



**Project Information** 

## **NNEMS** Application

Program Announcement Identifier: EPA-EED-13-01

# An interactive PDF version of this form is available online at **www.epa.gov/fellowships**

Project Number: 2013 Project category: Environmental Management and Administration Environmental Science Public Relations and Communications	<ul> <li>If you are applying for more than one NNEMS project, please indicate:</li> <li>Total number of NNEMS projects for which you are applying</li> <li>Order of preference for this project (1 = most preferred)</li> <li>You must complete a separate application for each project for which you are applying.</li> </ul>			
Applicant Information				
Name:	Current School/University:         Current Student Level:         Undergraduate       Advanced         Associate       Graduate         Freshman       Ph.D.         Sophomore       Junior         Junior       Senior         Current Major/Minor:			
City       State       Zip         At Permanent Address Through (month/year)         Permanent Phone:	School/University Dates Attended Yes No Names of Individual(s) Providing Reference:			

## Eligibility

A NNEMS fellowship is available to any associate, undergraduate or advanced student who is:

- A citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency
- Enrolled for academic credit at an accredited educational institution<sup>1</sup>
- Pursuing an educational program directly related to pollution control or environmental protection for the duration of the fellowship

Please note: The following types of students are not eligible for a NNEMS fellowship:

- Federal employees, including those who are on "leave without pay" status
- Undergraduate and graduate students who will graduate before the NNEMS fellowship is completed (Students who complete their undergraduate studies before the end of a fellowship may apply if currently accepted or enrolled to a graduate program.)
- High school students
- <sup>1</sup> The 2- or 4-year college, university or distance-learning institution must be accredited by a regional or national accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (www.chea.org).

Additional requirements for associate, undergraduate and advanced students include the following:  $% \label{eq:constraint}$ 

#### Associate and Undergraduate Students

- 3.0 cumulative grade point average (GPA) based on a scale of 4.0 at the time that the application is due (a GPA of 2.999, for example, is not sufficient)
- Completion of at least four courses related to the field of environmental studies

#### **Advanced Students**

- Currently enrolled in a graduate or Ph.D. program or can provide proof
  of acceptance and enrollment to a graduate or Ph.D. program at the
  time of fellowship award. Students who are awaiting notification of
  acceptance must submit verification of acceptance and enrollment at the
  time of fellowship award.
- Completion of one semester of graduate or Ph.D. work, or at least four undergraduate courses related to the field of environmental studies

#### Proposal

You may attach one additional page as necessary.

Proposed Research Plan: Describe how you would conduct your research on this project.

Relevant Information: Describe your academic, professional or relevant experience that you believe qualifies you to conduct this research. For example, identify academic courses or research that enhances your qualifications.

Academic Goals: State how you expect this project to support your academic and professional goals.

### **Application Package Checklist**

	<u>Yes</u>	No				
Are you a citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency (a lawful permanent resident			Students must submit <b>three</b> complete applicati original and two copies). Please note that only which may be opened and copied, even if a s projects. Please verify that you have included:	one official	transcript is	required, ultiple
must provide his or her green card number on his or her application)?				<u>Original</u>	2 Copies	<u>Mailed</u> Separately
Are you enrolled at an accredited school?			A completed Application Form			
Are you a federal employee?			A completed Standard Form 424 (SF 424)			
Federal employees, including those who are on "leave without pay" status, are not			A résumé			
eligable for a NNEMS Fellowship.			An official college transcript from each			
Do you have a minimum 3.0 GPA?			school attended	-	-	-
Confidential Information	<u>Yes</u>	<u>No</u>	A Reference Form from a professor or advisor			
Does your application package contain information that you consider to be confidential?			A completed NNEMS Disclosure and Waiver Statement			
Be sure to clearly mark confidention	al		Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior			

Complete application packages must be submitted for each NNEMS project. Applications must be postmarked on or before February 8, 2013.

Send the completed application package to: NNEMS Fellowship Program Tetra Tech EM Inc. 1881 Campus Commons Drive, Suite 200 Reston, VA 20191

**US EPA ARCHIVE DOCUMENT** 



## **Sample NNEMS Application**

Program Announcement Identifier: EPA-EED-13-01

An interactive PDF version of this form is available online at **www.epa.gov/fellowships** 

#### **Project Information**

Project Number: 2013-XXX

Project category:

- Environmental Management and Administration
- Environmental Science
- Public Relations and Communications

If you are applying for more than one NNEMS project, please indicate:

- Total number of NNEMS projects for which you are applying
- <sup>1</sup> Order of preference for this project (1 = most preferred)

You must complete a separate application for each project for which you are applying.

