHALLENGES</b>	<b>NEEDS</b>
<b>1</b>	<b>CONFERENCES:</b> List all conferences you attended and conference presentations you made by year-end, include dates, locations, and titles.			
<b>2.</b>	<b>RESEARCH:</b> List research projects you were involved in by year-end that address NOAA-mission science.			
<b>3.</b>	<b>NOAA SITE-BASED RESEARCH:</b> List NOAA site-based research projects you were involved in by year-end. <i>(Each postdoctoral fellow must participate in co-location of at least a one-time NOAA site-based research opportunity that is six (6) consecutive months and not to exceed one (1) year)</i>			
<b>4.</b>	<b>PUBLICATIONS:</b> List peer-review publications you worked by year-end.			
<b>5.</b>	<b>TECHNICAL SKILLS DEVELOPMENT:</b> List technical skills you acquired by year-end (e.g. use of statistical software, lab equipment).			
<b>6.</b>	<b>COLLABORATIVE ACTIVITIES:</b> List collaborative research activities among postdoctoral fellows, CSC scientists, and NOAA scientists you participated in by year-end.			

<sup>8</sup> The **Year-End Progress Report** should be completed at the end of the fiscal year.

Postdoctoral Fellow Signature \_\_\_\_\_

Date \_\_\_\_\_

NCAS-M Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**NCAS-M Postdoctoral Fellow Checklist**

- Collaborative research among other postdoctoral fellows, NCAS-M scientists, and NOAA scientists
- Co-location at a NOAA facility for a minimum of six (6) consecutive months and not to exceed one (1) year
- Completion of individual postdoctoral development plan (3 times a year)
- Research in NOAA-mission science priority areas

## APPENDIX G

### NCAS-M Fellow Contact Form

<b>NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M)</b> Howard University 1840 7th Street, NW, HURB1 #305 Washington, DC 20001  <b>NCAS-M Fellow Contact Form</b>		
<b>Name: (Last, First, Middle Initial)</b>		<b>Date:</b>
<b>Current Address:</b>		
<b>Permanent Address:</b>		
<b>US Citizen* __ Yes __ No</b>		
<b>Home Phone #:</b>		<b>Cell/Mobile Phone#:</b>
<b>Date of Birth:</b>	<b>Gender</b>	<b>Student ID#:</b>
<b>Personal E-mail:</b>		<b>School E-mail:</b>
<b>Preferred E-mail: Personal or School</b>		
<b>Major:</b>		<b>Classification** :</b>
<b>Research Interest/Topic:</b>		
<b>NCAS-M Partner Institution:</b>		
<b>Academic Advisor Name:</b>		<b>Expected Graduation Date:</b>
<b>Name of Emergency Contact:</b>		<b>Emergency Contact Phone #:</b>
<b>Relationship:</b>		
<b>Emergency Contact Address:</b>		
<b>Signature:</b>		
<b>Ethnicity: __ Black or African American; __ American Indian or Alaska Native; __ Asian; __ Hispanic or Latino</b>		
<b>Ethnicity: __ Native Hawaiian or Other Pacific Islander; __ White; __ None; __ Other</b>		
*Citizenship Verification by: US Birth Certificate and State ID; Valid US Naturalization Certificate; US Passport		
** Identify: Undergraduate or Graduate student and current level (Freshmen, Sophomore, Junior, Senior, Master or PhD student)		

APPENDIX H

NCAS-M Fellow Travel Request Form

**NCAS Travel Request Form** *Please complete every question on this form*

Traveler's Full Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Purpose of Travel (i.e.: Conference/Event/Seminar): \_\_\_\_\_

Exact Dates of Travel: \_\_\_\_\_

*\*Please state the exact date of departure and your return of your travel*

Will a hotel be needed? (**Select one**) Yes: \_\_\_\_\_ No: \_\_\_\_\_

List Three (3) Hotel Preferences: \_\_\_\_\_

Will a rental car be needed? (**Select one**) Yes: \_\_\_\_\_ No: \_\_\_\_\_

*\*This is for faculty and staff only*

Estimated Expenditures:

