



NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO)

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.
- 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 the EPP/MSI Program Office (oed.epp10@noaa.gov) with any questions.
- Information on NERTO can be found at the NERTO URL, <http://www.noaa.gov/noaa-experiential-research-training-opportunities-nerito>
- Once the project is uploaded to the SSIO database, students will email a cover letter, resume, and unofficial transcript to 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 NCAS-M student, NCAS-M 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/MSI;
 - iv. NOAA mentor makes arrangement for badging, network access, and space at the hosting NOAA facility;
 - v. NOAA mentor provides NOAA EPP/MSI the offer letter for the NCAS-M student who is selected for the NERTO internship as outlined in [Key NERTO Elements](#); and the NCAS-M also takes actions to support a successful NERTO internship;
 - vi. 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); and
 - vii. The NERTO Final Report must be submitted 14 days after the end of the NERTO to NCAS-M, after which it will be submitted to the EPP/MSI Program Office.



Important Information

The [NERTO online resources](#) are available to aid in navigating through the EPP/MSI NERTO experience. Of note:

1. The **internship start date is negotiated between the NOAA Host Mentor and the CSC.**
2. The **EPP/MSI NERTO is to be completed in 12 contiguous weeks at a NOAA facility (although NERTO by telework has been authorized in 2020 because of shutdowns due to COVID-19).**
3. The **EPP/MSI NERTO intern is required to complete 40 hours per week for this internship.**
4. **Internship security (badging) and network access** are the responsibility of the NOAA Host Mentor for the internship.
5. The established internship start/end date and updated (as appropriate) 12-week EPP/MSI NERTO Internship Plan must be shared with the EPP/MSI Program Office by the NOAA mentor.

NOAA EPP/MSI requests that each NCAS-M-supported EPP/MSI NERTO intern understand they are:

- NOAA EPP/MSI-supported;
- aspiring professionals who are bringing value to the hosting NOAA office/lab and gaining knowledge and skills in NOAA mission areas;
- to avail themselves of NCAS-M professional development opportunities such as professional correspondence development, resume writing, planning for manuscript development, etc. before, during, and after the EPP/MSI NERTO internship;
- supported in the EPP/MSI NERTO internship and as an NCAS-M Fellow will continue to be supported, as allowable with award funds;
- to be familiar with the [NERTO resources](#) accessible online;
- aware that any EPP/MSI NERTO period is a minimum of 12 contiguous weeks and a maximum duration of 12 months as determined by NCAS-M; and,
- NOAA EPP/MSI has the highest expectations for the investment in each student and their successful NERTO internship.

NOAA EPP/MSI requests that all NCAS-M students participating in an EPP/MSI NERTO graduate internship, must have the email signature block below:

First Name Last Name
NOAA EPP NERTO Intern
NOAA CSC Graduate Fellow or Scholar (Cohort #)
NOAA NERTO Hosting Office
Address and Phone/eMail Details
NOAA Award # NA16SEC481000#

<<Sample>>
June Smith
NOAA EPP NERTO Intern
NOAA NCAS-M Graduate Scholar (Cohort 3)
NOAA OAR ATDD
Memphis, TN 12345
june.smith@noaa.gov
Ph. 123-456-7890
NOAA Award # NA16SEC4810006



FAQs

1. How are NCAS-M student prepared prior to NERTOs?

- NOAA 101 Briefing
- Distinguished Scientist (DS) and Education Expert (EE) meet with students individually (*discuss interests, responsibilities, and expectations on both sides*)
- Fellow's advisor meets with student (*discuss research topics and rules of engagement during NERTO*)
- DS, EE, and Institutional Advisor meet with students prior to NERTO to discuss roles and responsibilities during NERTO
- Student completes NCAS-M NERTO Form

2. What is the role of NCAS-M during NERTO?

- Weekly check-ins during NERTO (DS, EE, and Institutional Advisor) check-in weekly with student. If follow-up or off-line check-ins are necessary, they will also be done.
- Bi-weekly check-ins during NERTO (Institutional Advisor) check-in bi-weekly with NOAA mentor by email (copy DS and EE). If follow-up or off-line check-ins are necessary, they will also be done.

3. What are students' responsibilities at the end of NERTO?

- Student completes NERTO Final Performance Report that should be reviewed by Institutional Advisor before submission to EE with copy to DS and Deputy Director.

4. Does the NOAA site fund NCAS-M fellows?

- No, NCAS-M fellows are already funded through their NCAS-M fellowship for the NERTO experience.

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

- Doctoral (up to \$10,000); Master's (up to \$5,000). NERTO funding may be used for transportation, lodging, and per diem (when the NERTO internship is in a different location from the home institution or not local).

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

- Fellows will be working with their NOAA mentors on the research projects outlined in their approved 12-week NERTO Workplan.

7. When should NCAS-M fellow complete their NERTO experience?

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

8. 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.

9. 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). The NCAS-M NERTO Form must be completed in consultation with the faculty advisor and NOAA mentor.



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-nerto>
- <http://www.noaa.gov/frequently-asked-questions-on-nerto-for-csc-students>
- www.noaa.gov/eppnerto

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