

**FINANCIAL ASSISTANCE
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U. S. Department of Energy
Idaho Operations Office**

**Nuclear Energy University Programs – Fellowship and Scholarship
Support**

Funding Opportunity Number: DE-FOA-0001487

Announcement Type: Initial

CFDA Number: 81.121

Issue Date:	01/20/2016
Letter of Intent Due Date:	Not Applicable
Pre-Application Due Date:	Not Applicable
Application Due Date:	Open continuously through 1/31/2021

Section I - FUNDING OPPORTUNITY DESCRIPTION**Description**

The purpose of this Funding Opportunity Announcement (FOA) is to award multiple cooperative agreements to accredited U.S. two- and four-year Colleges and Universities to receive and administer scholarship and fellowship funding—provided through the Integrated University Program (IUP) and as administered by the Department of Energy, Office of Nuclear Energy (DOE-NE)—on behalf of selected students attending these Universities. The selection of students for the program will occur via a separate DOE-NE process.

The IUP works to attract qualified nuclear science and engineering students (NS&E) to nuclear energy professions by providing undergraduate level scholarships and graduate level fellowships. The fellowships and scholarships are focused on two-, four-year, and graduate programs in science and engineering disciplines related to nuclear energy such as Nuclear Engineering, Mechanical Engineering, Electrical Engineering, Chemistry, Health Physics, Nuclear Materials Science, Radiochemistry, Applied Nuclear Physics, Nuclear Policy, Radiation Protection Technology, Nuclear Power Technology, Nuclear Maintenance Technology, and Nuclear Engineering Technology at Universities and Colleges located in the United States (U.S.).

The DOE-NE mission is to encourage development and exploration of advanced nuclear science and technology. DOE-NE promotes nuclear energy as a resource capable of meeting the Nation's energy, environmental, and national security needs by resolving scientific, technical, and regulatory challenges through research, development, and demonstration.

The goal of DOE-NE's University Programs (NEUP) is to support outstanding, cutting-edge, and innovative research at U.S. universities through the following:

- Integrating research and development at universities, national laboratories, and industry to revitalize nuclear education and support NE's Programs;
- Attracting the brightest students to the nuclear professions and supporting the Nation's intellectual capital in science and engineering disciplines;
- Improving university and college infrastructures for conducting research and development (R&D) and educating students; and
- Facilitating knowledge transfer to the next generation of workers.

Educating undergraduate and graduate students in the nuclear science and engineering (NS&E) will:

- Support the ongoing need for personnel who can develop and maintain the nation's nuclear power technology;
- Enhance the research and development capabilities of U.S. Universities; and
- Fulfill national demand for highly trained scientists and engineers to work in NS&E areas.

The Universities selected under this FOA must comply with the attached guidelines. See Appendix A.

NOTE: The term "applicant" as used in this FOA means Universities that submit an application to DOE in response to this FOA; it does not refer to students who apply for fellowships/scholarships under the NEUP Fellowship and Scholarship Program.

The term "application" as used in this FOA refers to the application provided in response to this FOA by Universities; it does not refer to individual fellowship/scholarship applications by students under the NEUP Fellowship and Scholarship Program.

Section II - AWARD INFORMATION

A. TYPE OF AWARD INSTRUMENT

DOE anticipates awarding cooperative agreements under this program (See Section VI.B.2 Statement of Substantial Involvement).

B. ESTIMATED FUNDING

The actual level of funding received by each University will depend on the number of fellowship/scholarship students selected under the NEUP Fellowship and Scholarship Program and if attending each university. Up to \$5 million is expected to be available in any given fiscal year for fellowship and scholarship recipients. Future funding availability is anticipated to be in the same range but is dependent upon DOE-NE appropriations.

C. MAXIMUM AND MINIMUM AWARD SIZE

The size of individual fellowships and scholarships are fixed, as specified below. The number of individual fellowships/scholarships awarded to each University will be determined by the number of students selected under the NEUP Fellowship and Scholarship Program. Accordingly, although each cooperative agreement awarded will run between five and eight years (Section II.F of this FOA), the amount of funding awarded to each University will vary depending on the number of individual awards issued to that University and may be **\$0.00 in a particular year(s)**.

The fellowship and scholarship amounts awarded under separate DOE-NE RFAs will be as follows:

Graduate Fellowship: A maximum of \$155,000 each for three (3) contiguous years (at a maximum of \$50,000 per year) will be awarded per student. An additional \$5,000 is provided to offset the costs of a 10-week minimum internship required of all Fellows.

Undergraduate Scholarship: Undergraduates may be awarded annual scholarships of \$7,500 each. Scholarship recipients must reapply and be selected for each year for a follow-on scholarship to be awarded. Scholarships for particularly outstanding students may be available at a higher amount.

No funding will be provided to any University unless a student has received a DOE-NE fellowship or scholarship and is accepted or currently enrolled at that University.

D. EXPECTED NUMBER OF AWARDS

The number of awards will be limited to those Universities who meet the restricted eligibility requirements, and all other requirements set forth in this FOA.

The number of awards planned to Universities in any given fiscal year will depend on the actual number of Universities that apply and otherwise meet requirements. Only one cooperative agreement award per University is necessary under this FOA. Please see the list of IUP Approved Universities: <https://neup.inl.gov/SitePages/IUP%20Approved%20Universities.aspx>.