## **Applicant Information**

	me:_ John Doe		Current School/University:	te University	/	
Plea X	use check the address to which you would like mat Current Mailing Address 123 Hill Street	erials sent.	Current Student Level: Undergraduate Associate Freshman Sophomore	Advanced Graduate Ph.D.		
	Anytown City At Current Address Through May 2013 Control 123 and 456 7891	22205 Zip _ (month/year)	Junior Senior	onmental Poli une 2014	су	
	Current Phone: ( <u>123</u> ) <u>456</u> . <u>7891</u> Current Email: <u>johndoe@email.com</u> Permanent Mailing Address		Please list any additional universi	ties attended:	Encl	script osed
			School/University Dates Attend			No 
	City State At Permanent Address Through	Zip (month/year)	School/University Dates Attend		<b>Yes</b> Jane D	<mark>⊇N₀</mark> oe
	Permanent Phone: () Permanent Email:					

## Eligibility

A NNEMS fellowship is available to any associate, undergraduate or advanced student who is:

- A citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency
- Enrolled for academic credit at an accredited educational institution<sup>1</sup>
- Pursuing an educational program directly related to pollution control or environmental protection for the duration of the fellowship

Please note: The following types of students are not eligible for a NNEMS fellowship:

- Federal employees, including those who are on "leave without pay" status
- Undergraduate and graduate students who will graduate before the NNEMS fellowship is completed (Students who complete their undergraduate studies before the end of a fellowship may apply if currently accepted or enrolled to a graduate program.)
- High school students
- <sup>1</sup> The 2- or 4-year college, university or distance-learning institution must be accredited by a regional or national accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (www.chea.org).

#### Proposal

#### You may attach one additional page as necessary.

Proposed Research Plan: Describe how you would conduct your research on this project.

Some well-placed phone calls can save a lot of time in the library, so my investigation would begin with a week or two of phone interviews with a range of people already familiar with (1) wetland protection issues, and (2) the impact of USAID, World Bank and IUCN policies on environmental media. I would include USAID and World Bank program officers, UNEP officers, UNEP officials, public interest organizations with international environmental programs, and academic specialists, as well as people within the EPA. (continued on attached sheet)

Relevant Information: Describe your academic, professional or relevant experience that you believe qualifies you to conduct this research. For example, identify academic courses or research that enhances your qualifications.

Though I do not have a background in wetlands or water issues in general, I have been working for the past five years on international pesticide issues. I am already familiar with some of the mechanisms currently in place at the World Bank and USAID to regulate how their funds are used for pesticides. Last year, I wrote Problem Pesticides, Pesticide Programs and Analysis of the International Code of Conduct on the Distribution and Use of Pesticides approved in November 1986 by the FAO, as well as a guide on how to monitor for compliance with the code.

#### Academic Goals: State how you expect this project to support your academic and professional goals.

I would expect my end project to be a report summarizing the impacts these agencies are having on wetlands, along with a substantive analysis of the legal and political factors driving these impacts. The report would also include specific recommendations for policy changes. This project would allow me to gain hands-on experience in international policy as it relates to environmental issues, which dovetails with the Environmental Management program I am pursuing. This real world experience would reinforce the topics I have studied in school, allow me to explore wetlands issues in more depth, and give me crucial background experience to help me find a job in the environmental public policy field upon graduation.

### Application Package Checklist

	<u>Yes</u>	No				
Are you a citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency (a lawful permanent resident	X		Students must submit <b>three</b> complete application original and two copies). Please note that only which may be opened and copied, even if a sprojects. Please verify that you have included:	one official	transcript is	required, ultiple
must provide his or her green card number on his or her application)?				<u>Original</u>	2 Copies	<u>Mailed</u> Separately
Are you enrolled at an accredited school?	X		A completed Application Form	X	X	
Are you a federal employee?		X	A completed Standard Form 424 (SF 424)	X	X	
Federal employees, including those who are on "leave without pay" status, are not			A résumé	X	X	
eligable for a NNEMS Fellowship.			An official college transcript from each	X	X	
Do you have a minimum 3.0 GPA?	X		school attended			
<b>Confidential Information</b>	<u>Yes</u>	<u>No</u>	A Reference Form from a professor or advisor			X
Does your application package contain information that you consider to be confidential?		X	A completed NNEMS Disclosure and Waiver Statement	X	X	
Be sure to clearly mark confidenti information	al		Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior			

Complete application packages must be submitted for each NNEMS project. Applications must be postmarked on or before February 8, 2013.

