Notice of Funding Opportunity
Summary Information

Federal Agency Name:	**U.S. Department of Transportation (US DOT)** **Federal Highway Administration (FHWA)** **Center for Transportation Workforce Development** **1310 North Courthouse Road, Suite 300** **Arlington, VA 22201** **Attn: Ewa Flom, HIN-CWD**
Funding Opportunity Title:	**"Administration of the Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Local Competition at Designated Institutions of Higher Education"**
Announcement Type:	**This is the initial announcement of this funding opportunity.**
Funding Opportunity Number:	**693JJ318NF5228**
Catalog of Federal Domestic Assistance (CFDA) Number:	**20.215 Highway Training & Education**
Key Dates:	**Notice Issue Date is June 1, 2018** **Question Due Date/Time is June 8, 2018 at 11:59pm Eastern Time** **Application Due Date/Time for** • Fiscal year (FY) 2018 is July 16, 2018 at 11:59pm Eastern Time. • FY2019 and FY2020 will be specified in Attachment 1 posted with this Notice.
Primary Point of Contact:	**Ewa Flom, ewa.flom@dot.gov, 703-235-0532**
Secondary Point of Contact:	**Universities and Grants Program Staff, transportationedu@dot.gov, 703-235-0538**

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Pertinent Links:

- https://www.grants.gov/
- Federal Highway Administration (FHWA), Office of Innovative Program Delivery, Universities & Grants Programs at http://www.fhwa.dot.gov/ugp
- General terms, conditions, and governing regulations (Effective March 6, 2015) that will apply to the Agreement are available online at www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm

Attachments:

1. Program Administration Guidelines for DDETFP Local Competitions at Designated Institution of Higher Education.

NOTE: The FHWA uses www.grants.gov for receipt of all applications. Applicants must register and use the system to submit applications electronically. Applicants are encouraged to register in advance of the submission deadline and to register to receive notifications of updates/amendments to this Notice. Approval of user registrations for the site may take multiple weeks. It is the Applicant's responsibility to monitor for any updates to this Notice.

SECTION A – PROGRAM DESCRIPTION

The U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA), hereby requests applications for ***"Administration of the Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Local Competition at Designated Institutions of Higher Education"*** grants.

1. STATEMENT OF PURPOSE

The purpose of the Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Local Competition is to stimulate interest among students attending an Institution of Higher Education (IHE) of Minority Serving Institutions (MSI) and community colleges to conduct transportation-related research, pursue transportation-related degrees, to enter the transportation workforce, and to enhance the breadth, scope and diversity of knowledge of the entire transportation community in the United States. The DDETFP Local Competition provides funding for students to pursue Associate, Bachelor, Master, and Doctoral Degrees in transportation-related disciplines in all modes of transportation.

2. LEGISLATIVE AUTHORITY

The current legislation governing the program is found in the Fixing America's Surface Transportation Act (FAST Act), Section (§) 6002(a)(3) (H. Rept. 114-357). Authority is also found in Title 23, United States Code (USC), Section (§) 504(c) and §502 (b)(3).

3. BACKGROUND

The MSI and community colleges are encouraged to apply to administer the DDETFP Local Competition at their IHE. The IHE must be accredited by a federally-recognized accrediting agency and must be located within the United States or its territories. If an IHE is selected to administer a DDETFP Local Competition, the institution will be responsible for adhering to the *Program Administration Guidelines for DDETFP Local Competitions at Designated Institution of Higher Education* (Attachment 1).

4. GOALS

The goals of these local competitions are to provide DDETFP Fellowships to 1) attract the nation's brightest minds to the field of transportation, 2) enhance the careers of transportation professionals by encouraging them to seek advanced degrees, and 3) bring and retain top talent in the transportation industry of the United States.

5. STATEMENT OF WORK

The U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA), is soliciting applications for IHEs that are designated as one of the MSI categories in Attachment 1 and community colleges to apply to administer the DDETFP Local Competition at their institution. Selected IHEs will be notified through a notice to proceed to administer a local competition. The IHE will recommend students for the DDETFP by submitting the required student application information to the FHWA program manager as described in Attachment 1. The FHWA program manager will notify the IHE which students are selected for the Fellowship. The IHE will be responsible for providing information needed to execute the Fellowship agreement and funding will be sent to the IHE ("Recipient") on behalf of the student ("Student Designee") once awarded by FHWA. The IHE will be responsible for allocating funds to the student as outlined in the budget. The IHE will also be responsible for submitting all required federal financial reports to FHWA.

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

The FHWA expects approximately $1 million to be made available for the DDETFP Local Competition in each fiscal year (FY) 2018 through 2020 from amounts authorized under section 6002 of the FAST Act.

The FHWA anticipates selecting up to 50 DDETFP Local Competition fellowship programs as a result of this Notice of Funding Opportunity in each FY 2018 through 2020.

From FY2018 through FY2020, the FHWA anticipates Federal funding up to a total amount of $3,000,000 may be made available for these Agreements, subject to the availability of funds. Funding for each Student Designee award can range from a minimum of $1,500 to a maximum of $10,000, and may include tuition, stipend, and travel costs to attend the Transportation Research Board (TRB) Annual Meeting in Washington, DC.

Note: The Government reserves the right to select less than the anticipated number of Local Competition fellowship programs, less than the maximum amount per Student Designee, and less than the recommended number of Student Designees from individual IHE applying.

2. TYPE OF AWARD

The planned award type is a Grant Agreement (Agreement).

3. PERIOD OF PERFORMANCE

The period of performance for each resulting Agreement will be for up to one year from the effective date of the Agreement.

4. DEGREE OF FEDERAL INVOLVEMENT

The FHWA anticipates Federal involvement between it and the Recipient during the course of this project. The anticipated Federal involvement will include:

- Technical assistance and guidance to the Recipient;
- Close monitoring of performance; and
- Involvement in technical decisions.

The FHWA shall have the right to visit the Recipient's institution and examine all material relevant to this Fellowship grant, including books, records, documents, accounting procedures, bookkeeping practices, and other evidence. The material shall be of sufficient detail to reflect properly all direct costs of whatever nature claimed to have been incurred for the performance of this grant.

SECTION C - ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

Applicants for the administration of the DDETFP Local Competition are IHEs that must be currently designated as one of the MSI identified in Attachment 1 or a community college. The IHE must be accredited by a federally-recognized accrediting agency[1] and must be located within the United States or its territories, both administratively as well as the campus the students are attending. If the IHE is selected to administer the local competition, the IHE must ensure eligibility of the students applying for DDETFP as described in Attachment 1.

2. COST SHARING OR MATCHING

Cost sharing or matching is not required. Although this program does not require cost sharing or matching, IHEs are encouraged to contribute resources to help leverage Fellowship funding.

[1] The U.S. Department of Education publishes a list of nationally recognized accrediting agencies on https://www.ed.gov/accreditation

SECTION D – APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may obtain application forms at grants.gov under the Notice of Funding Opportunity number cited herein.

The Applicant must complete and submit all forms included in the application package for this Notice as contained at www.grants.gov.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

The DDETFP Local Competition requires the submission of a complete Application Package by the IHE which includes information on establishing the local competition.

General Instructions: Please read Attachment 1 *Program Administration Guidelines for DDETFP Local Competitions at Designated Institution of Higher Education* in its entirety before preparing the application materials.

A complete Application Package includes the following:

- Application for Federal Assistance, SF-424
- Assurances for Non-Construction Programs, SF-424B
- Disclosure of Lobbying Activities, SF-LLL
- Technical Application Information Sheet & Checklist
- Key Contacts Forms
- Attachment that addresses the nine (9) items of **Paragraph 7, OTHER SUBMISSION REQUIREMENTS (7a-7i)**, in this section.

