

NASA POLICIES AND PROCEDURES FOR ADMINISTERING TRAINING GRANTS  
(Revised July 2005)

“EARTH SYSTEM SCIENCE FELLOWSHIP”

OBJECTIVE

The objective of the NASA Earth System Science Fellowship Program is to meet the emerging manpower needs of the national global change initiative by significantly increasing the number of highly trained scientists capable of conducting interdisciplinary research in the area of Earth system science and for assessing the impact of global environmental warming upon life on Earth with the aid of space-based observation.

SELECTION OF GRADUATE STUDENT FELLOWS

NASA training grants are awarded to universities, not to individual faculty members or students. It is the responsibility of the institution receiving a NASA grant to approve the faculty and students who will participate. If a student or faculty advisor ceases to participate in the program for any reason, the University with prior NASA approval may appoint another student or faculty advisor to complete the remaining portion of the grant period provided that the area of research remains the same. Any individual accepting a NASA Earth System Science Fellowship may not concurrently hold another Federal fellowship or traineeship.

Earth System Science Fellowships are for students who are or will be entering doctoral programs to conduct research in Earth system science. Selections are made based on the application/proposal submitted by the student in one of the areas identified by NASA in the fellowship announcement. Awards are made for one (1) year period and may be renewed annually, usually no more than two (2) times, based on an evaluation of the renewal application by NASA. All awards are subject to the availability of funds.

EQUAL OPPORTUNITY

No applicant shall be denied consideration or appointment as a NASA Earth System Science Fellowship on the grounds of race, creed, color, national origin, age, gender or disability.

CITIZENSHIP

United States citizens and permanent residents will be given highest priority, but applicants of other nationalities will be considered provided that; 1) applicant is residing in the United States and he/she is admitted and enrolled as a full-time student in a graduate program of an accredited U.S. educational institution; 2) applicant's proposed research is unique and there is no comparable research proposed by U.S. citizens and permanent residents; and 3) applicant is holding an outstanding academic credential.

## OBLIGATION TO THE GOVERNMENT

A trainee receiving support under a NASA training grant does not incur any formal obligation to the Government of the United States.

## STIPEND

The basic stipend to each trainee is \$18,000 per calendar year.

## STUDENT ALLOWANCE

The student is provided an allowance of \$3,000 per year in addition to the basic stipend. These funds are to defray tuition costs, purchase books and software, or to provide travel and per diem costs as required by the proposed research. The travel allowance will be paid in accordance with the travel and per diem policies of the grantee institution. Direct cost in support of research projects while student is in residence at a university (e.g., computing time, supplies, etc.), excluding purchase of equipment, may be charged against this allowance. In addition, this allowance may be used in support of the student's plan of study and/or research as outlined in the proposal.

## UNIVERSITY ALLOWANCE

In addition to the basic stipend and student allowance, the grant includes \$3,000 for supervision of the program. Funds may be used by the faculty advisor for travel in support of the student's plan of study and/or for research or tuition as outlined in the proposal.

## SUBMISSION FOR RENEWAL

If needed, a renewal request may be submitted to the Earth System Science Fellowship Program at NASA Headquarters. All renewal applications must be submitted by May 31 each year and must include three (3) copies of the following materials, including at least one (1) with original signatures.

1. A completed application form, including signatures of the applicant, the faculty advisor, and the institutional official
2. A progress report of approximately 3-6 pages in length. The progress report should (a) summarize work accomplished during the previous year, relating the actual accomplishments with the plan originally outlined in the proposal and/or including any unanticipated opportunities, surprises or unusual developments, and (b) describe plans for the coming year, including explanations of any substantial deviation from the plan originally outlined in the proposal. Attach preprints or reprints as appropriate.
3. An updated schedule for completing your degree program
4. A completed budget form
5. A recommendation letter from the academic advisor

## 6. Recent transcripts

We do not required the budget or transcripts be in a sealed envelope

## EQUIPMENT

THE USE OF TRAINING GRANT FUNDS FOR THE PURCHASE OF EQUIPMENT WILL NOT BE PERMITTED.

