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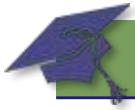
# EPA's National Network for Environmental Management Studies Fellowship Program

## Catalog and Application Guide for 2013

### Student Fellowship Program



Visit the EPA Fellowships website at [www.epa.gov/fellowships](http://www.epa.gov/fellowships)



# Introduction

## Background and Purpose

The Environmental Protection Agency (EPA) established the National Network for Environmental Management Studies (NNEMS) Fellowship Program in 1986 to foster a growing interest among higher education students in environmental careers. The NNEMS program is a comprehensive fellowship program that provides students an opportunity to participate in a fellowship project that is directly related to their field of study. The NNEMS program is sponsored by the EPA Office of External Affairs and Environmental Education (OEAE).

The purpose of the NNEMS program is to:

- Provide students with practical research opportunities and experiences in the EPA's program and regional offices and in its laboratories;
- Increase public awareness of and involvement in environmental issues;
- Encourage qualified individuals to pursue environmental careers; and
- Help defray the costs associated with the pursuit of academic programs related to the field of environmental protection, such as pollution control, science, engineering, technology, social science and specialty areas.

Students selected for NNEMS fellowships are offered a unique opportunity to gain research and training experience directly linked to their undergraduate or graduate studies. NNEMS fellows conduct research projects to augment their academic studies, which the EPA supports with financial assistance.

## Fellowships

Under the NNEMS program, a range of fellowship activities are offered to help students increase their knowledge of environmental issues while refining their professional skills. The projects are specifically narrow in scope, allowing students to complete the fellowship while working full-time at the EPA during the summer or part-time during the school year. Typically, the research is conducted at the EPA office, although other arrangements can be made in certain circumstances.

Detailed descriptions of the fellowships offered this year are provided in the section, Catalog of 2013 Fellowships, which begins on page 8. Each fellowship is sponsored by an EPA project officer who serves as the main point of contact for the project.

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## Compensation

All NNEMS fellowships are awarded directly to the individual students who are selected as fellows. The awards cannot be made to the educational institution at which the student is enrolled, although a student may request that the EPA submit payment of a portion of his or her tuition costs directly to the institution.

Students selected for a fellowship receive a grant award in the form of a stipend. The grant is paid in monthly installments based on the duration of the project. Grant awards reflect an individual student's level of education, as well as the location and duration of the fellowship. Even though students selected to receive NNEMS fellowships are grantees and not federal employees, the formula for the appropriate stipend amount is based on the current General Schedule (GS)-04 through GS-09 federal pay scale, and includes standard government locality rates. Freshmen students, for example, will be paid at the GS-04 rate; advanced graduate students at the GS-09 rate.

There is no matching or cost sharing required of students awarded NNEMS fellowships.

## Disclaimer

The EPA reserves the right to reject all applications for NNEMS fellowships and to make no awards or make fewer awards than anticipated. The EPA also reserves the right to make additional awards under this announcement consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than August 2013.

## For Additional Information

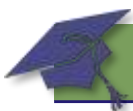
Please contact:

Ms. Ginger Potter  
NNEMS Program  
Office of External Affairs and Environmental Education  
U.S. Environmental Protection Agency  
Ariel Rios Building (1703A)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
Telephone: 202-564-0443

Online resources:

Visit the EPA's Fellowships website at: [www.epa.gov/fellowships](http://www.epa.gov/fellowships)

For detailed information and instructions for filing taxes on a fellowship award, view Publication 970 at [www.irs.gov](http://www.irs.gov)



# How to Apply

The following section provides step-by-step instructions for how to apply for a NNEMS fellowship, identifies the eligibility requirements, lists the application materials and provides an overview of the application process.

Applying for a NNEMS fellowship involves the following four steps:

## Step 1: Determine Your Eligibility

A NNEMS fellowship is available to any associate, undergraduate or advanced student who meets the general requirements listed below, as well as those identified for associate, undergraduate and advanced students.