No Budget Application is required with this submission. FHWA will determine the total award amount for each Student Designee.

Failure to provide all aforementioned items may result in an incomplete application and failure to receive further consideration.

3. UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD (SAM)

The Applicant is required to: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make a Federal award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. If an Applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

4. SUBMISSION DATES AND TIMES

The application must be received electronically through www.grants.gov by the application due date/time listed on page 1 of this Notice of Funding Opportunity.

The deadline stated on page 1 is the date and time by which the agency must receive the full and completed application, including all required sections.

A late application will not be reviewed or considered unless the Agreement Officer (AO) determines that doing so is in the FHWA's best interest.

In the event of system problems or technical difficulties with the application submittal, Applicants should contact the FHWA point of contact designated on page 1. If Applicants are unable to use the system due to technical difficulties, Applicants must e-mail applications to the FHWA point of contact listed on page 1 no later than the application deadline cited above.

5. INTERGOVERNMENTAL REVIEW

An application under this Notice of Funding Opportunity is not subject to the State review under E.O. 12372.

6. FUNDING RESTRICTIONS

The FHWA will not reimburse any pre-award costs or application preparation costs under this proposed Agreement. Indirect costs and overhead are not allowed under this proposed Agreement. Per 23 USC 504(c)(2)(B) for DDETFP: "Amounts provided to institutions of higher education to carry out this paragraph shall be used to provide direct support of student expenses."

Restrictions on the use of fellowship funds by the Student Designee are as follows:

- No dependency allowances;
- Fellowship student designee is eligible for funding only during months of enrollment in full-time program leading to advanced degree;
- Unused funds must be returned to FHWA within 90 days of the termination date of the grant; and
- There is a limitation of $10,000 in DDETFP funding toward tuition and fees per year.

The IHE has the responsibility of administering the funds and for making periodic payments to the Student Designee.

7. OTHER SUBMISSION REQUIREMENTS

a) Identify any exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information. Identify any preexisting intellectual property that you anticipate using during award performance, and your position on its data rights during and after the award period of performance.

b) The use of a Unique Entity Identifier (UEI) number is required on all applications for Federal grants or cooperative agreements. Please provide your organization's UEI (DUNS) number on all application materials.

c) Provide a statement to indicate whether your organization has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.

d) Provide a statement regarding Conflicts of Interest. The Applicant must disclose in writing any actual or potential personal or organizational conflict of interest in its application that describes in a concise manner all past, present or planned organizational, contractual or other interest(s), which may affect the Applicants' ability to perform the proposed contract in an impartial and objective manner. Actual or potential conflicts of interest may include but are not limited to any past, present or planned contractual, financial, or other relationships, obligations, commitments or responsibilities, which may bias the Applicant or affect the Applicant's ability to perform the agreement in an impartial and objective manner. The AO will review the statement(s) and may require additional relevant information from the Applicant. All such information, and any other relevant information known to DOT, will be used to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the agreement pursuant to 2 CFR 200.112.

e) Provide a statement to indicate whether a Federal or State organization has audited or reviewed the Applicant's accounting system, purchasing system, and/or property control system. If such systems have been reviewed, provide summary information of the audit/review results to include as applicable summary letter or agreement, date of audit/review, Federal or State point of contact for such review.

f) Terminated Contracts - List any contract/agreement that was terminated for convenience of the Government within the past 3 years, and any contract/agreement that was terminated for default within the past 5 years. Briefly explain the circumstances in each instance.

g) Describe how your organization will obtain the necessary resources to fund and fulfill the proposed cost share, as applicable.

h) The Applicant is directed to review Title 2 CFR §170 (http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl) dated July 13, 2017, and Appendix A thereto, and acknowledge in its application that it understands the

requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this Notice. The text of Appendix A will be incorporated in the award document as a General Term and Condition as referenced under this Notice's Section F, Federal Award Administration Information.

i) Disclose any violations of Federal criminal law involving fraud, bribery, or gratuity violations. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 entitled Remedies for Noncompliance, including suspension or debarment. (See also 2 CFR Part 180 and 31 U.S.C. 3321).

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

The Government will evaluate applications on following criteria:

MERIT: FHWA will evaluate and rank the applications against the following technical evaluation criteria. These criteria are distinct from eligibility criteria (see Section C) that are addressed before an application is accepted for review.

The DDETFP Local Competition will be awarded on the basis of merit. The following criteria are listed in descending order of importance:

- Program Administration – Demonstrates understanding of DDETFP Local Competition and its administration to support program objectives;
- Campus Recruitment Plan – Demonstrates ability to recruit students from multiple program areas within the institution. Acceptable transportation-related disciplines can be found in Attachment 1;
- Institution Support – Demonstrates support from Academic Institution; and
- Application – Overall organization and demonstrates ability to administer the DDETFP local competition.

After applying the above preferences, the FHWA will take into account the following key Departmental objectives:

(A) Supporting economic vitality at the national and regional level;
(B) Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;
(C) Accounting for the life-cycle costs of the project to promote the state of good repair;
(D) Using innovative approaches to improve safety and expedite project delivery; and
(E) Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants.

Funding availability will also be considered in the award decision.

2. REVIEW AND SELECTION PROCESS

FHWA will utilize the following merit review process to evaluate applications:

The DDETFP Local Competition FHWA Review Panel will evaluate all eligible IHE application packages. This panel will be composed of FHWA transportation professionals who will review each applicant's qualifications. The recommendations for selection will be ranked in merit order and submitted to the Program Manager, to make final selections based on the Panel's recommendation. The Program Manager is the official responsible for final selections and will provide a notice to proceed. The Government is not obligated to make any selection as a result of this notice.

Agency personnel will conduct a risk assessment of the Applicant prior to selection as described below.

The Government will accept the application(s) that is (are) considered the most advantageous to the Government using the criteria cited above, and subject to the results of an Applicant risk assessment. Applications selected for possible award using the criteria cited above, will undergo the following risk assessment prior to award. The Government reserves the right to not make an award to an Applicant based on the results of the risk assessment.

The AO is the official responsible for final award selection. The Government is not obligated to make any award as a result of this notice.

Risk Assessment

The Government will assess the risks posed by an Applicant before they receive an award. This Risk Assessment will include evaluation of some or all of the following items relative to the Applicant and/or sub-applicants as applicable:

(1) Applicant's financial stability;

(2) Applicant's quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200;

(3) Applicant's history of performance;

Note: History of performance includes the Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. The Government will evaluate the relevant merits of the Applicant's history of performance based on its reputation and record with its current and/or former customers with respect to quality, timeliness and cost control. The history of performance will be reviewed to assure that the Applicant has relevant and successful experience and will be considered in the risk assessment. In evaluating history of performance, the Government may consider both written information provided in the application, as well as any other information available to the Government through outside sources.

(4) Applicant's audit reports and findings from audits performed on the Applicant pursuant to 2 CFR Part 200 Subpart F—Audit Requirements or the reports and findings of any other available audits;

(5) Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities;

(6) Applicant's potential for conflict of interest if applicable[2;] and

(7) Applicant's eligibility to receive Federal funding. Per the guidelines on government-wide suspension and debarment in 2 CFR Part 180, the Government will confirmation that the Applicant and any named sub-applicants are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

Pursuant to 2 CFR Part 200.205, prior to making a Federal award, the Federal awarding agency is required to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.

