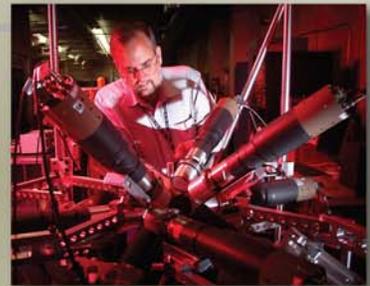


# *NEUP Fellowship Information Packet*



Nuclear Energy  
University Programs

NEUP



# TERMS OF THE NEUP GRADUATE FELLOWSHIPS

## ALLOWABLE COSTS FOR GRADUATE FELLOWSHIPS

Your \$50,000/year fellowship award will be administered through your designated university or college.

The Nuclear Energy University Programs (NEUP) fellowship stipend is currently \$30,000 for a twelve-month tenure period, prorated monthly at \$3,000 for shorter periods as approved by the U.S. Department of Energy Office of Nuclear Energy (DOE-NE). The cost of education allowance is \$19,000 per tenure year and is to be used by the affiliated institution to cover the costs of educating the Fellow.

Tenure is the period of time during which a fellowship is utilized by a Fellow to pursue an advanced degree in nuclear science and engineering for which stipend payments are authorized. It includes periods of full-time research and independent study, whether or not the Fellow's institution is in session, as well as any normal, short vacation periods scheduled at the institution. All fellowships are funded for 12 months of tenure for each fellowship year, and may not be extended. No individual is eligible for more than three years of NEUP Fellowship support. Recipients of new three-year awards must begin fellowship tenure no later than the beginning of the fall term.

NEUP will provide funding for all applicable tuition, books, and fees normally charged to students of similar academic standing, unless such charges are optional or are refundable.

The fellowship award does **not** provide allowances for special student needs, such as research expenses, travel to employment sites, computers, books and publications beyond those required for classes, fieldwork expenses, special study, and the like. Fellows also are allowed a \$1,000 research travel allowance per year upon submission of an approved travel request. The planned travel must involve a structured research activity **approved by NEUP three to four months prior to the travel dates.**

Your institution may require service of a DOE-NE Fellow by appointment to appropriate teaching or research-related activities acceptable to and consistent with the goals of the DOE-NE Fellow. NEUP expects that any required service will contribute to the progress of the DOE-NE Fellow toward an advanced degree and that attainment of the degree not be delayed significantly by these service requirements.

## ANNUAL REPORTING

NEUP will send you a letter in April of each fellowship year, requesting a report of your experiences and accomplishments during the previous 12 months. This report, which can

be submitted through [www.ne-up.org](http://www.ne-up.org), is due within 30 days of the conclusion of that academic year. The Activities Report for the NEUP Graduate Fellowship form will be posted on the website.

While this report should normally be very brief, NEUP is always interested in receiving captioned photographs and in learning of any noteworthy accomplishments that merit public attention.

## **OTHER GRADUATE FELLOWSHIP ACTIVITIES**

### **Termination of Tenure**

A Fellow who terminates his/her activities prior to the expected completion date is entitled to stipend payments only for those months on fellowship tenure. For stipend payment purposes, the last month is defined as 14 or more days of tenure.

### **Reduction of Tenure**

A Fellow may reduce the tenure of any fellowship from twelve to nine months without penalty other than forfeiting three months of tenure and associated stipend.

### **Interruption of Tenure**

In unusual circumstances and with prior approval, NEUP will permit a brief interruption in tenure. Normally in such cases, stipend payments and tenure will be forfeited for the duration of the interruption.

### **Resignation of Tenure**

A Fellow may resign a fellowship at any time. In such cases the Fellow is expected to inform his/her college or university, which should then notify NEUP of the resignation, the number of tenure months completed, and the cost-of-education allowance that will be claimed.

A letter of explanation sent directly to NEUP by the Fellow will be appreciated and held confidential.

### **Cancellation of Tenure**

Fellows certified by their college or university as making unsatisfactory progress toward a graduate degree will have all remaining years of tenure canceled by NEUP.

## **Medical Deferral**

NEUP may grant a medical deferral if a serious illness or medical condition prevents full-time fellowship activity for an extended period. A Fellow requesting a medical deferral must secure a letter verifying the need for such action from a health care provider and notify his/her college or university, which should then contact NEUP. In addition, the Fellow will also need to provide a letter from a health care provider when he/she requests to resume tenure after being on medical deferral.

In the case of a medical deferral, the unused portion of the stipend and cost-of-education allowance will be reserved for the Fellow's later use.

A medical deferral may be granted for psychological as well as physical reasons, and the nature of the condition need not be disclosed. Moreover, a medical deferral does not jeopardize the award of the fellowship nor does it stigmatize a Fellow's reputation.

## **Military Deferral**

A brief interruption for duly-authorized military service or training will be permitted with the approval of the college or university.

In the case of a longer interruption resulting from active military service or from certain activities in lieu of service with the regular Armed Forces, provision can be made for reservation of a fellowship (or the balance of it) and reinstatement of the unused portion at a later date. In such cases a Fellow should immediately provide NEUP with written notification of these plans and request further instructions. Pay received by a Fellow for occasional attendance at military reserve or National Guard functions is exempted from limitations on supplementation of stipends.

## **Tenure Beyond the Doctoral Degree**

Tenure beyond a doctoral degree will not be supported by NEUP.