At the current anticipated funding level, DOE-NE will provide approximately 40 scholarships to undergraduate students attending two- and four-year programs and 30 fellowships to graduate students each fiscal year.

E. PERIOD OF PERFORMANCE

DOE anticipates making awards to selected Universities that will run for up to five years for awarding new fellowship/scholarship funds; the cooperative agreements may run for up to eight years total (e.g., depending on the fellowships/scholarships awarded to students, including three-year fellowship awards, the awarded cooperative agreement may run for up to eight years in order to complete the fellowships/scholarships awarded under that cooperative agreement; however, in no event will new fellowships/scholarships be awarded after five years).

G. TYPE OF APPLICATION

DOE will accept only new applications under this announcement.

Section III - ELIGIBILITY INFORMATION**A. ELIGIBLE APPLICANTS****Restricted Eligibility**

In accordance with 2 CFR 910.126(b), eligibility for award is restricted to U.S. Colleges and Universities with two-, four-year, and graduate programs of study in science and engineering disciplines related to nuclear energy, such as Nuclear Engineering, Mechanical Engineering, Electrical Engineering, Chemistry, Health Physics, Nuclear Materials Science, Radiochemistry, Applied Nuclear Physics, Nuclear Policy, Radiation Protection Technology, Nuclear Power Technology, Nuclear Maintenance Technology, and Nuclear Engineering Technology. Minority institutions such as Historically Black Colleges and Universities and/or minority serving institutions are encouraged to apply. Colleges and Universities with cooperative programs which share coursework between two or more colleges and universities to meet the above requirements are also encouraged to apply.

B. COST SHARING

Cost sharing is not required.

Section IV - APPLICATION AND SUBMISSION INFORMATION**A. ADDRESS TO REQUEST APPLICATION PACKAGE****Application Package at Grants.gov**

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package.

B. LETTER OF INTENT AND PRE-APPLICATION**1. Letter of Intent.**

Letter of Intent is not required

2. Pre-application

Pre-applications are not required.

C. CONTENT AND FORM OF APPLICATION

Applicants must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.

1. SF 424 - Application for Federal Assistance

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. The list of certifications and assurances referenced in Field 21 can be found on the DOE Financial Assistance Forms Page at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms> under “Certifications and Assurances.”

2. Other Attachments Form

Submit the following files with your application and attach them to the Other Attachments Form. Click on "Add Mandatory Other Attachment" to attach the Project Narrative. Click on "Add Optional Other Attachment," to attach the other files.

Project Narrative File - Mandatory Other Attachment

The program narrative page limitation is as described in each section below. The program narrative shall be a document that fits on a standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right). The document shall be single spaced and use a standard font not smaller than 11 point. EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Section VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named "Project.pdf," and click on "Add Mandatory Other Attachment" to attach.

The program narrative must include:

Program Description.

This section should describe the currently established Nuclear Science and Engineering programs, not to exceed 2 pages per discipline. Please provide a brief history of the academic program, discuss the current program and describe the future plans for the program. In the last discussion on the future plans, provide evidence as to the university's commitment to the growth and maintenance of the academic program. The description should also include additional attachments as stated below. These attachments are not included in the 2 page per discipline limitation of the program description.

- Degree or certificate plans in all major, minor, or two-year relevant program areas identified previously including all established requirements in each field and for each program;
- List and provide an explanation for the courses offered under each relevant degree or certificate program, which are most relevant to the two-year, undergraduate, and graduate program. Please include a table with course title, course number, description, and number of times offered per year;
- List the facilities or affiliated program and provide a brief description of each facility as to how it is used in the relevant academic program offered (two page limitation);
- List any collaborative or affiliated, if any, relevant academic programs with other colleges and universities (optional); and

- Metrics on current and recent existing student population involved in the relevant academic programs.
 - Number of students currently enrolled.
 - Number and type of degrees issued over the past five years.
 - Titles of Projects, Theses, and Dissertations complete over the past five years.

Faculty Description.

Principal Faculty Members: List the names, title (Associate, Assistant, Professor), research interest areas, and percentage of time devoted to the program for each faculty member involved in delivering the relevant academic programs.

3. SF-LLL Disclosure of Lobbying Activities

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Summary of Required Forms/Files

Your application must include the following documents:

Name of Document	Format	File Name
Application for Federal Assistance – SF424	Form	N/A
Other Attachments Form Attach the following files to this form:	Form	N/A
Project Narrative File and Attachments	PDF	Project.pdf
SF-LLL Disclosure of Lobbying Activities, if applicable.	Form	N/A
Completed Awardee Point of Contact Data Sheet (see Appendix D)	PDF	POC.pdf

D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS

If selected for award, DOE-NE reserves the right to request additional or clarifying information for any reason deemed necessary.

E. SUBMISSION DATES AND TIMES**1. Pre-application Due Date**

Pre-applications are not required.

2. Application Due Date

Applications will be accepted continuously until January 31, 2021.

F. INTERGOVERNMENTAL REVIEW

Program Not Subject to Executive Order 12372

This program is not subject to Executive Order 12372 - Intergovernmental Review of Federal Programs.

G. FUNDING RESTRICTIONS

Funding for all awards and future budget periods are contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.

Cost Principles: Costs must be allowable, allocable and reasonable in accordance with the applicable Federal cost principles referenced in 2 CFR 200.