### General Requirements

At a minimum, all applicants must be:

- A citizen of the United States, its territories or possessions, or lawfully admitted to the United States for permanent residency. The U.S. Citizenship and Immigration Services defines lawful permanent residency as any person not a citizen of the United States who is residing in the United States under legally recognized and lawfully recorded permanent residence as an immigrant, also known as "Permanent Resident Alien," "Resident Alien Permit Holder" and "Green Card Holder." A lawful permanent resident must provide his or her Green Card number on his or her application.
- Enrolled for academic credit at a 2- or 4-year college or university, or distance-learning institution accredited by a regional or national accrediting organization recognized by the United States Department of Education or the Council for Higher Education Accreditation.
- Pursuing an educational program directly related to pollution control or environmental protection for the duration of the fellowship.

### Associate and Undergraduate Students

Students attending 2- or 4-year institutions or distance-learning institutions must meet the following requirements:

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

*Please note: There are no exceptions to the requirement that applicants must have attained a 3.0 GPA at the time the application is due. Applicants whose GPA is below 3.0 based on the transcript enclosed with the application will not be eligible for consideration. For example, applicants with a GPA below 3.0 who submit applications in February with the expectation that their spring semester grades will increase their GPA to 3.0 are not eligible.*

## Advanced Students

Students enrolled in graduate or doctoral programs must meet the following requirements:

- 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, and
- Completion of at least one semester of graduate or Ph.D. work, or at least four undergraduate courses related to the field of environmental studies.

### The following 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 they are admitted and enrolled in a graduate program).
- Students enrolled in certificate programs.
- High school students.

## Step 2: Find a Project

Review the project descriptions provided in the Catalog of 2013 Fellowships, which begins on page 8. Identify the project(s) in which you are most interested, as well as those in which you have attained the desired level of education as specified by the EPA. Please note that students are not allowed to develop or propose independent projects.

## Step 3: Prepare Application Materials

Application packages are submitted in hard copy as explained below. All students who are interested in applying for a NNEMS fellowship must submit a complete application package (an original and two copies) that includes:

- A completed NNEMS Application Form.
- A completed Standard Form 424 – Application for Federal Assistance (SF 424).
- A résumé.
- An official transcript for each 2- or 4-year college or university, or distance-learning institution attended. Official transcripts should be opened and photocopied as one original and two photocopies of the transcript are required for each complete application. If submitting applications for more than one NNEMS project, only one original transcript is required. Applicants should include in the application package the envelope in which the original transcript was provided.
- A completed NNEMS Reference Form. The Reference Form should be prepared by a professor or advisor who knows the applicant well and can specifically discuss the student’s aptitude and/or experience for the project. The Reference Form should be included with the application package; however, a reference submitted under separate copy will be accepted if it is postmarked on or before the application deadline. In this case, a note should be included in the application package indicating that the form is being sent separately.



- A completed and signed original NNEMS Disclosure and Waiver Statement.
- Verification of acceptance and/or enrollment in a graduate or Ph.D. program if the applicant is a graduating senior.

Applications must substantially comply with the application submission instructions and requirements or the application will be rejected. Applications deemed ineligible for funding consideration will be notified within 15 calendar days of the ineligibility determination.

Applicants must submit all application materials listed above. Blank application forms are included in Appendix A, Application Materials, and may also be obtained on the EPA's fellowships website at **[www.epa.gov/fellowships](http://www.epa.gov/fellowships)**. Students may apply for as many fellowships as desired. Students must submit a complete application package (one original application package and two copies) for each project for which they are applying. Although multiple copies of the materials are required, they should be submitted in the same package.

## Step 4: Submit Your Application

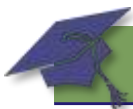
Applications must be submitted via mail, courier or express delivery to:

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

**The deadline for submissions of applications for 2013 fellowships is February 8, 2013.** All materials must be postmarked on or before February 8, 2013 to be eligible for consideration. Applications postmarked after February 8, 2013 will not be accepted.

In accordance with 40 Code of Federal Regulations (CFR) 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, the EPA is not required to make the inquiry to the applicant unless otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

In accordance with the EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, the EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal and requests for clarification.



# Evaluation and Selection of NNEMS Fellows

## Evaluation of Applications

NNEMS fellowships are awarded annually on the basis of the EPA's request for applications and established evaluation criteria. Every application submitted for a specific fellowship will first be reviewed by external reviewers to determine whether the eligibility requirements have been met. Applications that meet the eligibility requirements will subsequently be reviewed by panels comprised of EPA staff members. The panels review and evaluate each application based on the evaluation criteria listed below.