If FHWA does not make a Federal award to a non-Federal entity because the official determines that the non-Federal entity does not meet either or both of the minimum qualification standards as described in 2 CFR 200.205, the FHWA will report that determination in FAPIIS.

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making selection on or about **September 14, 2018.**

[2] Note: The FHWA will review information provided by the Applicant, and any other relevant information known to DOT, to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to award to the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Agreement pursuant to 2 CFR 200.112.

SECTION F – AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

If your organization's application is selected for award, you will be notified to adhere to Attachment 1 *Program Administration Guidelines for DDETFP Local Competitions at Designated Institution of Higher Education*.

Applicants not selected for award will be notified by email by FHWA.

Notice that an Applicant has been selected to administer a DDETFP Local Competition fellowship program does not constitute approval of the application as submitted. Before the actual award, FHWA will enter into negotiations concerning such items as program components, staffing levels, and administrative systems, if necessary. If the negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to select the Applicant.

Only the Agreement Officer (AO) can commit the FHWA. The award document, signed by the AO, is the authorizing document. Only the AO can bind the Federal Government to the expenditure of funds.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations (Effective March 6, 2015) that will apply to the Agreement are available online at
www.fhwa.dot.gov/cfo/contractor_recip/gtandc_generaltermsconditions.cfm

Special terms and conditions follow:

A. PUBLIC ACCESS TO DOCUMENTS

The Applicant agrees that the resulting deliverables/documentation submitted to the FHWA under the Agreement may be posted online for public access and/or shared by FHWA with other interested parties. The FHWA anticipates the documents cited herein may be posted on an FHWA website or other appropriate website.

B. INDIRECT COSTS

Indirect costs are not allowable under the Agreement

C. DATA RIGHTS

The Recipient must make available to the FHWA copies of all work developed in performance with the proposed Agreement, including but not limited to software and data. Data rights under the agreement shall be in accordance with 2 CFR 200.315, Intangible property.

D. PERSONALLY IDENTIFIABLE INFORMATION (PII)
Personally Identifiable Information (PII) as defined at CFR Part 200.79 and 2 CFR 200.82 at will not be requested unless necessary and only with prior written approval of the AO with concurrence from the AOR.

E. AVAILABLE FUNDING
The total estimated amount of Federal funding that may be provided under the grant Agreement is listed on page 1 of the award document for the entire period of performance, subject to the limitations shown below:

(1) Currently, Federal funds identified on page 1 of the award document, are obligated to the grant agreement.

(2) Subject to availability of funds, and an executed document by the AO, the difference between the current funding and the total estimated amount of Federal funding may be obligated to the grant Agreement.

(3) The FHWA's liability to make payments to the Recipient is limited to those funds obligated under the grant Agreement as indicated above and any subsequent amendments.

F. KEY PERSONNEL
Pursuant to 2 CFR 200.308(c)(2), the Recipient must request prior written approval from the AO for any change in Key Personnel specified in the award. The following person(s) are/have been identified as Key Personnel:

Name	**Title/Position**
[student designee]	
[faculty advisor/campus program manager]	
(* to be filled in at award ***)**	

G. ORDER OF PRECEDENCE
The Recipient's technical application are accepted, approved, and incorporated herein as Attachments B and C respectively. In the event of any conflict between the grant agreement document and the Recipient's proposal and/or application, the grant Agreement document shall prevail.

H. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT
The agreement will be designated as: NON-RESEARCH

I. DISPUTES
The parties to the grant Agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the Recipient concerning questions of fact or law arising from or in connection with the grant

Agreement and whether or not involving alleged breach of the grant Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event will a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party will document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from one level above the AO. The AO will conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written request. Any decision of the AO is final and binding unless a party will, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition and Grants Management or designee, made within thirty calendar days after the AO's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by the Director, Office of Acquisition and Grants Management. Following the review, the Director, Office of Acquisition and Grants Management, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, will be final and binding. Nothing in the grant Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

3. REPORTING

The Recipient must submit the following electronically to the U&GP Program Manager at FHWA_UGP@dot.gov:

- Annual Accomplishments Report to the Program Manager, U&GP. The report should provide summaries of the academic achievements of the fellowship Student Designees, summaries of student research projects conducted by the Student Designees, and a financial accounting of funds received and report of any unused funds to be returned.
- Upon request, an abstract of Student Designee's research project to the FHWA Universities and Grants Programs for presentation consideration for the DDETFP Research Showcase at the TRB Annual Meeting
- Copy of Student Designee's completed research project.
- Performance Progress Report (SF-PPR):
    - To fulfill Block 10, Performance Narrative requirement, the Recipient can provide summary of Student Designee's research and confirmation that research project was submitted in electronic format to the U&GP Program Manager.
    - In Block 11, Other Attachments, include the information as attached pages for Federal Financial Report (SF-425)

SECTION G – FEDERAL AWARDING AGENCY CONTACT(S)

Address any questions to:

Universities and Grants Programs Staff
Federal Highway Administration
Center for Transportation Workforce Development
TRANSPORTATIONEDU@DOT.GOV
(703) 235-0538

693JJ318NF5228-2020
Attachment 1

DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM (DDETFP)

PROGRAM ADMINISTRATION GUIDELINES

FOR

LOCAL COMPETITION

AT

DESIGNATED INSTITUTION OF HIGHER EDUCATION

2020 AWARD CYCLE (JANUARY 2020)

These guidelines are in effect until further notice and were prepared for participation in the DDETFP Local Competition. Earlier versions do not apply for this award cycle.

Dwight David Eisenhower Transportation Fellowship Program (DDETFP)
Local Competition at Designated Institution of Higher Education
Program Administration Guidelines for Fiscal Year 2020

Attachment to Notice of Funding Opportunity number 693JJ318NF5228

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BACKGROUND

The Dwight David Eisenhower Transportation Fellowship Program (DDETFP) is currently authorized by Public Law 114-94, Fixing America's Surface Transportation (FAST) Act. The DDETFP is intermodal, interdisciplinary, and encompasses all modes of transportation. The DDETFP is managed and administered by the FHWA Universities and Grants Programs (U&GP).

The DDETFP seeks to attract the nation's brightest minds to the field of transportation; to enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and to retain top talent in the transportation industry of the United States. To accomplish this, the DDETFP gives fellowship awards to students and transportation professionals pursuing transportation-related disciplines. There are different fellowships supported through the DDETFP:

- **Graduate Fellowship** enables students to pursue master's degrees or doctoral degrees in transportation-related fields at the education institution of their choice.
- **Grants for Research (GRF) Fellowship** acquaints undergraduate and graduate students with transportation research, development, and technology transfer activities at U.S. Department of Transportation facilities.
- **Historically Black Colleges and Universities (HBCU) Fellowship** provides HBCU students with additional opportunities to pursue transportation-related education preparing them to enter careers in transportation.
- **Hispanic Serving Institution (HSI) Fellowship** provides HSI students with additional opportunities to pursue transportation-related education preparing them to enter careers in transportation.
- **Tribal College and Universities (TCU) Fellowship** provides TCU students with additional opportunities to pursue transportation-related education preparing them to enter careers in transportation.
- **Asian and Pacific Islander-Serving Institutions (API) Fellowship** provides API students with additional opportunities to pursue transportation-related education preparing them to enter careers in transportation.
- **Community College (CC) Fellowship** provides students at 2 year public institutions with opportunities to enter careers in transportation. This fellowship serves to support other DDETFP fellowships.
- **Transportation Research Board (TRB) Minority Student Fellowship** provides funding for undergraduate (juniors/seniors) and graduate students conducting transportation research at selected Minority Serving Institutions.