## **Advanced Degree Enrollment**

In addition to a satisfactory institutional affiliation, each Fellow must, at all times, be enrolled in a full-time program leading to an advanced degree in one of the fields supported by DOE-NE. However, the requirement of formal registration may be waived during part of this tenure, when appropriate, if permitted by the policy of the fellowship institution, provided that the Fellow otherwise remains engaged in appropriate full-time fellowship activities.

## **Teaching**

Each Fellow is required to devote full time to advanced scientific study or work during tenure. However, because it is generally accepted that a reasonable amount of teaching or similar activity constitutes a valuable part of the education and training of many graduate students, a Fellow may undertake a reasonable amount of such teaching, without NEUP approval, at the affiliated institution. It is expected that furtherance of the Fellow's educational objectives and the gain of substantive teaching experience, not service to the institution as such, will govern such assignments.

### **Field Work (or Study at Another Institution)**

If, in the opinion of the faculty of the affiliated institution, it is desirable for the fellow to study, engage in field work or in research at another institution or laboratory during any part of fellowship tenure, the fellow may do so without having to obtain NEUP's approval. It should be noted, however, that NEUP's responsibility with respect to any graduate Fellow is to the Fellow's affiliated institution only, and not to the "visited" institution or laboratory. NEUP specifically cannot assume responsibility for educational costs assessed by another institution at which a Fellow may be studying temporarily. Regardless of the Fellow's physical location, the Fellow will be considered by NEUP as being identified with the affiliated institution only. Plans for field work or study at another institution must be approved by the college or university.

### **Program Changes**

Minor changes in a Fellow's program may be approved by the affiliated institution. A major change in a Fellow's program—one that alters the program to the extent that it differs significantly from that originally submitted in the Fellow's application (for example, a change in field)—**must receive the prior approval of the college or university or scientific advisor.** In addition, the Fellow must submit a revised proposed plan of study or research for NEUP approval.

### **Vacations**

DOE-NE fellowships do not provide a vacation period, as such, during tenure. Fellows are entitled to the normal, short holiday periods observed by their affiliated institutions, such as winter or spring holidays, and short between-term periods.

"Vacation time" may not be accumulated for later use. There is considerable variation in institutional practices in the matter of vacations, but if an institution should close for a long period of time, Fellows on tenure there during such periods will be expected to have made prior arrangements for the use of necessary facilities and resources to carry out their programs.

If it is not possible to make these arrangements at the affiliated institution, the Fellow should make other satisfactory arrangements, with NEUP's approval, to carry on his/her work.

## **Awards or Employment During Tenure**

Fellows are permitted to solicit and accept support from any appropriate sources for research expenses connected with their fellowship activities. NEUP is not concerned with grants or loans of any kind that Fellows may receive. During tenure, except for scheduled, short vacation periods, Fellows are expected to devote full time to the advancement of their graduate education.

Employment that does not jeopardize a Fellow's full-time commitment to graduate study is usually permitted. Nevertheless, employment that will generate substantial income in addition to receiving the NEUP stipend must be approved by NEUP. Occasionally, Fellows identify opportunities at on- or off-campus employment sites that contribute significantly to their graduate study. Before a Fellow engages in such work, permission of the college or university and of NEUP must be obtained. Requests for approval of employment during tenure are reviewed by NEUP on a case-by-case basis.

## **Income Tax**

Specific questions regarding taxation of fellowship funding should be referred to the U.S. Internal Revenue Service. University policies regarding withholding of taxes from stipend payments vary, and Fellows must bear the responsibility of paying any tax, domestic or foreign, when due.

Fellows are not in any sense salaried employees of either NEUP or their affiliated institution. Therefore, no funds will be deducted from the stipend; no Social Security taxes will be paid by NEUP; no W-2 Forms will be issued; and provision must be made by the Fellow for the filing of any necessary estimate of taxes due and for payment of all income taxes that may become due. Fellows may request a statement of earnings from their affiliated institution.

## **Publications**

A Fellow should make all research results available to the public without restriction, except as is required in the interest of national security. NEUP would appreciate receiving notice of a Fellow's publications, but it is not necessary to send a copy of publications, papers, thesis, or dissertation.

## **Acknowledgment of Support and Disclaimer**

An acknowledgment of NEUP support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under the project being reported, in the following terms:

"This material is based upon work supported under a Department of Energy Nuclear Energy University Programs Graduate Fellowship."

All materials, except scientific articles or papers published in scientific journals, must also contain the following:

"Any opinions, findings, conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Department of Energy Office of Nuclear Energy."

### **Intellectual Property Rights**

DOE claims no rights to any inventions or writings that might result from its fellowship awards. However, Fellows should be aware that the Department, another federal agency, or some private party may acquire such rights through other support for particular research. Also, Fellows should note their obligation to include an acknowledgment and disclaimer in any publication.

### **Future Employment**

The offer and acceptance of this fellowship does not, in any way, obligate the Fellow, DOE, or the United States government to future employment or service of any kind.

### **National Security**

Fellows are obliged to report promptly to NEUP, prior to disclosure to others, any discoveries that are made or data that are developed that could reasonably be considered as likely to affect the national security or the national defense. Doubtful cases should be referred to NEUP prior to disclosure of any information concerning them.

### **Members of the Armed Forces and Federal Employees**

If during tenure the Fellow will be a member of the Armed Forces (other than as a participant of an ROTC program) or on leave from a position in the federal service, it is the Fellow's responsibility to inform NEUP and to have a cognizant official of the government organization involved file a statement with NEUP outlining the funds that will be made available by the Fellow's employer and the specific purpose for which they are provided to the Fellow. NEUP and the Fellow's institution must reach a mutually satisfactory agreement regarding the Fellow's support during tenure before any funds can be provided under a fellowship.