Pre-award Costs: Recipients may charge to an award resulting from this announcement pre-award costs that were incurred within the ninety (90) calendar day period immediately preceding the effective date of the award, if the costs are allowable in accordance with the applicable Federal cost principles referenced in 2 CFR 200. Recipients must obtain the prior approval of the contracting officer for any pre-award costs that are for periods greater than this 90 day calendar period.

Pre-award costs are incurred at the applicant's risk. DOE is under no obligation to reimburse such costs if for any reason the applicant does not receive an award or if the award is made for a lesser amount than the applicant expected.

H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS**1. Where to Submit**

Application package must be obtained through the "Apply for Grants" function at www.Grants.gov by downloading the application package and its instructions. Save these files to your computer for future reference and use. Applicants do not need Internet access to read the instructions or to complete the application once saved to the applicant's computer. Once the application is completed, submit it through www.Grants.gov.

2. Registration Process

Applicant must be registered with FedConnect in order to submit the application. Guidance on registering can be found at www.FedConnect.net through the link "Have Questions? Need help getting started? Click here." DOE-NE recommends that applicants register and become familiar with FedConnect at least two weeks before submission of the application.

Section V - APPLICATION REVIEW INFORMATION**A. CRITERIA****1. Initial Review Criteria****Application Award Eligibility**

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the FOA.

2. Merit Review Criterion

The evaluation criterion and weights are provided below. In accordance with the evaluation criterion and available funding, DOE will make the final selection of awards with Innovative Nuclear Research (INR) Integration Office participation in the selection process.

Criterion – Weight 100%

- Potential of the program to conduct nuclear science and engineering education;
- Alignment of the programs with the NE mission;
- Scope and depth of the classes;
- History and Future plans of the program;
- Quality of the current staff; and
- Acceptability of school's process for distributing fellowship/scholarship funds, tracking usage and reporting.

B. REVIEW AND SELECTION PROCESS

1. Merit Review

Applications Subject to Merit Review

Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance." This guide is available under Financial Assistance, Regulations and Guidance at <http://www.management.energy.gov/documents/meritrev.pdf>.

2. Selection

Selection Official Consideration

The Selection Official will consider the merit review recommendation and program policy factor.

3. Discussions and Award

Government Discussions with Applicant

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 2 CFR 200; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES

Selection and Award Date

Because this is a continuously open FOA, applications will be reviewed twice a year. Applications received on or before June 1st will be awarded by the end of September of the same year. Applications received on or before December 1st will be awarded by April 1st of the next year.

Section VI - AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

1. Notice of Selection

Selected Applicants Notification

DOE will notify applicants selected for award by email. This notice of selection is not an authorization to begin performance.

Non-selected Notification

Organizations whose applications have not been selected will be notified by email as promptly as possible. This notice will explain why the application was not selected.

2. Notice of Award

A Notice of Financial Assistance Award or Assistance Agreement issued by the contracting officer is the authorizing award document. It normally includes (either as an attachment or by reference): (1) Special Terms and Conditions; (2) Applicable program regulations, if any; (3) Application as approved by DOE-NE; (4) DOE assistance regulations at 2 CFR 200; (5) National Policy Assurances To Be Incorporated As Award Terms; (6) Budget Summary; and (7) Federal Assistance Reporting Checklist, which identifies the reporting requirements.

For grants and cooperative agreements made to universities, non-profits and other entities subject to OMB Circular A-110 the Award also includes the Research Terms and Conditions located at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp>.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Requirements

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR 600 (See: <http://www.eCFR.gov>). Grants and cooperative agreements made to universities, non-profits and other entities subject to Title 2 CFR are subject to the Research Terms and Conditions located on the National Science Foundation web site at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp>.

2. Special Terms and Conditions and National Policy Requirements

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms> under Award Terms.

The National Policy Assurances To Be Incorporated As Award Terms are located at <http://www.nsf.gov/bfa/dias/policy/rtc/appc.pdf> and at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms> under Award Terms.

Statement of Substantial Involvement

Substantial involvement, including assistance from the INR Integration Office, will be required in various aspects of effort necessary to accomplish the completion of students selected for scholarships and fellowships. Substantial direct operational involvement/participation is anticipated to ensure compliance with the objectives of the Fellowship and Scholarship Program. This involvement includes, but is not limited to, collaboration as necessary with schools, participation in the management of the project and intervention in the activity, namely:

- Assist in publicizing scholarship opportunities (at no additional expense to the schools) on either a national, regional or local basis, as may be determined necessary by DOE-NE;

- Receive and review of fellowship/scholarship request forms from individual students; and
- Participate in selecting students for receipt of fellowships and scholarships as well participate in the decision as to whether a fellowship is continued.

C. REPORTING

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2 , attached to the award agreement. A sample checklist is attached to this FOA as Attachment “C”. The checklist is also available at: <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms> under Award Forms.

Section VII - QUESTIONS/AGENCY CONTACTS

A. QUESTIONS

Questions regarding the content of the announcement must be submitted through the FedConnect portal. Applicant must register with FedConnect to respond as an interested party to submit questions, and to view responses to questions. It is recommended that applicant register as soon after release of the FOA as possible to have the benefit of all responses. DOE-NE will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions and comments concerning this FOA shall be submitted not later than 10 calendar days prior to the application due date. Questions submitted after that date may not allow the Government sufficient time to respond.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. DOE-NE cannot answer these questions.