The objective of the **DDETFP Local Competition** is to facilitate the administration of the DDETFP Fellowship Program at Minority Serving Institutions (MSI) and community colleges.

Institutions of Higher Education (IHE)[1] that are currently designated as the following may apply:

Category	Certification
Historically Black Colleges and Universities (HBCU) sites.ed.gov/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/	Accredited HBCU as identified by the White House Initiative on Historically Black Colleges and Universities
Hispanic Serving Institutions (HSI) sites.ed.gov/hispanic-initiative/hispanic-serving-institutions-hsis/	Current Designation in White House Initiative on Educational Excellence for Hispanics
Tribal Colleges and Universities (TCU) sites.ed.gov/whiaiane/tribes-tcus/tribal-colleges-and-universities/	Accredited TCU as identified by the White House Initiative on American Indian and Alaskan Native Education
Asian and Pacific Islander-Serving Institutions (API) www2.ed.gov/programs/aanapi/eligibility.html	Accredited API as identified by the White House Initiative on Asian Americans and Pacific Islanders
Community College (CC) www2.ed.gov/about/offices/list/ovae/pi/cclo/index.html	Two-year public institutions providing higher education and lower-level tertiary education, granting certificates, diplomas, and associate's degrees

PURPOSE
The purpose of the DDETFP Local Competition is to stimulate interest among students attending HBCUs, HSIs, TCUs, APIs, and CCs to conduct transportation-related research, to pursue transportation-related degrees, and to enter the transportation workforce.

IHE APPLICATION PACKAGE REQUIREMENTS
Each interested IHE is required to submit a DDETFP Local Competition Application Package through www.grants.gov that includes the following *(* indicates form is available in www.grants.gov*):

- Application for Federal Assistance, SF-424*
- Assurances for Non-Construction Programs, SF-424B*
- Disclosure of Lobbying Activities, SF-LLL*
- Key Contacts Form* for each of the following individuals
    - Campus Program Manager
    - Grant Official
    - All members of the Local Competition Selection Panel
        - comprised of a minimum of three members
        - at least one member must be employed by the FHWA Division Office in your State
- Technical Application Information Sheet & Checklist (Form A in these Program

1 IHE must be accredited by a federally-recognized accrediting agency and must be located within the United States or its territories, both administratively as well as the campus the student is attending. The U.S. Department of Education publishes a list of nationally recognized accrediting agencies on https://www.ed.gov/accreditation.

Administration Guidelines)

- Institution Technical Application Information
- Technical Application Content - **narrative responses required** for:
  - **Program Administration Plan:** Describe how the DDETFP Local Competition Fellowship Program will be managed by your institution. Identify the Campus Program Manager and the Grant Official. A Key Contacts Form must be submitted for each of the individuals included.
  - **Selection Panel Evaluation Plan:** Describe the evaluation and ranking process that will be used to complete this activity. This narrative should include a complete list of the DDETFP Local Competition Selection Panel members comprised of a minimum of three members including at least one individual who is employed by the local FHWA Division Office. A Key Contacts Form must be submitted for each of the individuals included.
  - **Campus Recruitment Plan:** Describe how the DDETFP Local Competition Fellowship Program will be advertised, announcements and application distributed, panels convened, and student designees selected and notified. Please include a Timeline / Schedule chart at the end of the Campus Recruitment Plan.
- DDETFP Local Competition Campus Announcement (please see **SUGGESTED ANNOUNCEMENT INFORMATION**)
- NOFO Questions: Attachment that addresses the nine (9) items in NOFO Section D. Paragraph 7. OTHER SUBMISSION REQUIREMENTS (7a-7i).

Failure to provide all aforementioned items will result in an incomplete application and will not be considered for selection.

FHWA will review submitted DDETFP Local Competition Application Packages to determine the IHE eligibility to participate and host the DDETFP Local Competition. Submissions must be received by the Application Due date and time listed on page 1 of the Notice of Funding Opportunity (NOFO). **The Application Package will be evaluated to ensure program requirements are addressed.** No educational institution will be permitted to run a local competition unless FHWA approves the submittal and provides notice to proceed. To ensure consistency in program management requirements, there will be no exceptions.

Institutions selected to administer the DDETFP Local Competition are required to ensure students meet the eligibility criteria for DDETFP Fellowship applicants.

IMPORTANT INFORMATION AND REVISION NOTES

IHE Application Packages

- Institution submitting applications in response to NOFO 693JJ318NF5228 must submit via www.grants.gov, as identified in the NOFO and in these Program Administration Guidelines.

Key Dates:	**Application Due Date/Time for** Fiscal year (FY) 2020 is March 27, 2020 at 11:59pm Eastern Time.

IHE Local Competition Administration

- All selected IHEs must receive a notice to proceed prior to administering the Local Competition.
- Student Designees are only allowed to receive the DDETFP Local Competition Fellowship for a maximum of two consecutive years from the same IHE.
- FHWA will provide format for the Local Competition student applications to selected IHEs.

DDETFP Local Competition Student Application

- Student applications include standard forms found on www.grants.gov and Student File Information Sheet (Sample is included in these Program Administration Guidelines).
- Each student application requires two letters of recommendation, including one from a Faculty Advisor, for a complete application.

NOTE: Students may apply to more than one DDETFP Fellowship category for which they are eligible, however, only one type of DDETFP Fellowship may be awarded to a Student Designee in each award cycle.

STUDENT ELIGIBILITY CRITERIA

DDETFP Fellowship student applicants must:

- (for graduate students) - Possess a baccalaureate degree from, or be a confirmed graduating undergraduate senior at, an IHE which must be accredited by a federally-recognized accrediting agency[2] and must be located within the United States or its territories, both administratively as well as the campus the student attended;
- Demonstrate confirmation of acceptance in an advanced degree program at an accredited IHE in the U.S. or its territories by the application due date;
- Be enrolled in an accredited IHE within the U.S. or its territories;
- Be pursuing an advanced degree in a full-time program in a transportation-related discipline;
- Have at least one full academic year remaining in program of study;
- Conduct ongoing research in one or more transportation-related disciplines; and
- Plan to enter the transportation profession after completing their higher-level education.
- Current U.S. Department of Transportation Employees are NOT eligible.

Non-U.S. citizens must also submit a valid copy of their Student and Exchange Visitor Information System Form issued by the IHE the student is enrolled in, or the Form I-20[3] "Certificate of Eligibility for Nonimmigrant Status", or the Form I-551 "Permanent Resident Card" issued by the U.S. Citizenship & Immigration Service.

[2] The U.S. Department of Education publishes a list of nationally recognized accrediting agencies on https://www.ed.gov/accreditation

[3] Student and Exchange Visitor Information System (SEVIS) Form I-20 is a Certificate of Eligibility for Nonimmigrant Student Status for foreign exchange students who attend an educational program in the United States. Educational institutions issue Form I-20.

Applicants must meet all the aforementioned requirements to be considered.

DDETFP FELLOWSHIP PROGRAMS

HBCU, HSI, and API Fellowships are intended for:

- Undergraduate students (juniors and seniors) pursuing transportation-related undergraduate degrees who plan to enter the transportation profession upon completing their higher education.
- Graduate students (Masters or Doctoral) pursuing transportation-related graduate degrees who plan to enter a transportation profession upon completing their higher education.

