



NOAA Cooperative Science Center in Atmospheric Science and Meteorology (NCAS-M)
Undergraduate and Graduate Fellowship Program
Letter of Understanding/Contract

The primary goal of the NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M) is to use collaborative research as a mechanism to educate and produce a highly-skilled cadre of technical and environmentally-literate professionals, with a focus on underrepresented populations, who will directly contribute to the NOAA workforce through science, service, and stewardship.

The goal of the NCAS-M Fellowship is to support advanced training and matriculation of students 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 academic integrity, honesty, and respect toward self and others at all times.
2. I understand that the NCAS-M Fellowship program is an educational and financial support program that requires participation in education, research, training, and professional development activities designated by the Center.
3. I understand that the NCAS-M fiscal year begins September 1 of each year and ends August 31 of following year. I further understand that the Fellowship will be administered during this timeframe with the specified dates on my award letter.
4. I understand that I must be a United States citizen to receive program funding.
5. I understand that I am required to maintain a 3.0 GPA each semester and make satisfactory progress toward my Doctoral, Master's, or Bachelor's degree. I further understand that I will not be financially supported if I do not meet the minimum 3.0 GPA every semester.
6. I understand that NCAS-M is not obligated to pay or reimburse for repeat courses.
7. I understand that the NCAS-M Fellowship program will pay the minimum amount listed below for up to two (2) years to fellows in the program:
 - Doctoral student – \$30,000 USD per year in tuition and/or stipend
 - Master's student – \$25,000 USD per year in tuition and/or stipend
 - Undergraduate student – \$12,000 USD per year in tuition and/or stipend

Annual renewal during the two-year period will be based upon academic standing, research progress, and fulfilment of NCAS-M program requirements.

8. I understand that I am required to disclose in writing all additional funding sources received outside of my NCAS-M Fellowship. This is necessary to make sure we are in compliance with the conditions of the federal award.
9. I understand I must attend at least one (1) professional meeting or research-related travel one time per year. This travel will be supported by funds from the award given to each institutional partner.
 - Attendance to the American Meteorological Society (AMS) conference is strongly advised 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 the Institutional Lead Investigator
10. I understand that no international travel is to be supported with funds from this program.
11. I understand that the NCAS-M Fellows will be funded for a two (2)-year commitment, and all Graduate Fellows are expected to participate full-time during each summer.
12. I understand that as a NCAS-M Fellow, I cannot engage in employment outside of the Center, degree program, and/or academic institution without written prior approval by both the academic advisor and the NCAS-M Director. No co-mingling of federal funds is permissible.
13. I understand that my research goals must be in alignment with NOAA/NCAS-M strategic plan and I must be able to fully articulate how my specific research fits into the research themes of the Center.
14. I understand that I must maintain full-time enrollment status every semester I am funded. If I fail to maintain full-time enrollment status for any reason, I revoke my right to the financial award detailed in my award letter (Note: graduate students at the writing stage of their thesis or dissertation, having met all other requirements, could be exempt from the “full-time enrollment status” requirement when enrolled in thesis or dissertation credits).
15. I understand I must have a NCAS-M faculty advisor and a NOAA mentor associated with my graduate or undergraduate research.
16. I understand that all graduate students must engage in a 12-week NOAA Experiential Research and Training Opportunity (NERTO) before their tenure as a NCAS-M Fellow ends. The following dollar amounts are allocated to help defray the extra cost of expenses and travel that might be incurred when completing the NERTO.
 - Doctoral - \$10,000 per year stipend and travel
 - Master’s – \$5,000 per year stipend and travel
 - All NERTOs must be approved in advance of their start date in writing by the NOAA Office of Education, the faculty advisor, the NCAS-M Education Lead, and the NCAS-M Director.

17. I understand that all freshmen and sophomore undergraduate fellows are expected to submit competitive applications to at least one of the NOAA Office of Education Fellowship programs (Ernest F. Hollings Undergraduate Scholarship and/or Educational Partnership Program with Minority Serving Institutions Undergraduate Scholarship). All junior and senior undergraduate fellows should seek summer internships at NOAA facilities with the assistance of your NCAS-M faculty advisor and/or the Education Lead.
18. I understand that I am required to complete an Individual Student Development Plan (SDP) four (4) times a year over the tenure of the Fellowship.
19. I understand that I am required to participate in the NCAS-M center-wide professional development activities during each NCAS-M fiscal year. I further understand that the lead institution, Howard University, will cover all expenses associated with this activity. Exceptions must be submitted in writing and approved by the faculty advisor and the Education Lead.
20. I understand that I am required to participate in all NCAS-M scheduled workshops, meetings, trainings, and activities. This will include but is not limited to: NOAA Education Partnership Program (EPP) Biennial Forum, professional development workshops, and center-wide trainings.
21. I understand that periodically the NCAS-M Fellowship program will require that I attend special events at NOAA or other activities determined as necessary and appropriate by the NCAS-M program.
22. I understand that I should identify myself as a NCAS-M Fellow in all communications and/or correspondences (e.g., in your school email signature, LinkedIn, business cards). I understand that specific guidelines will be provided.
23. I understand that I must adhere to all computer, data, attribution/acknowledgement, and other NCAS-M resource policies in all oral and visual presentations. I understand that specific guidelines will be provided on the NCAS-M website.
24. I understand that I am obligated to balance my time among academics, research, and support of NCAS-M programs and operations. Also, that concurrent with coursework, I am expected to complete research assignments and reports in a timely manner and consistent with the program goals to fulfill research tasks and NOAA requirements.
25. I understand that the NCAS-M program will be taking photographs and videos on a periodic basis. Please let us know in writing if you do not give permission to have photographs and videos taken.
26. I understand that I must have an email account on file, which I must check regularly. Moreover, I understand that I am responsible for a timely response to all communications conveyed in these messages.
27. I understand that relevant 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 NCAS-M Education Lead.

28. I understand that all requests or grievances related to the NCAS-M program must be in writing to the NCAS-M Education Lead and/or the NCAS-M student ombudsperson. Any verbal request will be considered unofficial and will not be acted upon until it is followed by a written request.

29. I have read all 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/Contract.

30. Special exceptions to any requirement will only be evaluated if prior notice is submitted in writing to the Director and Education Lead for consideration of the request by the NCAS-M Executive Management Team. All supporting documentation must be provided at the time of the submission.

By signing this document, I acknowledge full compliance:

NCAS-M Fellow (Signature)	Print Name	Date
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Cohort: 1 2 3 4 5
 Place a check mark next to the Cohort in which you were admitted

NCAS-M Fellow Major Advisor (Signature)	Print Name	Date
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NCAS-M Director/Institution Lead Investigator (Signature)	Print Name	Date
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