1. Transportation: \_\_\_\_\_

2. Lodging: \_\_\_\_\_

3. Meals: \_\_\_\_\_

4. Miscellaneous: \_\_\_\_\_

TOTAL REQUESTED \_\_\_\_\_

Please write any special needs or accommodations will be needed for this trip below:

\_\_\_\_\_  
\_\_\_\_\_

<b>Advisor Recommendation/Approval:</b>	<b>Date:</b>	<b>Name:</b>	<b>Signature:</b>
<b>Director Approval:</b>	<b>Date:</b>	<b>Name:</b>	<b>Signature:</b>

## APPENDIX I

### NCAS-M Fellow Travel Report Form

# NCAS-M Fellow Travel Report Form

## Summary and Lessons Learned from Travel Activity

Student Name: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

Research/Travel Focus Area: \_\_\_\_\_ Primary Objective(s): \_\_\_\_\_

Conference / Workshop / Other Travel Activity: \_\_\_\_\_

Approval by	Date	Name	Signature
Student			
Advisor			

### Lessons learned purpose and objectives

Throughout any project life cycle, lessons are learned and opportunities for improvement are discovered. As part of our desire to continuously improve process, we seek to document lessons learned from each travel activity in order to assess student benefits, to evaluate our investments, to determine the root causes of problems that occurred and to avoid those problems in the future, later project stages or future projects. The data requested below is designed to meet these needs.

The objective of this report is gathering all relevant information for better planning and evaluation of future travel support, improving implementation of student travel, and preventing or minimizing risks for future travel-related activities.

**Through this travel report form and associated report, we seek answers to two primary questions.**

- What was/were your objective(s) for attending this meeting/activity?
- Were the project goals attained?

## Lessons learned questions

Lessons Learned Questions	Success Factors
What were your goals and objectives for travel?	
Did you make a presentation? If so, list the type of presentation and title	
What was the response to your presentation? Were there questions that you could not answer? What did you learn through the process?	
In which specific sessions or activities did you participate? What was your role in the activity?	
Did you attend a significant number of seminars and/or presentations? Approximately how many? Please list these, including primary speaker's name and title of the talk.	
Were the keynote speakers / presentations informative and/or effective? Explain how.	
How many key professional contacts did you make and who were they? Include name and affiliation of each.	
What skills/knowledge did you gain through this travel opportunity? Please explain.	
How will this activity impact your educational and life goals?	

# Conference/Activity

## Highlights

### Top 3 Significant Travel Activity Successes

Project Success	Factors That Contributed To Success

### Travel/Activity Shortcomings and Solutions

- What (if any) circumstances were not anticipated?
- What needs to be done over or differently to correct these?

Shortcoming	Recommended Solutions

### Approvals

Prepared by: \_\_\_\_\_  
Student Traveler // Date

Received by: \_\_\_\_\_  
NCAS-M Representative // Date

APPENDIX J

NCAS-M Fellow Purchase Request Form

# NCAS-M Fellow Purchase Request Form

Requestor: \_\_\_\_\_

Contact Name/Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
\_\_\_\_\_

Vendor Telephone/Fax: \_\_\_\_\_

Vendor Email/Web Address: \_\_\_\_\_

Items to Purchase:

Catalog/Item #	Description/Name	Quantity	Price

Date Needed: \_\_\_\_\_

Activity Title (If Known): \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_  
\_\_\_\_\_

Ship to Address: \_\_\_\_\_  
\_\_\_\_\_

<b>Advisor Approval:</b>	<b>Date:</b>	<b>Name:</b>	<b>Signature:</b>
<b>Director Approval:</b>	<b>Date:</b>	<b>Name:</b>	<b>Signature:</b>