TCU Fellowships are intended for:

- Undergraduate students (sophomores, juniors, and seniors) pursuing transportation-related undergraduate degrees who plan to enter the transportation profession upon completing their undergraduate education.
- Graduate students (Masters or Doctoral) pursuing transportation-related graduate degrees who plan to enter a transportation profession upon completing their graduate education.

CC Fellowships are intended for:

- Students pursuing transportation-related degrees at a community college who plan to enter the transportation workforce as a technician.
- Students who plan to continue their educational pursuits at a 4-year institution and enter the transportation profession upon completing their higher education.

AWARD AMOUNTS

The funding for the DDETFP Local Competition is based on availability with the award amounts range based on the Fellowship category.

Fellowship Category	Student Designee Award Ranges
HBCU, HSI, TCU, API	$1,500 - $10,000
CC	$1,500 - $5,000

PROGRAM ADMINISTRATION

Each IHE shall designate a DDETFP Local Competition **Campus Program Manager**.
DDETFP Local Competition Campus Program Manager responsibilities are to:

- Serve as liaison to the FHWA U&GP staff and ensure adherence of all DDETFP requirements.
- Respond to the Notice of Funding Opportunity and submit an Application Package by the date and time identified on page 1 of the NOFO to www.grants.gov. **All institutions interested in hosting a DDETFP Local Competition must apply annually.**
- Selected institutions are required to ensure the applicants meet the DDETFP Fellowship student eligibility criteria.
- Distribute announcements to all potential applicants as soon as possible after receiving FHWA notice of selection/proceed.
- Distribute student application forms and submission requirements. Complete student application packages must include:

  - Student File Information Sheet
  - SF 424 Individual
  - Personal Statement
  - Research Plan/Plan of Study and Impact Statement
  - Official Transcripts
  - Resume
  - Two letters of recommendation
- Collect the DDETFP Local Competition Fellowship student applications.
- Designate and convene a panel to evaluate and rank Fellowship student applications.
  - The panel will be referred to as the DDETFP Local Competition Selection Panel @ *Insert Institution Name Here*
  - The panel should be composed of a minimum of three members, at least one of who is employed by the FHWA Division Office in your State.
  - The panel should be convened such that Local Competition Application Review & Recommendation Package is received by FHWA U&GP on or before **date specified in the notice to proceed**.
- Submit a Local Competition Application Review & Recommendation Package to FHWA U&GP at FHWA_UGP@dot.gov no later than **date specified in the notice to proceed**. The Local Competition Application Review & Recommendation Package must include:
  - Application Evaluation Summary describing
    - the evaluation and ranking process employed.
    - DDETFP Local Competition Selection Panel's recommendations for award.
  - Complete Local Competition Application Report & Ranking Sheet
    - FHWA will provide a formatted spreadsheet to IHEs that receive the Notice to Proceed (sample is provided in these Program Administration Guidelines).
    - Final panel rankings must be listed from highest to lowest with #1 listing being the highest rated application.
    - Each recommended student must have a unique ranking (i.e. no ties for a ranking).
    - Awards may be limited to up to 10 eligible Students.
  - DDETFP Local Competition Selection Panel's individual ranking
    - Individual panel member rankings for all eligible applications with the highest score as the #1 proposed recipient to the lowest.
  - Signed Conflict of Interest/Non-Disclosure Form - FHWA will provide formatted spreadsheet to institutions that receive Notice to Proceed (sample shown in these Program Administration Guidelines); and
    - Each DDETFP Local Competition Selection Panel member must provide a signed copy
  - Compilation of all student application packages submitted in response to the Local Competition call for applications.
- Notify DDETFP Student Designees of their selection for the fellowship within one (1) week of receipt of FHWA U&GP Program Manager's written notification. Ensure that all Student Designees meet enrollment criteria and complete all acceptance forms. Acceptance forms must be received by the U&GP staff as indicated in the FHWA U&GP

Program Manager's written notification.

- Meet with students **at least two times per quarter/semester** to discuss academic progress, Transportation Research Board (TRB) Annual Meeting participation, and opportunities for broader exposure in the transportation field.
- Establish a system to manage DDETFP to include:
    - Reviewing Recipient accounts with the appropriate College/University financial office for the duration of the Fellowship;
    - Electronic submission of each Student Designees completed research project to the FHWA U&GP Program Manager as specified in DDETFP;
    - Submit end of performance reporting as identified in the NOFO to FHWA U&GP; and
    - Ensure that all unused funds are returned to the FHWA within **90 days** of completion of the Fellowship agreements.
- Ensure that all award modifications and changes are approved in advance by the FHWA U&GP Program Manager.
- Ensure that the FHWA U&GP Program Manager is notified of any changes in the recipient's academic and/or enrollment status.
- Submit an institutional annual accomplishments report to the FHWA U&GP Program Manager for the preceding year within **90 days** of completion of the Fellowship agreements. The report should provide summaries of the academic achievements of the fellowship Student Designees, summaries of student research projects conducted by the Student Designees, and a financial accounting of funds received and report of any unused funds to be returned.
    - Future awards are contingent upon the timely receipt of the required accomplishment report.
- Submit Student Designee completed research project within **90 days** of completion of the Fellowship agreements.
- Please ensure we meet deadlines for processing DDETFP Local Competition Grants, forms and assist in complying with the dates indicated in the FHWA U&GP Program Manager's written notification. FHWA will work directly with the Agreement Officer or designee to ensure documents are signed and returned in a timely manner.

CRITERIA FOR SELECTION PANEL EVALUATION OF STUDENT APPLICATIONS

Each IHE will need to document the evaluation and process that will be used to complete this activity as proposed the IHE Technical Application (narrative for **Selection Panel Evaluation Plan)**. These student application evaluation criteria are distinct from STUDENT ELIGIBILITY CRITERIA that must be addressed to identify if an application is eligible or ineligible for evaluation. Eligible student applications need to be evaluated and considered for Fellowships on the basis of merit. Evidence of merit are the following:

- Academic achievement: Level of academic accomplishments, recognitions, and demonstrated leadership.
- Potential for outstanding career in transportation: Demonstration of applicant's potential through personal statements summarizing long-range professional goals in transportation,

including transportation work experience (if applicable).

- Proposed research plan/plan of study and impact statement: Demonstrates alignment of research/study plan to impact and enhancement of the field of transportation; to contribution to an understanding of transportation; and/or to provide societal benefits. The proposed research must be conducted in approved transportation-related academic disciplines.
- Recommendations: Caliber of endorsements of applicant's qualifications and of planned study in chosen research area.
- Academic Record: Class standing and grade point average

TENURE

- The duration of the Fellowship will be up to one year.
- Student Designee is eligible for funding only during the months of **full-time** enrollment in advanced degree programs, or during on-site research projects or internships with approved transportation agencies.
- Student Designee is only allowed to receive the DDETFP Local Competition Fellowship **for a maximum of two consecutive years from the same IHE**.
- During the tenure of the award, the Student Designees must maintain satisfactory academic performance as established by the IHE.

FUNDING

Fellowship awards may not provide a full award (i.e. tuition, stipend, and travel to the Transportation Research Board (TRB) Annual Meeting in Washington, DC). Fellowship awards will be based on the ranking given and available funding. Fellowship awards will provide a minimum of $1,500 based on the ranking and may include tuition, stipend, and TRB Annual Meeting travel funding.

Restrictions on the use of fellowship funds by the Student Designee are as follows:

- No dependency allowances;
- Fellowship student designee is eligible for funding only during months of enrollment in full-time program leading to graduate degree;
- Unused funds must be returned to FHWA within 90 days of the termination date of the grant; and
- There is a limitation of $10,000 in DDETFP funding toward tuition and fees per year.

