

US EPA ARCHIVE DOCUMENT

Appendix A – Application Materials

A complete set of application materials is included in this appendix. Electronic versions of the forms can be downloaded from EPA's Web site at www.epa.gov/education/students.html. The forms are available in an interactive portable document format (pdf) and can be completed online, then printed and mailed to EPA as described in the *How to Apply* section on page 5. In addition, students have the option of submitting the SF 424 electronically by accessing www.grants.gov. If you choose this option, please read the detailed instructions as described in the *How to Apply* section on page 5.

NNEMS Application	A-3
Standard Form 424 – Application for Federal Assistance.....	A-7
NNEMS Reference Form.....	A-17
NNEMS Disclosure and Waiver Statement.....	A-19



Helpful Tips:

- Read the section, *How to Apply*, on page 5 for detailed instructions on applying for a NNEMS fellowship;
- Confirm that you meet all of the eligibility requirements described on pages 5 and 6;
- Include a transcript for each school attended;
- Indicate on the application whether the Reference Form(s) will be sent under separate cover;
- Type or complete online the application. If handwritten, write as neatly as possible;
- Review the application to check for typographical or grammatical errors;
- Mail the application so that it is postmarked on or before February 2, 2009;
- All hard-copy NNEMS applications and hard-copy portions of applications submitted electronically must be postmarked by February 2, 2009 (electronic submissions must be posted to www.grants.gov by 11:59 p.m. EST on February 2, 2009).



An interactive PDF version of this form is available online at
www.epa.gov/education/NNEMS/2009apply.html or
www.grants.gov

Project Information

Project Number: 2009-_____

Project category:

- ☐ Environmental Policy, Regulation, and Law
- ☐ Environmental Management and Administration
- ☐ Environmental Science
- ☐ Public Relations and Communications
- ☐ Computer Programming and Development

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

_____ Total number of NNEMS projects for which you are applying

_____ 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

Name _____

Please check the address to which you would like materials sent.

☐ Current Mailing Address

City _____ State _____ Zip _____

At Current Address Through _____ (month/year)

Current Phone: (_____) _____ - _____

Current E-mail: _____

☐ Permanent Mailing Address

City _____ State _____ Zip _____

Permanent Phone: (_____) _____ - _____

Permanent E-mail: _____

School/University _____

Current Student Level:

- | | |
|------------------------------------|-----------------------------------|
| Undergraduate | Advanced |
| ☐ Associate | ☐ Graduate |
| ☐ Freshman | ☐ Ph.D. |
| ☐ Sophomore | |
| ☐ Junior | |
| ☐ Senior | |

Current Major/Minor: _____

Expected Graduation Date: _____

Please list any additional universities attended:

		Transcript Enclosed
School/University	Dates Attended	☐ Yes ☐ No
_____	_____	
School/University	Dates Attended	☐ Yes ☐ No
_____	_____	
School/University	Dates Attended	☐ Yes ☐ No
_____	_____	

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*
- 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

Additional requirements for associate, undergraduate, and
advanced students include the following:

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

* 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.**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**

	Yes	No		Original	3 Copies	Mailed Separately
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 must provide his or her green card number on his or her application)?	☐	☐	Students must submit four complete application packages for each project (one original and three copies). Please note that only one official transcript is required, which may be opened and copied, even if a student is applying for multiple projects. Please verify that you have included:			
Are you enrolled at an accredited school?	☐	☐	A completed Application Form	☐	☐	☐
Are you a federal employee? Federal employees, including those who are on "leave without pay" status, are not eligible for a NNEMS Fellowship.	☐	☐	A completed Standard Form 424 (SF 424)	☐	☐	☐
Do you have a minimum 3.0 GPA?	☐	☐	A résumé	☐	☐	☐
Confidential Information	☐	☐	An official college transcript from each school attended	☐	☐	☐
Does your application package contain information that you consider to be confidential?	☐	☐	A Reference Form from a professor or advisor	☐	☐	☐
			A completed NNEMS Disclosure and Waiver Statement	☐	☐	☐
			Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior	☐	☐	☐

Be sure to clearly mark confidential information

Separate, complete application packages must be submitted for each NNEMS project.

Applications must be postmarked on or before

February 2, 2009.Mail or courier completed application package to:
NNEMS Fellowship Program

Tetra Tech EM Inc.

1881 Campus Commons Drive, Suite 200, Reston, VA 20191



Program Announcement Identifier: EPA-EED-09-01

Project Information

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

Page 1 of 2

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 EPA.