- Relevancy of the classroom experience of the student as it relates to the EPA fellowship (maximum score = 15 points)
- Student's understanding of the proposed EPA fellowship subject matter (maximum score = 10 points)
- Relevancy of work experience of the student (whether volunteer activities, internships or paid jobs) as it relates to the EPA fellowship (maximum score = 10 points)
- Relevancy of the student's academic studies to the EPA fellowship (maximum score = 5 points)
- Leadership skills, written communication skills and demonstrated success at working well in an office, laboratory or field environment, as appropriate to the project (maximum score = 5 points)
- Potential for success, as reflected by academic records, letters of reference and other relevant information (maximum score = 5 points)
- Potential for success, as reflected in the student's approach for ensuring successful achievement of the project objectives and in accordance with the application's schedule and milestones (maximum score = 2 points)

## Selection and Notification of Award Status

Once the EPA has made a decision about whom to award a fellowship, the EPA project officer will contact the student to offer the fellowship and discuss specific details about the fellowship. Discussions between the project officer and applicant are intended to produce a clear, mutual understanding of the details of the project and the results the student wishes to achieve from the project.

During the notification call, the EPA project officer will also review with the student the procedures he or she must follow to initiate and complete the fellowship.

A fingerprint check or a fingerprint check and a background investigation for security purposes may be required of fellowship recipients, and personal information about the recipient will be required to complete these investigations. The EPA reserves the right to terminate the fellowship agreement with a recipient if his or her background investigation reveals adverse information.



## Student Acceptance of Award

A student selected for a NNEMS fellowship must complete additional documentation required by the federal government to apply for an official grant with the EPA. The steps required to process a fellowship and the grant award are lengthy.

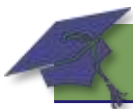
If a student is offered and accepts a fellowship, the NNEMS staff will send to the student a Fellowship Application Packet, instructions for completing the forms in the packet and a copy of the Guidebook for NNEMS 2013 Fellows.

## Notification of Non-Selection

Students who are not selected for a 2013 fellowship will be notified by email within 15 calendar days after a decision of non-selection is made.

## Resolution of Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630, (January 26, 2005) located on the Web at [www.epa.gov/ogd/competition/resolution.htm](http://www.epa.gov/ogd/competition/resolution.htm).



# Catalog of 2013 Fellowships

Described on the following pages are the NNEMS fellowships being offered in 2013. The fellowships are organized under three categories:

- **Environmental Management and Administration**  
The topics of fellowships in this category focus on environmental management goals.
- **Environmental Science**  
Fellowships in this category typically include direct participation in field studies and laboratory research. Environmental policy and regulation review requiring technical expertise is included in the Environmental Policy, Regulation and Law category described above.
- **Public Relations and Communications**  
These types of fellowships include the review and analysis of public response to the EPA policies and regulations, as well as general public opinion of environmental issues. The projects may include the development of communication tools; for example, pamphlets and informational materials.

The fellowships are organized by category and listed in numerical order by project number. Each entry presents a description of the fellowship and identifies the EPA office that is sponsoring the fellowship, the location at which the fellowship will be conducted, the timeframe for the project, the desired educational level of the student and the name of the EPA project officer.



## PROJECT NUMBER: 2013-201

### Category:

Environmental Management and Administration

### Project Title:

Sustainable Materials Management and Pollution Prevention in the Pacific Southwest

### Sponsoring Office:

Waste Management Division, Region 9

### Desired Level of Education:

Graduate Student to Ph.D. Student

### Project Location:

EPA Region 9 - San Francisco, CA

### Preferred Project Period:

6/1/2013 to 5/31/2014

### Project Officer:

John Katz

### Office Mission:

The mission of the Waste Management Division is to be a steward of the environment to manage waste, prevent pollution and minimize materials reaching landfills and incinerators.

### Project Overview:

The fellow will support the Office of Pollution Prevention and Solid Waste in its mission to reduce pollution at the source and support sustainable material use and waste management. The fellow will participate in EPA efforts to promote sustainability, recycling, pollution prevention and green building practices. The fellow will research best practices and develop case studies and collaborate with the private sector and state, local and tribal partners to learn how improved environmental practices have been integrated. Finally, the fellow will work with EPA staff on product stewardship initiatives and on implementation of climate actions in both the public and private sectors.