The IHE has the responsibility of administering the funds and for making periodic payments to the Student Designee.

The anticipated stipends for the DDETFP Fellowship are based on academic level. Additional stipend amounts may be added by the IHE or other sources. DDETFP Local Competition Campus Program Managers will determine stipends based upon IHE formal policy and available funding and shall be calculated as follows:

	Monthly Stipend
Associate Level	Up to $1,000
Bachelor Level	Up to $1,450
Master Level	Up to $1,700
Doctoral Level	Up to $2,000

- Student Designees shall be advised that **the stipend portion of the fellowship is subject to taxation**.[4]
- Indirect costs and overhead are not allowed under the DDETFP.
- All program-related expenses must be supported by receipts/invoices.

Any unused funds must be returned to the FHWA within 90 days of the conclusion of the fellowship or a Student Designee's early departure or graduation.

TRANSPORTATION RESEARCH BOARD (TRB) ANNUAL MEETING
Student Designees will be provided a **one-time** expenditure (up to $1,500) for travel to Washington, D.C. to attend the TRB Annual Meeting held January. **Attendance at the TRB Annual Meeting is mandatory**. **Failure to meet this requirement may result in loss of funding designated for this activity.**

The Student Designees are responsible for arranging travel and hotel accommodations following IHE travel policy to obtain the most cost-efficient rates. Registration is to be completed by logging on to www.trb.org. In addition to attendance at TRB, it is also required that students attend **ALL** DDETFP Research Showcase events. All students should plan to arrive by Sunday morning, and leave **after** the Networking Reception on Tuesday evening. If students have other commitments (i.e., presentations or poster sessions) during TRB they **must** notify the FHWA U&GP staff in advance to be excused from the Showcase session that conflicts with the event they would like to attend. **Campus Program Managers are responsible for students securing per diem for their trip**.

Student Designees may be requested, regardless of funding level, to submit an abstract of their research (or proposed research) for review and consideration for presentation at TRB. The abstract shall be submitted by the Student Designees (with a copy to their Faculty Advisor/Campus Program Manager) to FHWA U&GP at FHWA_UGP@dot.gov as indicated in the request. The FHWA U&GP will notify Student Designees if their abstract was selected for presentation. Student Designees selected for TRB presentation will be required to deliver a 10 to 15-minute presentation describing their research project at the TRB Annual Meeting.

Note: Campus Program Managers should ensure student travel arrangements (registration, lodging, per diem and airfare) for TRB Annual Meeting are completed as soon as practicable after grant agreements are fully executed.

INTERNSHIPS
Student Designees may study or participate in research at transportation organizations during their tenure if:

[4] Refer to the Internal Revenue Service Publication 970 – Tax Benefits for Education

- it does not constitute paid employment by U.S. Department of Transportation
- in the judgment of the faculty advisor and the DDETFP Local Competition Campus Program Manager, such study will enhance their knowledge in transportation. The FHWA U&GP Program Manager **must** be notified of all internships. The stipend rate will remain the same.

PROGRAM REQUIREMENTS

- All Student Designees shall prepare a thesis/dissertation or research paper on a topic directly related to a relevant transportation problem or issue. The Faculty Advisor must approve student research topics.
- Student Designees are required to attend TRB Annual Meeting held in January in Washington, D.C. and if selected by FHWA U&GP for presentation, must present on their research project.
- The results of all research will be the property of FHWA and a copy must be made available to FHWA on an unlimited, royalty-free basis.
- Upon completion of the Fellowship, a copy of each student's thesis/dissertation, or research paper and any other related research must be submitted to the FHWA U&GP Program Manager along with the educational institutions year end DDETFP report.

RESTRICTIONS

- Reimbursements of IHE administrative or overhead costs are prohibited.
- Student Designees are eligible for funding only during the months of full-time enrollment in a degree program, or during on-site research projects or internships at federal, state, or local government agencies.
- All unused funds must be returned to the FHWA within 90 days of the conclusion of the fellowship, early departure or graduation.
- Fellowships do not cover dependents of DDETFP Student Designees.
- Current U.S. Department of Transportation employees are not eligible for the DDETFP.
- Any changes to the grant agreement must be approved, in writing, by the FHWA U&GP Program Manager/Agreement Officer.
- If a recipient declines or departs prior to the DDETFP Fellowship award being made, only the FHWA U&GP Program Manager has the discretion to approve selection of the next applicant on the ranked list.

PRIVACY ACT STATEMENT

The information is required under the authority of the Privacy Act of 1974, as amended and Title 49 U.S.C. 332(b) (3) (4) (5). Your request cannot be processed unless the data below is complete. Disclosure of your race and ethnicity are optional. Refusal to furnish your race and/or ethnicity will not result in the denial of any right, benefit or privilege provided by law. Records maintained in the system are routinely used to determine eligibility/qualifications for fellowships, and for program evaluation and analysis purposes.

U&GP STAFF RESPONSIBILITIES

FHWA U&GP staff will provide all participating IHE with Program Guidelines when the institutions enter the program and when new guidelines are issued. U&GP staff is available to respond to programmatic questions and schedule site visits when requested. The FHWA U&GP Program Manager will make final decisions on any requests for program changes.

IHE DDETFP Local Competition selection: The FHWA U&GP Program Manager will make the final selection of IHE to administer the DDETFP Local Competition and provide a Notice to Proceed.

Fellow Selection: The FHWA U&GP Program Manager will make the final selection of Student Designees and award amounts. Participating institutions will be notified of the selection and funding decisions.

Fellowship Awards: FHWA U&GP staff will send all forms to the DDETFP Campus Program Manager for processing. Grant agreements will be sent to the Campus Grant Official upon receipt of the completed forms.

U&GP CONTACT INFORMATION

Universities and Grants Programs
Center for Transportation Workforce Development
Federal Highway Administration
1310 North Courthouse Road, Suite 300
Arlington, VA 22201
Web Site: https://www.fhwa.dot.gov/innovativeprograms/centers/workforce_dev/
E-mail: FHWA_UGP@dot.gov

FORM A: IHE TECHNICAL APPLICATION INFORMATION SHEET & CHECKLIST

INSTITUTION TECHNICAL APPLICATION INFORMATION

General Application Data

1. Institution Name: _____
2. Fellowship Program category (check one): ❑HBCU ❑HSI ❑TCU ❑API ❑CC
3. Do any of the following academic programs exist at the institution?

❑ Sciences	❑ Human Development	❑ Public Policy
❑ Business	❑ Law	❑ Aviation
❑ Engineering	❑ Planning	❑ Transportation

4. Provide web link to the institution course catalog: _____

Historical Program Data

5. Has the institution administered the DDETFP in previous years? ❑ No ❑ Yes

   If yes, please identify the last academic year of participation.

   ❑ 2015 ❑ 2016 ❑ 2017 ❑ 2018 ❑ 2019 ❑ Other_____

APPLICATION FORMS[5] CHECKLIST

❑ Application for Federal Assistance (SF-424)
❑ Assurances for Non-Construction Programs (SF-424B)
❑ Key Contacts Form
❑ Disclosure of Lobbying Activities (SF-LLL)

TECHNICAL APPLICATION CONTENT CHECKLIST

❑ Program Administration Plan (Narrative Response Required)

Describe how the DDETFP Local Competition Fellowship Program will be managed by your institution. Identify the Campus Program Manager and the Grant Official. A Key Contacts Form must be submitted for each of the individuals included.

