



## 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://oedwebdbapps.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://oedwebdbapps.iso.noaa.gov/ssio/>
- The NOAA mentor may also reach out to the EPP/MSI Program Office ([oed.epp10@noaa.gov](mailto: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-butt@howard.edu](mailto:jmanswell-butt@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 Interim Center Director (Dr. Terri Adams) 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-butt@howard.edu](mailto:jmanswell-butt@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-butty@howard.edu](mailto:jmanswell-butty@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-nerito>
- <http://www.noaa.gov/frequently-asked-questions-on-nerito-for-csc-students>
- [www.noaa.gov/eppnerto](http://www.noaa.gov/eppnerto)

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



## NOAA Experiential Research and Training Opportunity (NERTO) Pathway