To be successful, the fellow selected should have strong oral and written communication skills, an understanding of sustainability, and a passion for environmental work. Specific assignments will include interviewing partners, participating in outreach efforts, and conducting research, as well as working closely with a high-energy and collaborative team.

The project dates and hours can be negotiated, but should be no less than 6 months, 20 to 30 hours per week, depending on the project length.

### Project Goals:

The fellow will gain an understanding in cutting-edge areas of environmental protection, including pollution prevention and sustainable materials management. The fellow will be asked to apply concepts of source reduction, materials reuse and recycling, and sustainability behavior change to real-world problems and solutions.

### Final Product of the Project:

The final product will have a written and oral component and will demonstrate the fellow's ability to conduct effective research and find superior environmental outcomes. The exact nature of the work products will depend on which projects the fellow conducts and may include intermediate reports on any of the materials management topics listed above.



## PROJECT NUMBER: 2013-202

### Category:

Environmental Management and Administration

### Project Title:

Sustainable Materials Management in the Pacific Northwest and Alaska

### Sponsoring Office:

Office of Air, Waste, and Toxics, Region 10

### Office Mission:

The mission of the Office of Air, Waste and Toxics is to be a steward of the environment to protect air quality, control toxics and manage waste.

### Project Overview:

The fellow will support the Materials Management and Stewardship (MMAS) Team in its mission to implement the EPA's Sustainable Materials Management (SMM) Program in the Pacific Northwest and Alaska. Building on the familiar concept of Reduce, Reuse and Recycle, SMM is a systemic approach that seeks to reduce materials use and their associated environmental impacts over their entire life cycle, starting with extraction of natural resources and product design, and ending with decisions on recycling or final disposal. Working with the MMAS Team, the fellow will participate in efforts that support the EPA's national SMM priorities, including the reduction of food waste through the Food Recovery Challenge and efforts to reduce the environmental footprint of federal facilities through the Federal Green Challenge. The fellow will participate in the West Coast Climate and Materials Management Forum, which is an EPA-led partnership of western cities and states that are developing and sharing ways to integrate lifecycle materials management policies and practices into climate actions. The fellow will meet with workgroups, conduct policy research and analysis, prepare case studies, and participate in MMAS Team activities. To be successful at this project, the fellow should have strong oral and written communication skills, an understanding of sustainability, and a passion for environmental work.

The project dates and hours can be negotiated, but should be no less than 6 months, 20 to 30 hours per week, depending on the project length.

### Project Goals:

The fellow will gain an understanding of and experience in a new and exciting area of work — sustainable materials management. The fellow will learn about the relationship between materials management and climate change and will be able to translate that understanding into effective communication.

### Final Product of the Project:

The final product will include a written and oral component and will demonstrate the fellow's ability to conduct effective research and find superior environmental outcomes.

### Desired Level of Education:

Graduate Student to Ph.D. Student

### Project Location:

EPA Region 10 – Seattle, WA

### Preferred Project Period:

6/1/2013 to 5/31/2014

### Project Officer:

Melissa Winters



## PROJECT NUMBER: 2013-301

### Category:

Environmental Science

### Project Title:

Emergy-based Decision Support Tool for Sustainable  
Municipal Water Services

### Sponsoring Office:

Office of Research and Development, Microbiological and Chemical Exposure Assessment Research Division (MCEARD) in the National Exposure Research Laboratory (NERL) and Sustainable Technology Division (STD) in the National Risk Management Research Laboratory (NRMRL) in Cincinnati, Ohio

### Office Mission:

The EPA's Sustainable Research Division works to advance the scientific understanding, development and application of technologies to address a variety of areas related to sustainability, including systems analysis, environmental management, clean processes, green chemistry and green engineering.

### Project Overview:

Finite water resources, increasing demand and aging water infrastructure are some of the greatest challenges facing our nation and other global regions. The Safe and Sustainable Water Resources (SSWR) research program in the EPA is conducting research and analysis that strive for solutions to ensure future generations will have adequate water of sufficient quality. The research program will develop sustainable solutions by integrating trans-disciplinary research addressing social, environmental and economic outcomes. Complex water issues cannot be solved by a traditional "siloed" water management approach. In a water-connected world, sustainable solutions require a system-based approach, where water services (traditionally within wastewater, stormwater and drinking water) are integrated to maximize the recovery of resources (energy, nutrients, materials and water). Next-generation sustainable water systems should employ effective water management practices that provide safe and sustainable water from source to drinking water tap. Furthermore, these water systems need to be adaptive to address changing societal aspirations, demographics and climate.