Send the completed application package to: NNEMS Fellowship Program Tetra Tech EM Inc. 1881 Campus Commons Drive, Suite 200 Reston, VA 20191

**US EPA ARCHIVE DOCUMENT** 

Application 2013

# Standard Form 424 – Application for Federal Assistance

Following are instructions for completing the Standard Form 424 (SF-424) Application for Federal Assistance. An interactive pdf version of this form is available online at *www.epa.gov/fellowships*. As listed below, several fields on the SF-424 should be left blank.

- 1. Enter "Preapplication."
- 2. Enter "New."
- 3. Leave blank.
- 4. Leave blank.
- 5. Federal Entity Identifier: Leave blank. Federal Award Identifier: Leave blank.
- 6. Leave blank.
- 7. Leave blank.
- Legal Name: Enter your legal name in this order: last name, first name, middle initial/name. Employer/Taxpayer Identification Number (EIN/TIN): Enter "123456789." Organizational DUNS: Leave blank. Address: Enter the address (including street, city, state, and zip code) you are currently using to receive United States Postal Service mail. Organizational Unit: Leave blank. Name and contact information of person to be contacted on matters involving this application: Enter your name, telephone number, and email address. Your middle name, suffix, and fax number are optional.
- 9. Enter "P. Individual."
- 10. Enter "Environmental Protection Agency."
- 11. Enter "66.952."
- 12. Enter "EPA-EED-13-01."
- 13. Leave blank.
- 14. Leave blank.
- 15. Enter the project title of the fellowship for which you are applying.
- 16. List your Congressional District under "Applicant." Under "Program/Project," list the Congressional District for the fellowship project location. To identify the appropriate Congressional District, go to www.house.gov and enter your nine digit zip code to identify your representative and district.
- 17. Enter the project start and end dates for the fellowship for which you are applying.
- 18. Leave blank.
- 19. Enter "c. Program is not covered by E.O. 12372."
- 20. Self-explanatory.
- 21. Enter your name, title, telephone number and email address. "Student" or "Graduate Student" is an appropriate title. Print a hard-copy of the SF 424 and sign the pre-application.

Application for Federal Assi	stance SF-424	
* 1. Type of Submission:  Preapplication  Application  Changed/Corrected Application	New	If Revision, select appropriate letter(s): Other (Specify)
* 3. Date Received:	4. Applicant Identifier:	
5a. Federal Entity Identifier:		* 5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:	7. State Application Id	dentifier:
8. APPLICANT INFORMATION:	<b>I</b>	
* a. Legal Name:		
* b. Employer/Taxpayer Identification Nur	mber (EIN/TIN):	* c. Organizational DUNS:
d. Address:		
* Street1: Street2: * City: County: * State:		
Province:		
* Country:     * Zip / Postal Code:		USA: UNITED STATES
e. Organizational Unit:		
Department Name:		Division Name:
f. Name and contact information of p	erson to be contacted on ma	tters involving this application:
Prefix:	* First Name:	
Title:		
Organizational Affiliation:		
* Telephone Number:		Fax Number:
* Email:		

Application for Federal Assistance SF-424	
9. Type of Applicant 1: Select Applicant Type:	
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
* Other (specify):	
* 10. Name of Federal Agency:	
11. Catalog of Federal Domestic Assistance Number:	
CFDA Title:	
* 12. Funding Opportunity Number:    * Title:	
13. Competition Identification Number:	
Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.):	
* 15. Descriptive Title of Applicant's Project:	
Attach supporting documents as specified in agency instructions.	

