

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

NOAA Experiential Research and Training Opportunity (NERTO)

NERTO Form

Directions: All NCAS-M fellows are required to complete a one-time NERTO experience during their two-year fellowship. This unique NOAA-mission experiential training experience integrates academics with practical NOAA mission-relevant experiential training.

NCAS-M fellows please complete this five-part form in consultation with your faculty advisor and NOAA mentor. The form serves to clarify the educational purpose of the NERTO experience and ensure an understanding of the NOAA experience among the principal parties involved.

Part I: Contact Information

A. NCAS-M Fellow

Name: _____

NCAS-M Institution: _____

Cohort (or academic year you entered the NCAS-M program):

Cohort 1, 2016-2017 _____

Cohort 4, 2019-2020 _____

Cohort 2, 2017-2018 _____

Cohort 5, 2020-2021 _____

Cohort 3, 2018-2018 _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Research Area: _____

B. Faculty Advisor

Name: _____ Department: _____

NCAS-M Institution: _____

Phone: _____ Email: _____

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C. NOAA Mentor

Name: _____ Title: _____

Company/Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

D. NERTO Information

Supervisor's Name: _____ Title: _____

Company/Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Beginning Date: _____ Ending Date: _____

Hours per Week: _____

Average total budget (see estimated budget worksheet in Part II): \$ _____

****Maximum Budget: Doctoral student - \$10,000.00, Master's student - \$5,000.00****

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Part II: Estimated Budget Worksheet

Destination: _____

Travel Dates: _____

TRANSPORTATION	ESTIMATED	ACTUAL
Airfare		
Airport Parking		
Bus/Taxi/Subway/Shuttle		
Car Mileage		
Gasoline		
Tolls & Other Fees		
Misc.:		
SUB TOTAL		

LODGING	ESTIMATED	ACTUAL
Hotel/Motel		
Taxes & Fees		
Parking		
Misc.:		
SUB TOTAL		

FOOD & DRINK	ESTIMATED	ACTUAL
Per Diem: \$40.00 per day		
SUB TOTAL		

INCIDENTALS (JUSTIFICATION REQUIRED)	ESTIMATED	ACTUAL
Misc.:		
Misc.:		
Misc.:		
Misc.:		
SUB TOTAL		

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JUSTIFICATION FOR INCIDENTALS:

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Part III: NERTO Learning Objectives/Learning Activities

1. **Learning Objectives:** What do you intend to learn, acquire and clarify through the NERTO experience? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

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2. Learning Activities: How will the NERTO experience enable you to acquire the knowledge/ understanding, and skills you listed above?

- On the job: Describe how the NERTO experience will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

- Off the job: List readings, writing, contact with faculty advisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

3. Evaluation: Your work supervisor will provide a written evaluation of the NERTO experience. Describe in detail what other evidence you will provide your faculty advisor and NOAA mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

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Part IV: The NERTO Experience

1. **NERTO Description:** Describe in as much detail as possible your role and responsibilities while on your NERTO experience. List duties, project to be completed, deadlines, etc.

2. **Supervision:** Describe in as much detail as possible the supervision to be provided at the NERTO site. List what kind of instruction, assistance, consultation you will receive from whom.

3. **Evaluation:** How will your work performance be evaluated? By whom? When?

4. **NOAA-related:** How will your work relate to NOAA-related mission sciences?

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Part V: Agreement

This form is received and agreed to by the following parties.

NCAS-M Fellow _____ Date _____

Faculty Advisor _____ Date _____

NOAA Mentor _____ Date _____

NERTO Supervisor _____ Date _____