Water system managers require science-based assistance for making management decisions. One of the system-based methods is emergy synthesis, a process previously used for various systems at multiple scales to incorporate environmental, social and economic aspects into a common unit of nonmonetary measure (solar energy equivalents). Furthermore, an emergy approach may provide an objective metric to assess the sustainability of systems. It not only quantitatively assesses the direct and indirect energy required to produce goods and services, but also provides a decision criterion (metric) to evaluate the efficacy of alternatives. Emergy analysis has the potential, along with other metrics, to integrate sustainability principles to water system management at different scales and levels.

### Desired Level of Education:

Graduate Student to Ph.D.  
Student

### Project Location:

Cincinnati, OH

### Project Period:

6/1/2013 to 5/1/2016

### Project Officer:

Xin (Cissy) Ma

Under this project, the fellow will focus on developing an emergy-based decision support tool that will focus on how to minimize community wastewater contamination by maximizing the recovery of resources (energy, nutrients, materials and water).

The fellow will work with EPA staff throughout the development process and take a hierarchical approach to the project by:

1. Investigating the emergy that is embedded in various physical, chemical and biological unit processes (such as oxidation, nitrification, de-nitrification and disinfection) in traditional wastewater treatment facilities, in constructed green infrastructures and in natural systems, as well as in wastewater distribution systems, septic systems, and alternative technologies such as composting toilets or urine-divergent toilets.
2. Creating an emergy database suited to different geographic location, climate, size of the community, differing technology and other factors.
3. Identifying and synthesizing data and community plans for a community of interest that will lead to a case study of proof of principle.
4. Developing and calibrating emergy parameters and a model compatible with SSWR Project 5.1 system assessments, using systematic approaches and producing a tool that identifies efforts that maximum emergy efficiency for community water services.

#### Project Goals:

The fellow will conduct highly interdisciplinary research in the field of sustainable science and address hydrology, ecology and engineering issues. The fellow will work with EPA scientists and academic researchers and receive training by leading researchers that will augment his or her current graduate program.

#### Final Product of the Project:

The fellow is expected to publish research journal papers and aid in the development of a decision support tool that addresses water resources and infrastructure of the built environment that demonstrates how to maximize emergy efficacy of the water services. Regular progress reports and presentations will be expected.





## PROJECT NUMBER: 2013-302

### Category:

Environmental Science

### Project Title:

Quantitative Life Cycle Sustainability Assessment of Water Systems

### Sponsoring Office:

Office of Research and Development, Microbiological and Chemical Exposure Assessment Research Division (MCEARD) in the National Exposure Research Laboratory (NERL) and Sustainable Technology Division (STD) in the National Risk Management Research Laboratory (NRMRL) in Cincinnati, Ohio

### Office Mission:

NERL provides international leadership in exposure science and uses an integrated multidisciplinary approach to conduct relevant and responsive research to: (1) develop the knowledge and tools necessary to assess potential exposures and risks to emerging environmental threats, and (2) mitigate exposures to known contaminants and environmental stressors. The mission of NRMRL is to manage current and future risks. Specifically, NRMRL's Sustainable Technology Division works to advance the scientific understanding, development and application of technologies to address a variety of areas related to sustainability, including systems analysis, environmental management, clean processes, green chemistry and green engineering.

### Project Overview:

This position is associated with a trans-disciplinary project involving NERL and NRMRL aimed at providing a framework and quantitative approaches for the comprehensive sustainability assessment of water systems. The selected fellow will collaborate with a highly productive, cross-disciplinary team of researchers involved in the development of next-generation approaches for life cycle assessment, quantitative risk assessment and measuring sustainability.

Finite water resources facing many communities, generally increasing demands and aging water infrastructure are some of the greatest challenges facing our Nation and many other global regions. EPA's Safe and Sustainable Water Resources Research Program is providing solutions to ensure future generations will have adequate water of sufficient quality. Sustainable solutions require a systems-based approach, in which water services, which have been traditionally *siloe*d within the wastewater, storm water and drinking water domains, are integrated with efforts to sustainably manage the resources associated with water systems, such as organic matter, energy and nutrients.