B. CONTACTS

For questions regarding Fellowship and Scholarship Support under the University Program, contact:

Name: Jenna Payne
E-mail: jenna.payne@inl.gov
Telephone: 208-526-1104

For FOA procedural questions, contact:

Name: Shawn Tinsley
E-mail: tinslesm@id.doe.gov
Telephone: 208-526-3997

Section VIII - OTHER INFORMATION

A. MODIFICATIONS

Notices of any modifications to this announcement will be posted on FedConnect. You can receive an email when a modification or an announcement message is posted by registering with FedConnect as an interested party for this FOA. It is recommended that you register as soon after release of the FOA as possible to ensure you receive timely notice of any modifications or other announcements. More information is available at <http://www.fedconnect.net>.

B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. COMMITMENT OF PUBLIC FUNDS

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

D. PROPRIETARY APPLICATION INFORMATION

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

"The data contained in pages [Insert pages] of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant."

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

"The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL

In conducting the merit review evaluation, the Government may seek the advice of qualified non Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

F. INTELLECTUAL PROPERTY DEVELOPED UNDER THIS PROGRAM – N/A**G. NOTICE OF RIGHT TO REQUEST PATENT WAIVER – N/A****H. NOTICE REGARDING ELIGIBLE/INELIGIBLE ACTIVITIES**

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

Section IX - APPENDICES/REFERENCE MATERIAL**Appendix A: University Responsibilities**

Appendix B: Fellowship & Scholarship support Annual and Final Progress Reports.

Appendix C: Sample Reporting Requirements Checklist with Attachment A (Annual and Final Progress Report Instructions)

Appendix D: Awardee Point of Contact Data Input Sheet

Appendix A - University Responsibilities

1. Comply with terms and conditions of the awarded cooperative agreement.
2. Promote the U.S. Department of Energy, Office of Nuclear Energy University Programs Fellowship and Scholarship Support program at your school.
3. Distribute scholarship/fellowship funds to enrolled students selected/identified by NE to receive scholarships/fellowships in accordance with program guidelines.
4. Collect and timely submit information required for Interim, Annual and Final reports (see reporting requirements checklist).
5. Return any unused funds provided for each participating student(s) at completion of the school year for scholarships, or at completion of the period covered by fellowships, as directed by DOE (or within 90 days of the performance period end date of this cooperative agreement).
6. Agree not to charge any indirect costs, or charge a fee to administer the funds received. All funding are provided for the benefit of the student.

ALLOWABLE COSTS FOR SCHOLARSHIPS**Undergraduate Scholarships Cost of Education Allowance**

Tuition, Books, Fees, Room and Board: All applicable tuition, room and board, books required for classes, and fees normally charged to students of similar academic standing represent allowable costs for scholarships, unless such charges are optional or are refundable. Only board expenses (including food) for on-campus facilities are allowed; however, off campus room expenses may be reimbursed upon presentation of a valid paid rent receipt. These expenses must be submitted to the college or university for payment.

The scholarship award does **not** provide allowances for special student needs, such as travel to employment sites, computers, and books and publications beyond those required for classes, fieldwork expenses, and special study.

ALLOWABLE COSTS FOR GRADUATE FELLOWSHIPS***Graduate Fellowships Cost of Education Allowance***

For each selected Fellow, the affiliated institution receives a \$50,000 award per year to be administered as follows:

1. The fellowship stipend is currently \$33,000 for a 12-month tenure period, prorated monthly at \$3,000 for shorter periods as approved by DOE-NE.
2. The cost of education allowance is \$16,000 per tenure year and is to be used by the affiliated institution to cover the costs of educating the Fellow. All applicable tuition, books, and fees normally charged to students of similar academic standing, unless such charges are optional or are refundable. Students can receive reimbursement for off campus housing with their education allowance if all tuition, fees, and books have been covered. Students will need to provide paid rent receipts to their university to receive reimbursement. 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.

3. Fellows are allowed an additional \$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 NE.
4. A 10-week (approximate) internship must be conducted at a DOE national laboratory or facility designated and approved by DOE-NE. A \$5,000 one-time allowance is provided for travel and/or housing expenses associated with the internship.

The 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.

Appendix B – Instructions for Student Submittal of Annual Fellowship Reports

Separate Annual Fellowship Reporting (to be submitted directly to the Innovative Nuclear Research Integration Office from students selected for fellowship funding; future fellowship funding is dependent upon your timely and complete submission of this information).

As part of your acceptance of U.S. Department of Energy Nuclear Energy University Programs Fellowship and Scholarship Support funds, please provide the following information to the Innovative Nuclear Research Integration Office at the completion of each school year (on or before June 15th):

1. Your significant recent achievements such as research results, publications, teaching or research appointments: Please write for the non-technical reader and for possible use in publicizing.
2. Bibliography of significant publications or papers presented at professional meetings (authors, title, journal, date, and page):
3. Have you done any work toward a patent or invention? ____ Yes ____ No
If yes, please attach a full description.
4. Year in school and future career plans after graduate studies are completed:
5. Comments on fellowship program administration:
6. Please describe any problems that may have occurred with the fellowship program:
7. If this is your **first year** of fellowship tenure, please list any offers of other fellowships you had at the time you accepted the DOE Fellowship.
8. If this is your **final year** of fellowship tenure, please prepare a one-page summary of your fellowship activities. Please include activities during your years of reservation (if any) and any external support received, degrees attained. Please comment on how the DOE fellowship assisted you in preparing for a scientific career, problems encountered, etc.
9. Were stipend payments made promptly and according to a reasonable schedule? ____ Yes ____ No
10. Did you receive any fellowship stipend supplementation? ____ Yes ____ No
If yes, please give amounts and source, include teaching and research assistantships.

