## INSTRUCTIONS BY APPLICANT TYPE

| RECRUITMENT SCHOLARSHIPS FOR NCAE-Cs | RETENTION SCHOLARSHIP FOR NCAE-Cs | CAPACITY BUILDING FOR NCAE-Cs |
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| **Announcing and Promoting the Program:**<br><br>NCAE-Cs wishing to submit a proposal will be expected to take the following actions, at a minimum, to promote student interest in the DoD CSA opportunity.<br><br>Register intent to participate prior to 31 January 2025.<br><br>NCAE-Cs must be willing to advertise and manage a competition for scholarship applicants; conduct an evaluation of applicants' qualifications and abilities; and submit all the applications received to the DoD, along with the NCAE-C's nominations of each proposed scholar's capabilities and potential. NCAE-Cs will have four weeks to review all student applications (2-28 February 2025) and are reminded to submit all required nominations within the online platform by the due date 28 February 2025.<br><br>NCAE-Cs must demonstrate how they plan to lay a sound foundation for the development of a robust cyber program for undergraduate and graduate students enrolled in the NCAE-C or its collaborating institutions' degree and graduate certificate cyber programs. To this end, institutions receiving grants will be required to conduct a self-evaluation to identify improvements | **Announcing and Promoting the Program:**<br><br>National Centers of Academic Excellence in Cybersecurity (NCAE-Cs) may, but are not required to, address this section the retention scholarship program. Active duty military members (including active duty reservist and National Guard members), as well as permanent DoD civilian employees are eligible to apply, but must first be nominated by their Component. NCAE-Cs are proposing their intent to host retention students. NCAE-Cs are not required to find retention students.<br><br>The NCAE-Cs will provide a technical approach that communicates one of the following program tracks:<br><br>1. **NDU / CIC Partnership**. NCAE-Cs should provide documentation the ability of the institution to meet the conditions imposed by DoD for a CIC/NDU partnership or community college program.<br>2. **Two-Year Community College Program**: NCAE-Cs should provide an estimated price per student, with a breakout of in-state/out-of-state (as applicable) and indicate the maximum number of students you can accept during each year.<br>3. **Joint Cyber Analysis Course (JCAC) Partnership/DoD Schoolhouse Transfer Credit Programs:** NCAE-Cs who accept transfer credits from the JCAC or DoD | In accordance with 10 U.S.C. 2200b, NCAE-Cs may request modest support for building the institution's capacity for cybersecurity research and education in cyber-related disciplines in addition to the scholarship proposals.<br><br>To be eligible to propose a capacity building project, NCAE-Cs must propose a program in at least one of the two scholarship tracks (Recruitment or Retention) .<br><br>The DoD has determined focus areas for this opportunity. Proposals submitted should reflect student engagement: opportunities for the NCAE-C students to participate and gain additional understanding of cyber and cybersecurity as they relate to the extended community and DoD.<br><br>**Areas of Support:**<br>• Outreach to DoD – Partnerships and/or Research<br>• Outreach to Academia, Technical Colleges, Community Colleges, or K-12<br>• DoD CSA Scholar Boot Camp<br>• DoD Cyber Registered Apprenticeship program<br><br>All proposal must align to the DoD Cyber Strategy, DoD 8140/DoD Cyber Workforce Framework (DCWF), and Folcum: IT Advancement. For Outreach to Academia, programs must include a linkage to the DoD Cyber Strategy and/or the DCWF. |

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| in program design and management for implementation in future years. | Schoolhouse programs, may propose to support retention students. NCAE-Cs should provide documentation such as Prior Learning Credit assessments, degree plans, or other transfer credit agreements. | NCAE-C requests for capacity building support should be part of the overall institutional submission but identified in the "how" section of the submission.<br><br>Narratives for the scholarship and capacity building portions should be severable from each other. |
| **Manage the Application Review and Candidate Assessment Process:**<br><br>NCAE-Cs electing to propose establishment of a recruitment/basic scholarship program are required to verify each applicant's eligibility for scholarship and academic sufficiency, to evaluate each eligible candidate's knowledge and ability in certain competency areas important to successful cyber work, and to provide a relative endorsement level for each eligible candidate. NCAE-Cs may determine the procedures to be followed in conducting the evaluation, including records verification, individual interviews, faculty review panels, as long as all applicants are afforded full and equal opportunity for consideration in appropriate review phases. All nominations will be done in the online DoD CSA Application tool. | NCAE-Cs must be willing to consider acceptance of DoD-selected students who meet NCAE-C college/university entrance requirements. NCAE-Cs should briefly address the following:<br>• number of credit hours required for degree completion;<br>• estimated number of months to complete degree;<br>• prerequisite qualifications required or desired (if any) of potential DoD students;<br>• whether students will be required to attend courses on the college campuses or whether there are alternative means (e.g. web-based or satellite-based distance learning) through which students might participate in the CAE's degree programs.<br>• e. whether students will be eligible to attend courses part-time. | The NCAE-C's current academic programs and proposed enhancements provide significant benefits to potential Cyber Scholarship students and support DoD mission needs.<br><br>The NCAE-C should identify key activities (e.g., programs, forums or partnerships with DoD, other government agencies, academia, or private industry) that enhance its cybersecurity academic credentials and contribute to faculty, staff, and student awareness and experiences in current cybersecurity trends.<br><br>Requested research funding should align with DoD areas of interest and provide meaningful learning opportunities for both faculty and DoD CSA students.<br><br>Lab activities and curricula enhancements should provide students with critical cyber skills and knowledge. |
| The NCAE-C will use the DoD CSA online application tool (https://www.dodemergingtech.com/dod-programs/cyber-service-academy-csa/) to nominate all applying students. | | Cost supporting capacity building should be identified separately from scholarship costs and should detail salaries, materials, equipment, and related direct and indirect costs for supporting the initiative(s) proposed. |

The nomination for each applicant must include their administrative and academic sufficiency requirements that is based on the overall evaluation of all applicant materials, including the competency evaluations described above. In addition to a brief statement about each student, NCAE-Cs shall indicate only one of the following three levels of endorsement for each applicant:

1. Not Recommended
2. Recommended
3. Highly Recommended

Applications must be reviewed 28 February 2025 through the DoD CSA Online Application Tool:
https://www.dodemergingtech.com/dod-programs/cyber-service-academy-csa/

The tool does not have a traditional "submit" button. As long as the NCAE-C has provided a ranking and recommendation statement by 28 February 2025, the student applicant will be considered for a scholarship.

NCAE-Cs are advised that the request shall be limited to the following amounts:
- Outreach to DoD: $150,000.00
- Outreach to Academia: $150,000
- DoD CSA Bootcamp: $250,000
- DoD Cyber Registered Apprenticeship program

**Examples of Projects Under Focus Areas:**

Outreach to DoD / Outreach to Academia:

- **Faculty Development**: Provide experiential learning opportunities for cyber faculty and students.
- **Facility / Lab / Technology Development:** Provide lab exercises and/or equipment that may be accessible by other department and institutions & DoD partners (i.e., to test software and/or provide hands-on instruction).
- **Community Outreach**: Develop community outreach programs, such as partnerships with Wounded Warrior Project, Soldier for Life, and/or other veteran organizations and programs which help transition military members to non-military careers; K-12 STEM programs which lead to opportunities whit active duty military, Reserves, or National Guard.

DoD CSA Bootcamp: Additional guidance is provided.

DoD Cyber Registered Apprenticeship: Additional guidance is provided.

| Registration in the ARC and SAM prior to submission. | Registration in the ARC and SAM prior to submission. | Registration in the ARC and SAM prior to submission. |