Then I would select three or four organizations to represent the range of agencies active internationally (Bilateral, Multilateral, Quasigovernmental). I would look at specific programs or projects currently under way at these agencies to assess wetland impact. I would also analyze the organizational structures and political context in which these agencies operate to gain a grasp of how these factors influence their projects on wetlands, as well as the legal authorities of these agencies.

(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

	Yes	No		Original	3 Copies	Mailed Separately
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 must provide his or her green card number on his or her application)?	☒	☐	Students must submit four complete application packages for each project (one original and three copies). Please note that only one official transcript is required, which may be opened and copied, even if a student is applying for multiple projects. Please verify that you have included:			
Are you enrolled at an accredited school?	☒	☐	A completed Application Form	☒	☒	☐
Are you a federal employee? Federal employees, including those who are on "leave without pay" status, are not eligible for a NNEMS Fellowship.	☐	☒	A completed Standard Form 424 (SF 424)	☒	☒	☐
Do you have a minimum 3.0 GPA?	☒	☐	A résumé	☒	☒	☐
	☐	☒	An official college transcript from each school attended	☒	☒	☐
	☐	☒	A Reference Form from a professor or advisor	☒	☒	☐
	☐	☒	A completed NNEMS Disclosure and Waiver Statement	☒	☒	☐
	☐	☒	Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior	☐	☐	☐

Be sure to clearly mark confidential information

Separate, complete application packages must be submitted for each NNEMS project.

Applications must be postmarked on or before **February 2, 2009.**

Mail or courier completed application package to:
NNEMS Fellowship Program
Tetra Tech EM Inc.

1881 Campus Commons Drive, Suite 200, Reston, VA 20191

STANDARD FORM 424 – APPLICATION FOR FEDERAL ASSISTANCE

Instructions for Completing the Standard Form 424 – Application for Federal Assistance (an interactive PDF version of this form is available online at www.epa.gov/education/NNEMS/2009apply.html or www.grants.gov):

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.
8. 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 e-mail 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-09-01."
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**.
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 e-mail address. "Student" or "Graduate Student" is an appropriate title. If you are submitting a hard-copy version, print a hard-copy of the SF 424 and sign the pre-application.

Application for Federal Assistance SF-424

Version 02

*** 1. Type of Submission:**

- ☒ Preapplication
☐ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** 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 Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

1 2 3 4 5 6 7 8 9

*** c. Organizational DUNS:**

d. Address:

*** Street1:**

Street2:

*** City:**

County:

*** State:**

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

*** Telephone Number:**

Fax Number:

*** Email:**

Application for Federal Assistance SF-424

Version 02

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-09-01

* 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:

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes

☐ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** 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 Assistance SF-424

Version 02

* 1. Type of Submission:

- ☒ Preapplication
☐ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* 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 Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:

Street2:

* City:

County:

* State:

Province:

* Country:

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

Application for Federal Assistance SF-424

Version 02

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-09-01

* 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:

Effectiveness of Tools for Drinking Water Protection

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant Virginia 8th

* b. Program/Project Pennsylvania 2nd

Attach an additional list of Program/Project Congressional Districts if needed.

 Add Attachment Delete Attachment View Attachment

17. Proposed Project:

* a. Start Date: 5/31/2009

* b. End Date: 8/30/2009

18. Estimated Funding (\$):

* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:		* First Name:	John
Middle Name:			
* Last Name:	Doe		
Suffix:			

* Title: Student

* Telephone Number: (123) 456-7891 Fax Number:

* Email: john.doe@email.com

* Signature of Authorized Representative: John Doe * Date Signed: January 26, 2009

Application for Federal Assistance SF-424

Version 02

* 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.

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 2, 2009**:

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

To be Completed by Applicant

Project Number: 2009-_____ Current Phone: (_____) _____ - _____
Applicant's Name: _____ Current E-mail: _____
Current Mailing Address _____ School/University: _____
_____ Current Major/Minor: _____
_____ Expected Graduation Date: _____
City _____ State _____ Zip _____

To be Completed by the Reference

Name of Individual Providing Reference _____ Current E-mail: _____
Current Mailing Address _____ Position or Title: _____
_____ Department: _____
_____ Institution: _____
City _____ State _____ Zip _____
Current Phone: (_____) _____ - _____ Signature _____ Date _____

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. (Continue on next page, if necessary.)

REFERENCE FORM

Reference: (continued from previous page)

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 U.S. 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 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: 2009 - _____

_____ Project Category: _____

Home Phone Number: _____

Signature: _____ Date: _____