



NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO)

Overview

The NOAA Experiential Research and Training Opportunity (NERTO) is a NCAS-M II graduate student requirement during the 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) 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-butty@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 Director (Dr. Sen Chiao) 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; and
 - vi. 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 NCAS-M II.
2. The EPP/MSI NERTO is to be completed in a minimum of 12 contiguous weeks.
3. The EPP/MSI NERTO intern is required to complete a five-day 40 hours per week schedule.
4. Support for the intern to complete the EPP/MSI NERTO graduate internship and monitoring of progress are the responsibility of NCAS-M.
5. For the EPP/MSI NERTO internship, badging, network access, and connectivity to host to complete internship activities are the responsibility of the NOAA Host Mentor.
6. A 12-week EPP NERTO graduate internship workplan is required. The Final EPP/MSI NERTO Internship Work Plan and dates must be shared with EPP/MSI Program Office before the NERTO internship begins.
7. All NERTO interns must meet all internship requirements and performance expectations for the in-residence NOAA experiential opportunity.

Additionally, NOAA EPP/MSI and NCAS-M II requests each NERTO intern understand they are:

1. NOAA Educational Partnership Program with Minority Serving Institutions (EPP/MSI) supported as they participate in NERTO
2. an aspiring professional who is bringing value to the hosting NOAA office/lab and gaining knowledge and skills in NOAA mission areas
3. to avail themselves of NCAS-M II professional development opportunities before the EPP/MSI CSC NERTO internship begins
4. supported as an NCAS-M II fellow during the EPP/MSI NERTO internship
5. to acknowledge NOAA EPP/MSI, NCAS-M II, and NOAA EPP/MSI award as the source of support in all activities, products, and presentations arising from this NOAA EPP/MSI graduate NERTO internship
6. to complete a NOAA Science Seminar presentation of EPP/MSI CSC NERTO scheduled through NOAA EPP/MSI Program
7. to be aware that 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 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 # NA22SEC4810015

June Smith
NOAA EPP NERTO Intern
NOAA NCAS-M II Graduate Scholar (Cohort 1)
NOAA OAR ATDD, Memphis, TN 12345
june.smith@noaa.gov | Ph. 123-456-7890
NOAA Award # NA22SEC4810015



FAQs

1. **How do NCAS-M fellows prepare prior to NERTO?**

- NOAA 101 Briefing
- Distinguished Scientist (DS) and Education Expert (EE) meet with students to present an overview of NERTO
- 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

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

- Weekly check-ins during NERTO (DS, EE, and NCAS-M Faculty 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 (NCAS-M Faculty 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.
- Monthly NERTO group meetings with students and NCAS-M II Education Expert and Distinguished Scientist to discuss best practices and challenges.

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

- At the end of NERTO, graduate fellows are required to complete the **NERTO Final Performance Report** within 14 days. A template will be provided, and the final report should be reviewed by the NCAS-M faculty advisor and NOAA mentor before submission to the Education Expert with a copy to the Distinguished Scientist and Director.
- Graduate students are also required to present the results of their NERTO at the **NOAA Science Seminar**. Presentations should be reviewed by the NOAA mentor and NCAS-M faculty advisor prior to the presentation. They are also encouraged to present their results at a national or regional conference.

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. **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.

6. **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.

7. **What is the Certificate of Eligibility?**

- Once graduate students successfully meet all the NERTO requirements, they are eligible to receive a Certificate of Eligibility that may be used for direct hire under the Conservation Corps Act, when they graduate.



NERTO Resources

THE NOAA Office of Education recommends a review of the available resources for CSC, NOAA Mentor, and CSC-supported student:

- FAQs for Mentors: <http://www.noaa.gov/frequently-asked-questions-for-mentors-of-eppmsi-graduate-students-nerito>
- FAQs for Students: <http://www.noaa.gov/frequently-asked-questions-on-nerito-for-csc-students>
- EPP/MSI NERTO: <https://www.noaa.gov/office-education/epp-msi/nerito>

For more information, please contact:

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NOAA Experiential Research and Training Opportunity (NERTO) Pathway