❑ Selection Panel Evaluation Plan (Narrative Response Required)

Describe the evaluation and ranking process that will be used to complete this activity. This narrative should include a complete list of the DDETFP Local Competition Selection Panel members comprised of a minimum of three members including at least one individual who is employed by the local FHWA Division Office. A Key Contacts Form must be submitted for each of the individuals included.

❑ Campus Recruitment Plan (Narrative Response Required)

Describe how the DDETFP Local Competition Fellowship Program will be advertised, announcements and application distributed, panels convened, and student designees selected and notified. Please include a Timeline / Schedule that includes the following chart at the end of the Campus Recruitment Plan.

Campus Recruitment Plan Timeline / Schedule	
Activity	**Date**
Planned Announcement Posting	
Institutional Application Due	
DDETFP Local Competition Selection Panel Meeting	
Submission of Proposed Recipient Package	

❑ DDETFP Local Competition Campus Announcement (Attachment Required)

Submit a copy of the proposed campus announcement(s) you intend to use to announce the funding opportunity to students on your campus.

❑ NOFO Questions (Narrative Response Required)

Address the nine (9) items at Section 7. OTHER SUBMISSION REQUIREMENTS (7a-7i) in the NOFO.

[5] Available on Grants.gov

SAMPLE STUDENT FILE INFORMATION SHEET

FHWA will provide a final form to each selected IHE with the Notice to Proceed

FELLOWSHIP CATEGORY	❑HBCU ❑HSI ❑TCU ❑API ❑CC
STUDENT NAME	*Prefix* *First Name* *Last Name*

RACE (optional)
- ❑ American Indian
- ❑ Alaskan Native
- ❑ Asian
- ❑ African/African American
- ❑ Native Hawaiian/Other Pacific Islander
- ❑ White
- ❑ Other

ETHNICITY (optional)
- ❑ Hispanic or Latino
- ❑ Not Hispanic or Latino
- ❑ Hispanic or Latino in Puerto Rico
- ❑ Not Hispanic or Latino in Puerto Rico

Check one box and place X to indicate your status as of September 1st of the application year:

❑ Associates	❑ Bachelors	❑ Masters	❑ Doctoral
___ 1st Year	__ Junior	___ 1st Year	___ 1st Year ___ 3rd Year
___ 2nd Year	__ Senior	___ 2nd Year	___ 2nd Year ___ 4th Year

College / University	Applicant's Major
Academic Department	Applicant's Field of Study
Faculty Advisor Name: Title: Telephone No.: E-mail Address:	**Campus Program Manager Name:** Title: Telephone No.: E-mail Address:

STUDENT APPLICATION CONTENT CHECKLIST

- ❑ Complete Student File Information Sheet
- ❑ SF 424 Individual
- ❑ Application Essays
  - ❑ Personal Statement: Include relevant background and future goals. Please outline your educational and professional development plans as well as your career goals. Describe how your education will prepare you for a career in transportation (Limit 8000 characters).
  - ❑ Research/Study Plan & Impact Statement: Summarize both your plan of study and research plan. Describe how your research will impact and enhance the field of transportation; contribute to an understanding of transportation; and/or provide societal benefits. The proposed research must be conducted in the approved transportation-related academic disciplines (Limit 8000 characters).
- ❑ Resume
- ❑ 2 Letters of Recommendation (one of the letters of recommendation must be from current Faculty Advisor)

Name	**Type**
_____	Faculty Advisor (Required) ❑Personal ❑Academic ❑Professional
_____	

- ❑ Official Transcripts

I am applying for funding to support the following degree:	I submitted the following official transcript(s) to complete my application.
❑ Associate ❑ Bachelor	❑ Transcript from current institution
❑ Master*	❑ Transcript from current institution
	❑ Transcript from institution that awarded bachelor's degree
❑ Doctorate*	❑ Transcript from current institution
	❑ Transcript from institution that awarded master's degree

**Individuals applying for graduate level funding must possess a baccalaureate degree from an Institution of Higher Education (IE) which must be accredited by a federally-recognized accrediting agency and must be located within the United States or its territories, both administratively as well as the campus the student attended.*

SUGGESTED ANNOUNCEMENT INFORMATION

The following information may be helpful in constructing the Campus Announcement.

PROGRAM OBJECTIVES:

The DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM (DDETFP) provides funding for the pursuit of Associate's, Bachelor's (junior and senior), Master's or Doctoral Degrees in transportation related fields. The program objectives are to attract the nation's brightest minds to the field of transportation; to enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and to retain top talent in the transportation industry of the United States.

ACADEMIC DISCIPLINES:

(The list of transportation related academic disciplines approved for the DDETFP can be found on the last page of these Guidelines.)

ELIGIBILITY REQUIREMENTS:

Include the requirements that are applicable to the Local Competition Fellowship category you are announcing.

For all DDETFP Fellowships:

Student applicants must be

- pursuing a degree
  - in a transportation-related discipline
  - in a full-time program
  - enrolled for the entire academic year
- conducting ongoing research in one or more transportation-related disciplines
- planning to enter the transportation profession after completing their higher-level education

Students who are not U.S. citizens must provide a valid copy of their student I-20 ID from the College / University or I-551 Permanent Resident Card that is issued by the U.S. Citizenship and Immigration Service (CIS)[6].

HBCU, HSI, and API Fellowships: Student applicants **must** be at least an undergraduate junior or higher at the start of the upcoming Fall Semester.

TCU Fellowships: Student applicants **must** be at least an undergraduate sophomore or higher at the start of the upcoming Fall Semester.

CC Fellowships: Student applicants must be pursuing a degree in a full-time program, must be in a transportation-related discipline, must conduct ongoing research in one or more transportation-related disciplines, and should be planning to enter the transportation profession after completing their education.

Graduate students applying for HBCU, HSI, API, and TCU fellowships: Graduate **s**tudent applicants must possess a baccalaureate degree from a U.S. accredited IHE[7].

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[6] A Permanent Resident Card (Form I-551), commonly known as a Green Card, is evidence of your status as a lawful permanent resident with a right to live and work permanently in the United States. It also is evidence of your registration in accordance with United States immigration laws. Once students are accepted by the school, the University / College provides students a form known as a Certificate of Eligibility (SEVIS I-20).

[7] IHE must be accredited by a federally-recognized accrediting agency and must be located within the United

EVALUATION CRITERIA:
The DDETFP Fellowships will be awarded on the basis of merit. Merit includes:

- Academic achievement
- Potential for outstanding career in transportation
- Proposed research plan/plan of study and impact statement
- Recommendations
- Academic Record

STUDENT APPLICATION REQUIREMENTS & CONTENT:
All application materials must be typed. A complete student application consists of the following:

- **SF 424 Individual**
- **Student File Information Sheet**
- **Official Transcripts**[8]
- **Resume**
- **2 Letters of Recommendation (one of the letters of recommendation must be from current Faculty Advisor)**
- **Application Essays**
  1) Personal Statement: The Personal Statement should include relevant background and future goals. Please outline your educational and professional development plans as well as your career goals. Describe how your education will prepare you for a career in transportation (Limit 8000 characters).
  2) Research Plan & Impact Statement: The Research Plan and Impact should summarize both your plan of study and research plan. Describe how your research will impact and enhance the field of transportation; contribute to an understanding of transportation, and provide societal benefits. The proposed research must be conducted in one of the approved transportation-related academic disciplines (Limit 8000 characters).

FELLOWSHIP AWARD:
All Student Designees may not receive a full award (i.e. tuition, stipend, and travel to Transportation Research Board (TRB) Annual Meeting). Fellowship award will be based on the rankings from the local Selection Panel. All selected Student Designees receive up to $1,500 to be used toward attendance at the TRB Annual Meeting in Washington D.C in January.

