

**NOAA Cooperative Science Center in Atmospheric Science and Meteorology II (NCAS-M II)
Undergraduate and Graduate Fellowship Program**

Letter of Understanding/Contract

The primary goal of the NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology II (NCAS-M II) 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 II Fellowship is to support advanced training and matriculation of students in NOAA mission-related sciences focused on atmospheric science and meteorology.

I accept this support with the understanding of the program and fellowship goals. In accepting the NCAS-M II Fellowship, I agree to abide by the following rules, regulations, and responsibilities:

1. I am aware that training and research while in the program require deliberate integration of NOAA-mission research focused on atmospheric science and meteorology.
2. I am aware that the NCAS-M II fellowship requires the following to receive program funding:
 - a. Full-time status as an undergraduate or graduate student
 - b. Enrollment at one of the nine NCAS-M II partner institutions
 - c. U.S. citizenship
 - d. Minimum 3.0 grade point average (GPA) every semester
 - e. Major in a NOAA mission discipline in Atmospheric Science and Meteorology and/or social, behavioral, or economic (SBE) sciences.
 - f. Fulfilling core curriculum requirements of [GS-1340](#)
3. I understand that I am expected to exhibit the highest level of academic integrity, honesty, and respect toward self and others always.
4. I understand that the NCAS-M II Fellowship program is an educational and financial support program that requires participation in education, research, training, and professional development activities designated by the Center.
5. I understand that the NCAS-M II fiscal year begins September 1 of each year and ends August 31 of the following year. I further understand that the Fellowship will be administered during this timeframe with the specified dates on my award letter.

6. I understand that I must complete at least 24 semester hours (36 quarter hours) in meteorology/ atmospheric science to include courses in atmospheric dynamics, synoptic/mesoscale, physical meteorology, remote sensing/ instrumentation, and differential equations.
7. I understand that graduate students must complete a NOAA Experiential Research and Training Opportunity (NERTO) that is a 12-week graduate internship at a NOAA facility with a NOAA employee. At the end of NERTO, students must submit a final report and present the results at the NOAA Science Seminar.
8. I understand that undergraduate students are highly encouraged to complete an EPP/MSI CSC Undergraduate Internship-at-NOAA(UG Internship-at-NOAA) that is a 10-week summer internship at a NOAA facility under the direction of a NOAA mentor. At the end of UG Internship-at-NOAA, students must present the results at the NOAA Science and Education Symposium.
9. I understand that all NERTOs and UG Internship-at-NOAAs must be approved in advance of their start date in writing by the NOAA Office of Education, NCAS-M II Director, NCAS-M II faculty advisor, and NCAS-M II Education Expert.
10. I understand that the NCAS-M II Fellowship will pay tuition (at least 75%) and/or a stipend based on a student's classification:
 - Doctoral student can receive tuition and/or stipend for no more than 5 years
 - Master's student can receive tuition and/or stipend for no more than 3 years
 - Undergraduate student can receive tuition and/or stipend for no more than 4 years

Annual renewal during the fellowship period will be based upon academic standing, research progress, and fulfillment of NCAS-M II program requirements.
11. I understand that the NCAS-M II Fellows will be funded for a maximum of 5 years (doctoral student), 3 years (master's students) and 4 years (undergraduate students), and all Graduate Fellows are expected to participate full-time during each summer.
12. 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 II Fellow ends. All undergraduate students are highly encouraged to complete a 10-week UG Internship-at-NOAA before their tenure as a NCAS-M II 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 / UG Internship-at-NOAA.
 - Doctoral – up to \$10,000 NOAA mission research support; \$10,000 NERTO; \$5,000 travel

- Master's – up to \$8,000 NOAA mission research support; \$10,000 NERTO; \$4,000 travel
- Undergraduate – up to \$9,000 UG Internship-at-NOAA; \$4,000 travel

13. I understand that NCAS-M II is not obligated to pay or reimburse for repeat courses.

14. I understand I must attend at least one (1) professional meeting or research-related travel once 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 II 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 NCAS-M II Faculty Advisor.

15. I understand that no international travel will be supported with funds from this program.

16. I understand that I am required to disclose in writing all additional funding sources received outside of my NCAS-M II Fellowship. This is necessary to make sure NCAS-M II is compliant with the conditions of the federal award.

17. I understand that as a NCAS-M II Fellow, I cannot engage in employment outside of the Center, degree program, and/or academic institution without written prior approval by both the NCAS-M II academic advisor and the NCAS-M II Director. No co-mingling of federal funds is permissible.

18. I understand that my research goals must be in alignment with NOAA/NCAS-M II strategic plan and I must be able to fully articulate how my specific research fits into the research themes of the Center.

19. 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).

20. I understand I must have a NCAS-M II faculty advisor and a NOAA mentor associated with my graduate or undergraduate research.

21. I understand that I am required to complete an Individual Student Development Plan (SDP), as required, over the tenure of the Fellowship.

22. I understand that I am required to participate in NOAA Skills and Competencies Training at NCAS-M II and the Annual Center-Wide Cohort Experience during each NCAS-M II fiscal year. Exceptions must be submitted in writing and approved by the NCAS-M II faculty advisor.
23. I understand that I am required to participate in all NCAS-M II scheduled workshops, meetings, trainings, and activities. This will include but is not limited to: NOAA Education Partnership Program (EPP) Biennial Forum, and NCAS-M II professional development workshops and center-wide trainings.
24. I understand that periodically the NCAS-M II Fellowship program will require that I attend special events at NOAA or other activities determined as necessary and appropriate by the NCAS-M II program.
25. I understand that I must have a LinkedIn profile established.
26. I understand that I should identify myself as a NCAS-M II 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.
27. I understand that I must adhere to all computer, data, attribution/acknowledgement, and other NCAS-M II resource policies in all oral and visual presentations. I understand that specific guidelines will be provided on the NCAS-M II website.
28. I understand that I am obligated to balance my time among academics, research, and support of NCAS-M II programs and operations. Also, 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.
29. I understand that the NCAS-M II program will be taking photographs and videos on a periodic basis. All Fellows will be asked to complete a Likeness and Profile Release Form.
30. 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.
31. 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 II Faculty Advisor and/or NCAS-M II Education Expert.
32. I understand that all requests or grievances related to the NCAS-M II program must be in writing to the NCAS-M II Education Expert and/or the NCAS-M II student ombudsperson (Dr. Leticia Williams -- leticia.williams@noaa.gov). Any verbal request will be considered unofficial and will not be acted upon until it is followed by a written request.

33. I have read all NCAS-M II 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 II program determines that I am not meeting my responsibilities or have failed to comply with any terms of this Letter of Understanding/Contract.

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

By signing this document, I acknowledge full compliance:

_____	_____	_____
NCAS-M II Fellow (Signature)	Print Name	Date

Cohort: ___1 ___2 ___3 ___4 ___5
Place a check mark next to the Cohort in which you were admitted

_____	_____	_____
NCAS-M II Fellow Major Advisor (Signature)	Print Name	Date

_____	_____	_____
NCAS-M II Director/Institution Lead Investigator (Signature)	Print Name	Date