## DISPOSITION OF UNUSED FUNDS

Recommendations for the use of unused funds by the faculty advisor approved by the University will be given special consideration. Recommendations must be in writing and forwarded to the Grants Officer through NASA Headquarters for review and approval.

## FOREIGN TRAVEL

All foreign travel must be clearly essential to the research effort and must, to be charged to a grant, have the prior written approval of the NASA Grants Officer for each specific trip regardless of its inclusion in the proposal budget.

## ACCOUNTING AND AUDIT

Expenditures under any NASA training grants are subject to inspection and audit by representatives of NASA and the General Accounting Office during the period of the grant and for three (3) years thereafter. Records must be maintained in sufficient detail to evidence prudent management and to facilitate the preparation of the required reports for determining whether expenditures are being made for the purposes for which the funds were granted.

## FINAL REPORTS

The following reports are required:

### 1. Administrative Report

A report on the trainee's research and academic progress will be submitted upon completion of the research but no later than the termination date of the grant. The degree granted and employment plans of the student, in addition to any other pertinent information, are to be included.

### 2. Financial Report

The University must submit a final financial report on Standard Form 272, Federal Cash Transactions Report in the same format as the budget page of the funded proposal. It is to set forth the disposition of grant funds.

Copies of the above reports will be submitted to the following:

<u>Number of Copies</u>	<u>Address</u>
1	NASA Headquarters Earth System Science Fellowship Program Science Mission Directorate Attn: Ms. Anne N. Crouch Suite 5E39-B Washington, DC 20546
1	NASA Grants Officer Code 210.G Goddard Space Flight Center Greenbelt, MD 20771

PATENT RIGHTS-RETENTION BY THE GRANTEE (APRIL 1984) CLAUSE IS INCORPORATED HEREIN BY REFERENCE

See Exhibit G of the NASA Grant and Cooperative Agreement Handbook.

RIGHTS IN DATA

The Grantee grants to the Government, for Governmental purposes, the right to publish, translate, reproduce, deliver, use and dispose of, and to authorize others to do so, all data, including reports, drawings, blueprints, and technical information resulting from the performance of work under this grant. All data and software shall be offered to NASA for archival and distribution.

FINANCIAL MANAGEMENT

Advance payments by the Department of Health and Human Services payment Management System: Smartlink II or Direct Treasury Check method will be made in accordance with procedural instructions furnished to the grantee by the Financial Management Office of the NASA installation which issued the grant. The grantee shall submit Federal Cash Transactions Reports (SF272) to the aforementioned office within 15 working days following the end of each Federal fiscal quarter, containing current estimates of the cash requirements for each of the four months following the quarter being reported. Copies of the above referenced report will be submitted to:

Goddard Space Flight Center  
Financial Management Division  
Code 155  
Greenbelt, MD 20771

## ADMINISTRATION

### 1. Technical Management

The Earth System Science Fellowship Program at NASA Headquarters will be responsible for the coordination of the student's research activities.

### 2. Grant Administration

Any questions concerning training grant policies and procedures should be directed by the grantee to:

NASA Grants Officer  
Code 210.G  
Goddard Space Flight Center  
Greenbelt, MD 20771

O: (301) 286-4589

F: (301) 286-6648

<http://genesis.gsfc.nasa.gov/grants/grants.htm>

## Compliance with Applicable Executive Orders and U.S. Code

NASA training grants are subject to all provisions, rules, and stipulations set forth in 14 CFR Part 1250 concerning NASA Regulations Pursuant to Non discrimination in Federally Assisted Programs and in 14 CFR Parts 1271 and 1260 regarding Lobbying and Government-wide Debarment and Suspension. Signed certifications as required by these regulations must accompany all proposals to be awarded.