The fellow will research a basis for the consistent evaluation of technologies that provide water and sanitation services on a household and community-level. Beginning with life cycle assessment and cost assessment, the project will expand upon existing approaches to integrate risks not included in conventional life cycle assessment (LCA) studies associated with exposure to pathogens, disinfection by-products and system-specific exposure routes, to integrate additional metrics, and to address resilience in the context of specific risk events and future scenarios. The fellow will work with EPA staff as they conduct parallel efforts to develop EPA's quantitative LCA capabilities,

### Desired Level of Education:

Graduate Student to Ph.D. Student

### Project Location:

Cincinnati, OH

### Project Period:

6/1/2013 to 5/1/2016

### Project Officer:

Troy R. Hawkins

including the development of an EPA LCA Database, open source LCA software and LCA-based decision-support tools.

### **Project Goals:**

The fellow will gain a deep understanding of the sustainability implications of alternative water systems/technologies and provide a significant contribution to the development of a framework for sustainability assessment. Following completion of the program, the Fellow will have a publication record and experiences which make them highly competitive for an academic, research, public sector or industry position.

### **Final Product of the Project:**

The fellow will publish their work in appropriate peer reviewed journals, give presentations at conferences and workshops, contribute to the development of life cycle inventory datasets, and aid in the development of a decision support framework/tool.



## PROJECT NUMBER: 2013-401

### Category:

Public Relations and Communications

### Project Title:

Community Involvement and Program Initiatives

### Sponsoring Office:

Office of Solid Waste and Emergency Response (OSWER), Office of Superfund Remediation and Technology Innovation (OSRTI), Community Involvement and Program Initiatives Branch (CIPIB)

### Office Mission:

The mission of the Superfund program is to reduce risk to people and the environment by cleaning up the nation's worst hazardous waste problems. The mission of the Superfund Community Involvement Program is to advocate for and strengthen early and meaningful community participation during Superfund cleanups.

### Project Overview:

The Community Involvement Program seeks to build capacity in communities so that citizens may effectively participate in the Superfund process. Building capacity in communities may focus on technical assistance or on providing communities the opportunity to form advisory groups to discuss site activities and resolve issues. In addition, the Community Involvement and Program Initiatives Branch works to establish dialogue with members of the public on critical issues facing communities near Superfund sites.

During this project, the fellow will become familiar with the Superfund process and learn how public participation processes are implemented during cleanups. The specific project will depend on the emerging issues at the time of application and selection. Students applying for this fellowship must have good writing skills and be able to perform basic research, critical analysis and synthesis of information from multiple sources. In addition, the students should have knowledge of the various tools and techniques used to involve communities in environmental decision making.

### Project Goals:

The fellow will learn critical issues facing a government agency as it seeks to involve the public in decision making. The fellow will learn to analyze emerging issues or topics and work with EPA staff in developing strategies for managing the issues or topics.

### Final Product of the Project:

The fellow will develop a final report summarizing the results of his or her project.

### Desired Level of Education:

Graduate Student

### Project Location:

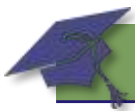
EPA Headquarters – Arlington, VA, and Washington, DC

### Project Period:

June 2013 to August 2013

### Project Officer:

Suzanne Wells



## Appendix A - Application Materials

A complete set of application materials is included in this appendix. Electronic versions of the forms can be downloaded from the EPA's fellowship website at [www.epa.gov/fellowships](http://www.epa.gov/fellowships). The forms are available in an interactive portable document format (pdf) and can be completed online, then printed and mailed to the EPA NNEMS Staff as described in this document.

### Application Materials

- **NNEMS Application**
- **Sample NNEMS Application**
- **Standard Form 424 – Application for Federal Assistance**
- **Sample Standard Form 424 – Application for Federal Assistance**
- **NNEMS Reference Form**
- **NNEMS Disclosure and Waiver Statement**

### Helpful Tips:

- Read the section, How to Apply, for detailed instructions on applying for a NNEMS fellowship.
- Confirm that you meet all of the eligibility requirements described on pages 3 and 4.
- 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 8, 2013.