Certification: The above expenditures were accrued during the program year indicated above in support of US Department of Energy Nuclear Energy University Programs Fellowship and Scholarship Support at this institution. I certify the funds have been properly expensed/used in accordance with US Department of Energy Nuclear Energy University Programs Fellowship and Scholarship Support program guidelines. I understand that these funds are subject to audit by the United States Government and I certify that the information on these forms is true and correct.

Preparer's Name (Printed)

Preparer's Signature

Date

Preparer's Title

E-Mail Address

Telephone Number:

Appendix C - Sample Reporting Requirements Checklist with Attachment A (Annual and Final Progress Report Instructions)

Computer Generated Form
DOE F 4600.2
(11/04)
All Other Editions Are Obsolete

U.S. Department of Energy FEDERAL ASSISTANCE REPORTING CHECKLIST AND INSTRUCTIONS

1. Identification Number: DE-FG07-08ID999999		2. Program/Project Title: 81.121 NUCLEAR ENERGY RESEARCH, DEVELOPMENT AND DEMONSTRATION TBD										
3. Recipient: Advanced Technology Institute 1955 Fremont Ave Idaho Falls, ID 83415												
4. Reporting Requirements:	Frequency	No. of Copies	Addresses									
A. MANAGEMENT REPORTING ☒ Progress Report ☐ Special Status Report	F	via Email	A B C A									
B. SCIENTIFIC/TECHNICAL REPORTING Reports/Products must be submitted with appropriate DOE F 241. The 241 forms are available at www.osti.gov/etdweb/ <table border="0"> <tr> <td>Report/Product</td> <td>Form</td> </tr> <tr> <td>☐ Final Scientific/Technical Report</td> <td>DOE F 241.3</td> </tr> <tr> <td>☐ Conference papers/proceedings*</td> <td>DOE F 241.3</td> </tr> <tr> <td>☐ Software/Manual</td> <td>DOE F 241.3</td> </tr> <tr> <td>☐ Other (see special instructions)</td> <td>DOE F 241.3</td> </tr> </table> <i>* Scientific and technical conferences only</i>	Report/Product	Form	☐ Final Scientific/Technical Report	DOE F 241.3	☐ Conference papers/proceedings*	DOE F 241.3	☐ Software/Manual	DOE F 241.3	☐ Other (see special instructions)	DOE F 241.3		A, B applies to any specified OSTI reports http://www.osti.gov/etdweb/ http://www.osti.gov/etdweb/ http://www.osti.gov/etdweb/
Report/Product	Form											
☐ Final Scientific/Technical Report	DOE F 241.3											
☐ Conference papers/proceedings*	DOE F 241.3											
☐ Software/Manual	DOE F 241.3											
☐ Other (see special instructions)	DOE F 241.3											
C. FINANCIAL REPORTING ☐ SF-269, Financial Status Report ☒ SF-269A, Financial Status Report (Short Form) ☐ SF-272, Federal Cash Transactions Report	F	via Email	A B C									
D. CLOSEOUT REPORTING ☒ Patent Certification ☒ Property Certification ☐ Other	F F	via Email via Email	A A									
E. OTHER REPORTING ☐ Annual Indirect Cost Proposal ☐ Annual Inventory of Federally Owned Property, if any ☒ Other	A	via Email										
FREQUENCY CODES AND DUE DATES: A - Within 5 calendar days after events or as specified F - Final; 90 calendar days after expiration or termination of the award. Y - Yearly; 90 days after the end of the reporting period. S - Semiannually; within 30 days after end of reporting period. Q - Quarterly; within 30 days after end of the reporting period.												
5. Special Instructions: See page 6												

Federal Assistance Reporting Instructions (5/06)**A. MANAGEMENT REPORTING****Progress Report**

The Progress Report must provide a concise narrative assessment of the status of work and include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist:

1. The DOE award number and name of the recipient.
2. The project title and name of the project director/principal investigator.
3. Date of report and period covered by the report.
4. A comparison of the actual accomplishments with the goals and objectives established for the period and reasons why the established goals were not met.
5. A discussion of what was accomplished under these goals during this reporting period, including major activities, significant results, major findings or conclusions, key outcomes or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, do not include the information, but include a note in the report advising the reader to contact the Principal Investigator or the Project Director for further information.
6. Cost Status. Show approved budget by budget period and actual costs incurred. If cost sharing is required break out by DOE share, recipient share, and total costs.
7. Schedule Status. List milestones, anticipated completion dates and actual completion dates. If you submitted a project management plan with your application, you must use this plan to report schedule and budget variance. You may use your own project management system to provide this information.
8. Any changes in approach or aims and reasons for change. Remember significant changes to the objectives and scope require prior approval by the contracting officer.
9. Actual or anticipated problems or delays and actions taken or planned to resolve them.
10. Any absence or changes of key personnel or changes in consortium/teaming arrangement.
11. A description of any product produced or technology transfer activities accomplished during this reporting period, such as:
 - A. Publications (list journal name, volume, issue); conference papers; or other public releases of results. Attach or send copies of public releases to the DOE Project Officer identified in Block 11 of the Notice of Financial Assistance Award.
 - B. Web site or other Internet sites that reflect the results of this project.
 - C. Networks or collaborations fostered.
 - D. Technologies/Techniques.
 - E. Inventions/Patent Applications
 - F. Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.