TUITION CAP:
Annually a maximum of $10,000 in tuition and mandatory fees may be covered by the DDETFP.

STIPEND & TAXES:
DDETFP Local Competition Campus Program Managers will determine stipends based on the local cost of living

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States or its territories, both administratively as well as the campus the student is attending. The U.S. Department of Education publishes a list of nationally recognized accrediting agencies on https://www.ed.gov/accreditation.

[8] Transcripts must be provided from all institutions in which a degree was obtained. If you are applying for the Doctoral Fellowship, official transcripts must be provided from the institution where you obtained your Master degree and your current institution. If you are applying for the Masters Fellowship, official transcripts must be provided from the institution where you obtained your Bachelor degree and your current institution.

figures and shall be calculated as follows:

MONTHLY STIPEND	
ASSOCIATE LEVEL	UP TO $1,000
BACHELOR LEVEL	UP TO $1,450
MASTER LEVEL	UP TO $1,700
DOCTORAL LEVEL	UP TO $2,000

Student Designeed shall be advised that the stipend portion of the award is taxable.[9]

[9] Refer to the Internal Revenue Service Publication 970 – Tax Benefits for Education.

SAMPLE LOCAL COMPETITION APPLICATION REPORT AND RANKING SHEET

FHWA will provide formatted spreadsheet to each selected IHE with the Notice to Proceed. Below is an example of the Local Competition Application Report and Ranking Sheet (Tab A & Tab B) that includes the data elements required for the Local Competition Application Review and Recommendation Package.

SAMPLE- LOCAL COMPETITION APPLICATION REPORT AND RANKING SHEET
TAB A – Eligible

LOCAL COMPETITION APPLICATION REPORT AND RANKING SHEET
2017-2018 Academic Year
Eligible Applcations

The following is a list of applicants that submitted complete packages that have been reviewed by the Selection Panel and are recommended for award.

Ranking	Official Transcript	# of Letters	App_Sal	App_First	App_Last	Stu_Address	Stu_Address2	Stu_City	Stu_State	Stu_Zip	Student_Email	Year	Degree	Major
Example 1	*X*	*X*	*Mr.*	*Gerald*	*Hill*	*1234 Sunnydale Lane*	*Suite 227*	*Boob Dale City*	*MD*	*12345*	*MrHill@email.edu*	*2nd*	*Master*	*Logistics Management*
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25														

Application Submission Summary	
Number of applications received	
Number of eligible applications	
Number of ineligible applications	

Institution Name	
Panel Review Location	
Panel Review Date	
Campus Manager	

Updated 1/30/2017

Page 1

SAMPLE - LOCAL COMPETITION APPLICATION REPORT AND RANKING SHEET
TAB B – Ineligible & Incomplete

LOCAL COMPETITION APPLICATION REPORT AND RANKING SHEET
2017-2018 Academic Year
Ineligible / Incomplete Applcations

The following is a list of applicants who were not ranked by the Selection Panel due to submission of ineligible or incomplete application.

Ineligible / Incomplete	Official Transcript	# of Letters	App_Sal	App_First	App_Last	Stu_Address	Stu_Address2	Stu_City	Stu_State	Stu_Zip	Student_Email	Year	Degree	Major
Ineligible	*X*		*Ms.*	*Fawn*	*Thompson*	*1234 Sunnydale Road*	*Studio 54*	*Memory Mountain*	*GA*	*12345*	*Sun.Flower@email.edu*	*1st Year*	*Associates*	*Systems Engineering*
Incomplete		*X*	*Mr.*	*Camron*	*Ranje*	*1234 Sunnydale Court*	*Apartment A*	*Study Slope*	*VA*	*12345*	*CRanje@email.edu*	*Junior*	*Undergraduate*	*Transportation Planning*
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Institution Name	
Panel Review Location	
Panel Review Date	
Campus Manager	

Updated 1/30/2017

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SAMPLE CONFLICT OF INTEREST - NON DISCLOSURE FORM

FHWA will provide the Conflict of Interest - Non Disclosure Form to each selected IHE with the Notice to Proceed. This form is required for each member of the DDETFP Local Competition Selection Panel. The signed forms must be returned to FHWA with the Local Competition Application Review & Recommendation Package.

SAMPLE - CONFLICT OF INTEREST - NON DISCLOSURE FORM

ATTACHMENT 1

CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT FORM
NOTICE OF FUNDING OPPORTUNITY 693JJ318NF5228-XXXX
DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
LOCAL COMPETITION
{IHE}

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1. I, the undersigned, certify that I will not discuss or reveal any information pertaining to Notice of Funding Opportunity (NOFO) 693JJ318NF5228-XXXX - Dwight David Eisenhower Transportation Fellowship Program Local Competition at {IHE} to anyone who has not been approved by the FHWA Program Manager / Agreement Officer.

2. I further agree that at any time I discover that I have an interest in, or connection with, an individual submitting an application package, I shall promptly report, in writing, the fact of my interest or connection, and the nature of it, to the Program Manager / Agreement Officer. I recognize that a reportable interest or connection includes, but is not limited to, the following:

   (a) A close family relationship to individual submitting an application package.
   (b) Any other interest in or connection with a company that might subject Federal Highway Administration or {IHE} to criticism on the basis that such interest or connection would impair my objectivity in participating in the application evaluation proceedings including conduct of cost/price analysis.

3. I further agree that, upon completion of my review of subject applications, I will return all copies of the applications (including any abstracts thereof) and any related documentation to the Program Manager / Agreement Officer or their duly authorized representative (Local Competition Campus Program Manager).

4. In addition, I fully realize that any breach by me of my obligation to safeguard and not disclose to unauthorized persons any information made available to me concerning the subject NOFO, may result in appropriate disciplinary action, provided for by law or regulation, being taken against me by duly constituted authority.

5. To the extent that my support of this review requires access to personal identifiable information, proprietary, or confidential, and as long as such information remains proprietary or confidential, I will protect such information from unauthorized use and disclosure and agree not to use it for any other reason other than the purpose of the intended activity.

6. Any questions on this document shall be immediately addressed to Ewa Flom at ewa.flom@dot.gov or 703-235-0532.

PANELIST NAME _____

PANELIST ORGANIZATION NAME _____

_____ _____
SIGNATURE **DATE**

UNIVERSITIES & GRANTS PROGRAMS

TRANSPORTATION RELATED ACADEMIC DISCIPLINES*

SCIENCES
Architecture
Biology
Chemistry
Communication
Computer Science
Criminal Justice
Environmental Science
Information Systems
Mathematics
Physics

BUSINESS
Accounting
Business Administration
Finance
Economics
Management

HUMAN DEVELOPMENT
Human Factors
Human Resources
Psychology

AVIATION
Aeronautical Studies
Airway Science
Flight Management Science

ENGINEERING
Chemical Engineering
Civil Engineering
Construction Engineering
Electrical Engineering
Electronic Engineering
Environmental Engineering
Geotechnical Engineering
Manufacturing Engineering
Mechanical Engineering
Structural Engineering
Transportation Engineering

LAW
Environmental
Transportation

PUBLIC POLICY & PLANNING
Public Policy and Analysis
Public Administration
Political Science/Government
Urban and Regional Planning
Urban Studies

TRANSPORTATION
Logistics Management
Planning
Policy

* Other Transportation-Related Academic Disciplines may be approved on a case by case basis by the FHWA Universities and Grants Programs, Program Manager.