## Project Information

Project Number: 2013-\_\_\_\_\_

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

\_\_\_\_\_ 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 Email: \_\_\_\_\_

☐ Permanent Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

At Permanent Address Through \_\_\_\_\_ (month/year)

Permanent Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Permanent Email: \_\_\_\_\_

Current School/University: \_\_\_\_\_

Current Student Level:

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| Undergraduate                      | Advanced                          |
| <input type="checkbox"/> Associate | <input type="checkbox"/> Graduate |
| <input type="checkbox"/> Freshman  | <input type="checkbox"/> Ph.D.    |
| <input type="checkbox"/> Sophomore |                                   |
| <input type="checkbox"/> Junior    |                                   |
| <input type="checkbox"/> Senior    |                                   |

Current Major/Minor: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Please list any additional universities attended:

Transcript  
Enclosed

School/University	Dates Attended	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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School/University	Dates Attended	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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School/University	Dates Attended	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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

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

<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](http://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

	<u>Yes</u>	<u>No</u>		<u>Original</u>	<u>2 Copies</u>	<u>Mailed Separately</u>
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)?	<input type="checkbox"/>	<input type="checkbox"/>	Students must submit <b>three</b> complete application packages for each project (one original and two 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?	<input type="checkbox"/>	<input type="checkbox"/>	A completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a federal employee? Federal employees, including those who are on "leave without pay" status, are not eligible for a NNEMS Fellowship.	<input type="checkbox"/>	<input type="checkbox"/>	A completed Standard Form 424 (SF 424)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a minimum 3.0 GPA?	<input type="checkbox"/>	<input type="checkbox"/>	A résumé	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			An official college transcript from each school attended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Confidential Information</b>	<u>Yes</u>	<u>No</u>	A Reference Form from a professor or advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your application package contain information that you consider to be confidential?	<input type="checkbox"/>	<input type="checkbox"/>	A completed NNEMS Disclosure and Waiver Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Be sure to clearly mark confidential information</b>			Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



## 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:

- 3 Total number of NNEMS projects for which you are applying  
1 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: John Doe

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

☒ Current Mailing Address

123 Hill Street

Anytown

VA

22205

City

State

Zip

At Current Address Through May 2013 (month/year)

Current Phone: ( 123 ) 456 . 7891

Current Email: johndoe@email.com

☐ Permanent Mailing Address

City

State

Zip

At Permanent Address Through (month/year)

Permanent Phone: ( ) .

Permanent Email:

Current School/University: State University

Current Student Level:

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

Current Major/Minor: Environmental Policy

Expected Graduation Date: June 2014

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

Names of Individual(s) Providing Reference: Dr. Jane Doe

## 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](http://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**

	Yes	No		Original	2 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)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students must submit <b>three</b> complete application packages for each project (one original and two 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A completed Application Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a federal employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A completed Standard Form 424 (SF 424)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal employees, including those who are on "leave without pay" status, are not eligible for a NNEMS Fellowship.			A résumé	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you have a minimum 3.0 GPA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An official college transcript from each school attended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Confidential Information</b>	Yes	No	A Reference Form from a professor or advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does your application package contain information that you consider to be confidential?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A completed NNEMS Disclosure and Waiver Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Be sure to clearly mark confidential information</b>			Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

# 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](http://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.
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 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](http://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 Assistance SF-424

\* 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:

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****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.



**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**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.) Applicant Federal Debt Delinquency 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

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

# Sample SF-424

## 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 Federal Assistance SF-424

## 16. Congressional Districts Of:

\* a. Applicant Virginia 8<sup>th</sup>

\* b. Program/Project Virginia 8th

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

## 17. Proposed Project:

\* a. Start Date: 6/1/2013

\* b. End Date: 8/31/2013

## 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.) Applicant Federal Debt Delinquency 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: Johndoe@email.com

\* Signature of Authorized Representative:

John Doe

\* Date Signed:

January 26, 2013

# Sample SF-424

## 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.

SAMPLE



## 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 Completed by Applicant

Project Number: 2013- _____	Current Phone: ( ____ ) ____ - _____
Applicant's Name: _____	Current _____ Email: _____
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 Phone: ( _____ ) _____ - _____
Current Mailing Address: _____	Current _____ Email: _____
_____	Position _____ or _____ Title: _____
_____	Department: _____
_____	Institution: _____
City _____ State _____ Zip _____	
	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: \_\_\_\_\_



Official Business  
Penalty for Private Use \$300

Visit the EPA Fellowships website at [www.epa.gov/fellowships](http://www.epa.gov/fellowships)