Special Status Report

The recipient must report the following events by e-mail as soon as possible after they occur:

1. Developments that have a significant favorable impact on the project.
2. Problems, delays, or adverse conditions which materially impair the recipient's ability to meet the objectives of the award or which may require DOE to respond to questions relating to such events from the public. The recipient must report any of the following incidents and include the anticipated impact and remedial action to be taken to correct or resolve the problem/condition:
 - a. Any single fatality or injuries requiring hospitalization of five or more individuals.
 - b. Any significant environmental permit violation.
 - c. Any verbal or written Notice of Violation of any Environmental, Safety, and Health statutes.
 - d. Any incident which causes a significant process or hazard control system failure.
 - e. Any event which is anticipated to cause a significant schedule slippage or cost increase.
 - f. Any damage to Government-owned equipment in excess of \$50,000.
 - g. Any other incident that has the potential for high visibility in the media.

B. SCIENTIFIC/TECHNICAL REPORTS**Final Scientific/Technical Report**

Content. The final scientific/technical report must include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist:

1. Identify the DOE award number; name of recipient; project title; name of project director/principal investigator; and consortium/teaming members.

2. Display prominently on the cover of the report any authorized distribution limitation notices, such as patentable material or protected data. Reports delivered without such notices may be deemed to have been furnished with unlimited rights, and the Government assumes no liability for the disclosure, use or reproduction of such reports.
3. Provide an executive summary, which includes a discussion of 1) how the research adds to the understanding of the area investigated; 2) the technical effectiveness and economic feasibility of the methods or techniques investigated or demonstrated; or 3) how the project is otherwise of benefit to the public. The discussion should be a minimum of one paragraph and written in terms understandable by an educated layman.
4. Provide a comparison of the actual accomplishments with the goals and objectives of the project.
5. Summarize project activities for the entire period of funding, including original hypotheses, approaches used, problems encountered and departure from planned methodology, and an assessment of their impact on the project results. Include, if applicable, facts, figures, analyses, and assumptions used during the life of the project to support the conclusions.
6. Identify products developed under the award and technology transfer activities, such as:
 - a. Publications (list journal name, volume, issue), conference papers, or other public releases of results. If not provided previously, attach or send copies of any public releases to the DOE Project Officer identified in Block 11 of the Notice of Financial Assistance Award;
 - b. Web site or other Internet sites that reflect the results of this project;
 - c. Networks or collaborations fostered;
 - d. Technologies/Techniques;
 - e. Inventions/Patent Applications, licensing agreements; and
 - f. Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.
7. For projects involving computer modeling, provide the following information with the final report:
 - a. Model description, key assumptions, version, source and intended use;
 - b. Performance criteria for the model related to the intended use;
 - c. Test results to demonstrate the model performance criteria were met (e.g., code verification/validation, sensitivity analyses, history matching with lab or field data, as appropriate);
 - d. Theory behind the model, expressed in non-mathematical terms;
 - e. Mathematics to be used, including formulas and calculation methods;
- f. Whether or not the theory and mathematical algorithms were peer reviewed, and, if so, include a summary of theoretical strengths and weaknesses;
- g. Hardware requirements; and
- h. Documentation (e.g., users guide, model code).

Electronic Submission. The final scientific/technical report must be submitted electronically via the DOE Energy Link System (E-Link) accessed at <http://www.osti.gov/mlink-2413>.

Electronic Format. Reports must be submitted in the ADOBE PORTABLE DOCUMENT FORMAT (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematic, graphs, and charts. Materials, such as prints, videos, and books, that are essential to the report but cannot be submitted electronically, should be sent to the Contracting Officer at the address listed in Block 12 of the Notice of Financial Assistance Award.

Submission Form. The report must be accompanied by a completed electronic version of DOE Form 241.3, "U.S. Department of Energy (DOE), Announcement of Scientific and Technical Information (STI)." You can complete, upload, and submit the DOE F.241.3 online via E-Link. You are encouraged not to submit patentable material or protected data in these reports, but if there is such material or data in the report, you must: (1) clearly identify patentable or protected data on each page of the report; (2) identify such material on the cover of the report; and (3) mark the appropriate block in Section K of the DOE F 241.3. Reports must not contain any limited rights data (proprietary data), classified information, information subject to export control classification, or other information not subject to release. Protected data is specific technical data, first produced in the performance of the award that is protected from public release for a period of time by the terms of the award agreement.

Conference Papers/Proceedings

Content. The recipient must submit a copy of any conference papers/proceedings, with the following information: (1) Name of conference; (2) Location of conference; (3) Date of conference; and (4) Conference sponsor.

Electronic Submission. Scientific/technical conference paper/proceedings must be submitted electronically via the DOE Energy Link System (E-Link) at <http://www.osti.gov/mlink-2413>. Non-scientific/technical conference papers/proceedings must be sent to the URL listed on the Reporting Checklist.

Electronic Format. Conference papers/proceedings must be submitted in the ADOBE PORTABLE DOCUMENT FORMAT (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematic, graphs, and charts. If the proceedings cannot be submitted electronically, they should be sent to the DOE Administrator at the address listed in Block 12 of the Notice of Financial Assistance Award.