	for Federal As	sistance	05 404									
10.0		, oiotaileo	55-424									
16. Congressio	onal Districts Of:											
* a. Applicant						* b. P	rogram/Proj	ect		]		
Attach an additic	onal list of Program	n/Project Co	ngressional Dis	tricts if neede	d.							
17. Proposed P	Proiect:											
* a. Start Date:							* b. End D	Date:				
18. Estimated I	Funding (\$):											
* a. Federal												
* b. Applicant												
* c. State												
* d. Local												
* e. Other												
* f. Program Inc	ome											
* g. TOTAL												
	is not covered b	y ∟.O. 1∠3	12.									
Yes 21. *By signing herein are true comply with ar	blicant Delinquer No g this application e, complete and ny resulting term criminal, civil, or	nt On Any F n, I certify ( I accurate i ns if I accep	Federal Debt? (1) to the state to the best of of an award. I a	ements cont f my knowle im aware tha	ained in edge. I a at any fal	the list of c lso provide se, fictitious	ertification the requi s, or fraud	ns** and (2) red assurar	that th	e stateme and agree	nts to	n
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Yes 21. *By signing herein are true comply with ar subject me to c i ** I AGREE ** The list of ce specific instruction Authorized Rep Prefix: Middle Name: * Last Name:	No g this application e, complete and ny resulting term criminal, civil, or ertifications and as	nt On Any F n, I certify ( I accurate is if I accep r administra	Federal Debt? (1) to the state to the best of of an award. I a ative penalties or an internet s	ements cont f my knowle im aware tha . (U.S. Code ite where you	ained in edge. I a at any fal , Title 21	the list of c lso provide se, fictitious 8, Section 1	certification the requi s, or fraudo 001)	ns** and (2) red assurar ulent statem	that the nces** a nents or	e stateme and agree claims n	nts a to nay	n
Yes 21. *By signing herein are true comply with ar subject me to c i ** I AGREE ** The list of ce specific instructio Authorized Rep Prefix: Middle Name: * Last Name: Suffix:	No g this application a, complete and hy resulting term criminal, civil, or trifications and as presentative:	nt On Any F n, I certify ( I accurate is if I accep r administra	Federal Debt? (1) to the state to the best of of an award. I a ative penalties or an internet s	ements cont f my knowle im aware tha . (U.S. Code ite where you	ained in edge. I a at any fal , Title 21	the list of c lso provide se, fictitious 8, Section 1	ertification the requi s, or fraude 001) is containe	ns** and (2) red assurar ulent statem	that the nces** a nents or	e stateme and agree claims n	nts a to nay	n
Yes 21. *By signing herein are true comply with ar subject me to c i ** I AGREE ** The list of ce specific instruction Authorized Reg Prefix: Middle Name: * Last Name: Suffix: * Title:	No g this application a, complete and hy resulting term criminal, civil, or trifications and as presentative:	nt On Any F n, I certify ( I accurate is if I accep r administra	Federal Debt? (1) to the state to the best of of an award. I a ative penalties or an internet s	ements cont f my knowle im aware tha . (U.S. Code ite where you	ained in edge. I a at any fal , Title 21	the list of c lso provide lse, fictitious 8, Section 1 tain this list,	ertification the requi s, or fraude 001) is containe	ns** and (2) red assurar ulent statem	that the nces** a nents or	e stateme and agree claims n	nts a to nay	n

#### **Application for Federal Assistance SF-424**

#### \* Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Application for Federal As	sistance SF-424	
* 1. Type of Submission: √ Preapplication Application Changed/Corrected Application	* 2. Type of Application:	* If Revision, select appropriate letter(s):  * Other (Specify)
* 3. Date Received:	4. Applicant Identifier:	
5a. Federal Entity Identifier:		* 5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:	7. State Application	n Identifier:
8. APPLICANT INFORMATION:		
* a. Legal Name: Doe, John H.		
* b. Employer/Taxpayer Identification	Number (EIN/TIN):	* c. Organizational DUNS:
d. Address:		
* Street1: 123 Hill Stre Street2: * City: Anytown County:	et	
* State: VA Province:		
* Country:		USA: UNITED STATES
* Zip / Postal Code: 22205		
e. Organizational Unit:		
Department Name:		Division Name:
f. Name and contact information of	of person to be contacted on r	natters involving this application:
Prefix: Middle Name: * Last Name: Suffix:	* First Nan	ne: John
Title: Student		
Organizational Affiliation:		
* Telephone Number: (123) 456-	7891	Fax Number:
* Email: johndoe@email.com		

Application for Federal Assistance SF-424
9. Type of Applicant 1: Select Applicant Type:
P. Individual
Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:
* Other (specify):
* 10. Name of Federal Agency:
Environmental Protection Agency
11. Catalog of Federal Domestic Assistance Number:
66.952
CFDA Title:
* 12. Funding Opportunity Number:
EPA-EED-13-01
* Title:
NNEMS Fellowship Program
13. Competition Identification Number:
Title:
14. Areas Affected by Project (Cities, Counties, States, etc.):
* 15. Descriptive Title of Applicant's Project:
Community Involvement and Program Initiatives
Attach supporting documents as specified in agency instructions.