Submission Form. Scientific/technical conference papers/proceedings must be accompanied by a completed DOE Form 241.3. The form and instructions are available on E-Link at <http://www.osti.gov/mlink-2413>. This form is not required for non-scientific or non-technical conference papers or proceedings.

Software/Manual

Content. Unless otherwise specified in the award, the following must be delivered: source code, the executable object code and the minimum support documentation needed by a competent user to understand and use the software and to be able to modify the software in subsequent development efforts.

Electronic Submission. Submissions may be submitted electronically via the DOE Energy Link System (E-Link) at <http://www.osti.gov/estsc/241-4pre.jsp>. They may also be submitted via regular mail to:

Energy Science and Technology Software Center
P.O. Box 1020
Oak Ridge, TN 37831

Submittal Form. Each software deliverable and its manual must be accompanied by a completed DOE Form 241.4 "Announcement of U.S. Department of Energy Computer Software." The form and instructions are available on E-Link at <http://www.osti.gov/estsc/241-4pre.jsp>.

C. FINANCIAL REPORTING

Recipients must complete the financial reports identified on the Reporting Checklist in accordance with the report instructions. These standard forms are available at <http://www.whitehouse.gov/omb/grants/index.html>. Fillable forms are available at <http://grants.pr.doe.gov>.

D. CLOSEOUT REPORTS**Final Invention and Patent Report**

The recipient must provide a DOE Form 2050.11, "PATENT CERTIFICATION." This form is available at <http://www.directives.doe.gov/pdfs/forms/2050-11.pdf> and <http://grants.pr.doe.gov>.

Property Certification

The recipient must provide the Property Certification, including the required inventories of non-exempt property, located at <http://grants.pr.doe.gov>.

E. OTHER REPORTING**Annual Indirect Cost Proposal and Reconciliation**

Requirement. In accordance with the applicable cost principles, the recipient must submit an annual indirect cost proposal, reconciled to its financial statements, within six months after the close of the fiscal year, unless the award is based on a predetermined or fixed indirect rate(s), or a fixed amount for indirect or facilities and administration (F&A) costs.

Cognizant Agency. The recipient must submit its annual indirect cost proposal directly to the cognizant agency for negotiating and approving indirect costs. If the DOE awarding office is the cognizant agency, submit the annual indirect cost proposal to the DOE Award Administrator identified in Block 12 of the Notice of Financial Assistance Award.

Annual Inventory of Federally Owned Property

Requirement. If at any time during the award the recipient is provided Government-furnished property or acquires property with project funds and the award specifies that the property vests in the Federal Government (i.e. federally owned property), the recipient must submit an annual inventory of this property to the DOE Award Administrator identified in Block 12 of the Notice of Financial Assistance Award no later than October 30th of each calendar year, to cover an annual reporting period ending on the preceding September 30th.

Content of Inventory. The inventory must include a description of the property, tag number, acquisition date, location of property, and acquisition cost, if purchased with project funds. The report must list all federally owned property, including property located at subcontractor's facilities or other locations.

F. SPECIAL INSTRUCTIONS

Your performance in providing on-time report deliverables will be monitored by Procurement Services Division (PSD), Idaho Operations Office, Department of Energy. Reports not received by the specified due date are late. Overdue, inaccurate, or non-conforming reports are not acceptable. PSD will withhold payments or take other administrative actions as needed for non-compliance with reporting requirements (see 10 CFR 600.24). Only the Contracting Officer may waive or excuse required reports.

In order for accurate logging and processing of reports, it is critical that reports be sent to all the specified addressees and in the manner requested. PSD receives a copy of all reports via psdrept@id.doe.gov. The message subject line must include the award number.

Message Subject Line Example: DE-FC07-02ID99999, 4Q SF 269A Report.

The official award number must also be identified on all reports. A project number, if assigned by the program manager, may also be included, but is not a substitute for the official award number.

Report forms and additional report submittal guidance may be found on PSD's Internet web site at <http://www.id.doe.gov/doeid/psd/proc-div.html>. General guidance, in a question and answer format, is listed under "FA Report Submittal Guidance."

ADDITIONAL REPORTS

Report Name	Description	DueDate
Annual and Final Fellowship/Scholarship Reports	See Attachment A for Instructions	06/30/2009
Interim Progress Report	The following information regarding those students selected for scholarships and fellowships is to be provided: Student Name; Enrolled Full Time (Y/N); Field or Degree Program (specify); Funds received by University from DOE (Y/N)	10/15/2010

REPORT ADDRESSEES

- A. Procurement Services Division (PSD): psdrept@id.doe.gov
- B. DOE Project Manager: Kenny K. Osborne, osbornkk@id.doe.gov
- C. DOE Headquarters' Program Manager:
cc: Headquarters' Technical Monitor:

(End of Part IV)

Part IV – Federal Assistance Reporting Requirements Checklist
Attachment A – Instructions for Annual and Final Progress Reports

A. Fellowship/Scholarship Annual Progress Report. To be reported after the end of each school year (e.g., on or before June 30th).

1. Describe any problems that may have occurred related to the Fellowship/Scholarship program:

2. Were Fellowship/Scholarship payments made promptly and according to a reasonable schedule? ___ Yes ___ No

3. Report the following information regarding each student selected for scholarships/fellowships at your institution:

- a. Scholarship/Fellowship Recipient Name: _____
- b. Field or Degree Program: _____
- c. Department in which currently enrolled: _____
- d. Enrolled full time: Y or N
- e. Degree(s) received and current degree program, including anticipated date of conferral:

f. Summary of individual scholarship/fellowship payments made:

Scholarship / Fellowship Payment (\$ amount)	Payment Date	Purpose of Payment
Total		

4. In addition to the above information, report the following information regarding each student selected for fellowships at your institution:

a. Summary of courses taken/grades earned:

Course Name	Brief Course Description / Credits	Course Completed (Y or N)	Grade Received

b. Summary of individual fellowship account:

Fellowship Beginning Balance Total Funds Available	\$
Total Fellowship Expenses	\$
	\$
	\$
Total Fellowship Expenses this school year	\$
Fellowship Ending Balance Total Funds Available	\$

The above expenditures were accrued during the program year indicated above in support of US Department of Energy Nuclear Energy University Programs Fellowship and Scholarship Support (Cooperative Agreement Number _____) at this institution. I understand that these funds are subject to audit by the United States Government and I certify that the information on these forms is true and correct.

Preparer's Name (Printed)

Preparer's Signature

Date

Preparer's Title

E-Mail Address

Telephone Number:

B. Fellowship/Scholarship Final Progress Report.

1. Report following the end performance date of the cooperative agreement (e.g., on or before June 30th of the last complete school year in which either scholarship or fellowship funds were dispersed to students) the following information regarding those students selected for scholarships and fellowships:

Student Name	Enrolled Full-time (Y or N)	Field or Degree Program (specify)	Funds Received by School from DOE (Y or N)

2. Describe any problems that may have occurred related to the Fellowship/Scholarship program:

3. Report the following information regarding each student selected for scholarships/fellowships at your institution:

a. Degree(s) received and current degree program, including anticipated date of conferral:

b. Summary of individual scholarship/fellowship payments made:

Student Name	Total Scholarship / Fellowship Payment (\$ amount)
Total	

4. Report the following summary of courses taken/grades earned regarding each student selected for fellowships at your institution (if not already previously reported in Fellowship/Scholarship Annual Progress reporting):

Course Name	Brief Course Description / Credits	Course Completed Y or N	Grade Received

Certification: The above expenditures were accrued during the program year indicated above in support of US Department of Energy Nuclear Energy University Programs Fellowship and Scholarship Support (Cooperative Agreement Number _____) at this institution. I understand that these funds are subject to audit by the United States Government and I certify that the information on these forms is true and correct.

Preparer's Name (Printed)

Preparer's Signature

Date

Preparer's Title

E-Mail Address

Telephone Number:

Appendix D - Awardee Point of Contact Data Input Sheet

FINANCIAL ASSISTANCE AWARD DATA INPUT SHEET			
If you are selected for an award, please provide the following information. This information will be used to contact you throughout your award period. Please notify us should any of the information provided change.			
SOLICITATION OR AWARD NUMBER		AWARDEE NAME	
Awardee Points of Contact Information			
BUSINESS OFFICE INFORMATION			
1. Business Officer Name			
Letter Salutation Title	Last Name and Suffix	First Name or Initial	Middle Initial or Name
2. Email Address		3. Telephone Number, plus ext.	4. Fax Number
5. Business Office or Department Name			
6. Mail Delivery Address			
Street Address or P.O. Box Number		U.S. or Foreign City Name	U.S. State U.S. Zip Code
Foreign Province/State		Foreign Country	Foreign Postal Code
PROJECT INVESTIGATOR (PI) INFORMATION			
7. Project Investigator (PI) Name			
Title	Last Name and Suffix	First Name or Initial	Middle Initial or Name
8. Email Address - MUST be the PI's		9. Telephone Number, plus ext.	10. Fax Number
11. PI's Department or Office Name			
12. Mail Delivery Address			
Street Address or P.O. Box Number		U.S. or Foreign City Name	U.S. State U.S. Zip Code
Foreign Province/State		Foreign Country	Foreign Postal Code

Contract Specialist: _____

FINANCIAL ASSISTANCE AWARD DATA INPUT SHEET			
If you are selected for an award, please provide the following information. This information will be used to contact you throughout your award period. Please notify us should any of the information provided change.			
SOLICITATION OR AWARD NUMBER	AWARDEE NAME		

ADDITIONAL POINT OF CONTACT INFORMATION			
13. Additional Point of Contact Name			
Title	Last Name and Suffix	First Name or Initial	Middle Initial or Name
14. Email Address		15. Telephone Number	16. Fax Number
17. Department or Office Name			
18. Mail Delivery Address			
Street Address or P.O. Box Number	U.S. or Foreign City Name	U.S. State	U.S. Zip Code
Foreign Province/State	Foreign Country	Foreign Postal Code	

FINANCIAL STATUS REPORT CONTACT INFORMATION			
19. Financial Status Report Point of Contact Name			
Title	Last Name and Suffix	First Name or Initial	Middle Initial or Name
20. Email Address		21. Telephone Number	22. Fax Number
23. Accounting Office Name			
24. Mail Delivery Address			
Street Address or P.O. Box Number	U.S. or Foreign City Name	U.S. State	U.S. Zip Code
Foreign Province/State	Foreign Country	Foreign Postal Code	

Contract Specialist: _____

Appendix E – Affiliated U.S. Colleges and Universities

List of approved Universities can be found here:

<https://neup.inl.gov/SitePages/IUP%20Approved%20Universities.aspx>