Application for	<sup>-</sup> Federal Assistance	SF-424		
16. Congressional	I Districts Of:			
* a. Applicant Virg	jinia 8 <sup>th</sup>			* b. Program/Project Virginia 8th
Attach an additional	l list of Program/Project Co	ngressional Districts if needed	d.	
17. Proposed Proj	ject:			
* a. Start Date:	6/1/2013			* b. End Date: 8/31/2013
18. Estimated Fun	nding (\$):			
* a. Federal				
* b. Applicant				
* c. State				
* d. Local				
* e. Other				
* f. Program Income	e			
* g. TOTAL				
-	n Subject to Review By	State Under Executive Ord	er 1237	2 Process?
				Order 12372 Process for review on
		It has not been selected by	ine Sta	le for review.
C. Program is i	not covered by E.O. 123	/2.		
	ant Delinquent On Any I	Federal Debt? (If "Yes", pro	ovide ex	xplanation.) Applicant Federal Debt Delinquency Explanation
herein are true, c comply with any r subject me to crin	complete and accurate resulting terms if I accept ninal, civil, or administration cations and assurances, of	to the best of my knowle ot an award. I am aware tha ative penalties. (U.S. Code,	dge. I a t any fa Title 21	n the list of certifications** and (2) that the statements also provide the required assurances** and agree to alse, fictitious, or fraudulent statements or claims may 18, Section 1001) btain this list, is contained in the announcement or agency
Authorized Repres	sentative:			
Prefix:		* First Name:	John	
Middle Name:				
* Last Name: Doe	9			
Suffix:				
* Title: Stude	nt			
* Telephone Numbe	er: 123-456-7891			Fax Number:
* Email: Johndoe@	Demail.com			
* Signature of Author	orized Representative:	John Doe		* Date Signed: January 26, 2013

#### **Application for Federal Assistance SF-424**

#### \* Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.



## **Reference Form**

### **Instructions for the Reference**

Thank you for providing a reference for a NNEMS fellowship applicant. Before you begin, please note that this reference is not intended to be confidential. Please submit the completed form to the applicant identified below, to be included in the application package. You may submit the reference under separate cover at the address provided below, but it must be postmarked on or before **February 8, 2013**:

NNEMS Fellowship Program Tetra Tech EM Inc. 1881 Campus Commons Drive, Suite 200 Reston, VA 20191

To be Comple	eted by Applican	i <b>t</b>		
Project Number	: 2013		Current Phone: ( )	
Applicant's Na	me:		— Current Email:	
Current Mailing	Address:		School/University:	
			 Current Major/Minor:	
			Expected Graduation Date:	
City	State	Zip	—	
Name of Individ			Current Phone: ()	
	ence:		 Current Email:	
Current Mailing	Address:			
			Position or Title:	
			Department:	
			Institution:	
	State			
City	0.0.0	Zip		
City		Ζιρ	Signature	 Date

(Reference Form continued on next page)

# **Reference Form**

### Reference

The applicant named above is applying for a NNEMS fellowship. What are your personal impressions of the candidate's ability to perform the proposed fellowship? Include how the fellowship relates to and will further the student's academic goals. Please comment on the quality of his or her work, and promise of productive scholarship. Please explain in what capacity you have known the applicant and for what time period.

## **Rating:**

Please rate this student in overall promise in comparison with other individuals with whom you have known at similar stages in their academic studies by checking the appropriate boxes.

	Outstanding	Excellent	Good	Fair	Poor	Not Applicable
Academic Performance						
Motivation for Proposed NNEMS Research Plan						
Research and Writing Ability						
Leadership Skills and Written Communication Skills						

# **NNEMS Disclosure and Waiver Statement**

Please complete and submit with NNEMS application package. This form may be photocopied.

I understand that the National Network for Environmental Management Studies (NNEMS) Program fellows are not employees of the Environmental Protection Agency (EPA) or the U.S. government. Thus, if selected to be a NNEMS fellow, I will not receive typical federal employee benefits including, but not limited to, health insurance, life insurance, annual leave and sick leave.

In addition, I understand that in the event of an accident causing injury to myself while either performing my assigned functions or traveling, the U.S. government is not liable for any injury or harm I may incur. Further, I understand that the U.S. government is not liable for any injury or harm I may cause another person or persons while performing my assigned functions or traveling for the EPA. As such, I understand that I am responsible for any injury or harm I cause to myself or others as a result of my actions.

By signing this form, I acknowledge that I fully understand the provisions contained in this statement regarding my status as a NNEMS fellow and the consequences of my actions while working as a NNEMS fellow. As a result, I have considered the possibility of obtaining personal insurance during my NNEMS fellowship.

Name:	School:
Home Address:	Project # Applied For: 2013
	Project Category:
Home Phone Number:	
Signature:	Date: