NOAA Living Marine Resources

Cooperative Science Center

Graduate Student Handbook

University of Maryland Eastern Shore

Partners:
Delaware State University
Hampton University
Savannah State University
Oregon State University

University of Maryland Center for Environmental Science Institute
of Marine and Environmental Technology

University of Miami Rosenstiel School of Marine and Atmospheric Sciences
Contents

Welcome from the Center Director 4
LMRCSC Directory 5
   Center Administration 5
   Project Directors at Center Institutions 5
Eligibility for LMRCSC Funding 6
Requirements for LMRCSC Students 6
   Letter of Understanding 6
   NOAA Experiential Research and Training Opportunity (NERTO) 6
      Purpose of NERTO 7
      NERTO Availability 7
      NERTO Process for Students with a NOAA Mentor 7
Policy on NERTO Expenses: 8
   NERTO Resources for Students and Mentors 9
Student Development Plan 9
   Purpose 9
   Process: 9
      Submission Deadlines: 9
Cohort Experience 9
   Purpose 9
   Travel 10
   Cohort Experience Pre-work and Workshop Resources 10
   Leaving Early 10
   Family Emergencies 10
Research Support Opportunities 11
   Technical Advisory Board (TAB) Proposal 11
      TAB Timeline 11
   One-Time Research Fund 11
Acknowledgement of Funding Support 12
Additional Resources for Students 12
   LMRCSC Student Self-Assessment Tool 12
   Virtual Campus/MEES Courses for LMRCSC Students 13
Recommended conferences for LMRCSC Students 14
Acronyms 14
Appendix A: LMRCSC Student Self-Assessment Tool 15
Appendix B: NERTO Template 18
Appendix C: NERTO Checklist for NOAA Mentors and Students 21
Welcome from the Center Director

Welcome students to the National Oceanic and Atmospheric Administration (NOAA) Living Marine Resources Cooperative Science Center (LMRCSC). At the NOAA LMRCSC it is our mission to prepare a diverse student body for careers in marine and fisheries science through exemplary academic and research collaborations.

NOAA LMRCSC is funded by the NOAA Education Partnership Program with Minority-Serving Institutions (EPP/MSI). The NOAA LMRCSC trains and graduates students from underrepresented communities in marine science for careers in research, management, and public policy that support the sustainable harvest and conservation of our nation's living marine resources. With its partner universities the LMRCSC conducts research on marine and estuarine systems congruent with the interests of NOAA Fisheries.

NOAA LMRCSC partner universities work with students to achieve the following goals.

· Prepare the future workforce for marine and fisheries science
· Strengthen collaborations across universities and professional networks to enhance academic programs in marine and fisheries science
· Develop an exemplary capacity for scientific collaborations among partner institutions in the NOAA relevant fields of marine and fisheries science
· Effectively and efficiently manage the programs and activities of the Center
· Effectively communicate the activities and accomplishments of the center
· Assess and evaluate the center’s goals and objectives
LMRCSC Directory

Center Administration
Dr. Paulinus Chigbu  
*Center Director*  
University of Maryland Eastern Shore  
p. 410-621-3034  
e. pchigbu@umes.edu

Dr. Maggie Sexton  
*Acting Assistant Director*  
University of Maryland Eastern Shore  
p. 410-621-1049  
e. masexton@umes.edu

Dr. Bradley Stevens  
*Distinguished Research Scientist*  
University of Maryland Eastern Shore  
Contact Information  
p. 410-651-6066  
e. bgstevens@umes.edu

Dr. Victoria Young  
*Education Expert*  
Savannah State University  
Contact Information:  
p. 912-358-4291  
e. youngv@savannahstate.edu

Tanesha Hankerson  
*Communications and Outreach Specialist*  
University of Maryland Eastern Shore  
p. 410-651-6196  
e. tmhankerson@umes.edu

Alexander Kessie  
Coordinator for Budget and Data Management  
University of Maryland Eastern Shore  
p. 410-621-6520  
e. abkessie@umes.edu

Project Directors at Center Institutions
Dr. Dionne Hoskins-Brown  
Savannah State University  
Contact Information  
p. 912-358-4289  
e. hoskinsbrown@savannahstate.edu

Dr. Jessica Miller  
Oregon State University  
Contact Information  
p. 541-867-0381  
e. Jessica.Miller@oregonstate.edu

Dr. Stacy Smith  
Delaware State University  
Contact Information  
p. 302-857-7668  
e. SLSmith@desu.edu

Dr. Deidre Gibson  
Hampton University  
Contact Information  
p. 757-727-5883  
e. Deidre.Gibson@Hamptonu.edu

Dr. Rosemary Jagus  
University of Maryland Center for Environmental Science Institute of Marine and Environmental Technology  
Contact Information  
p.  
e. jagus@umces.edu

Dr. Beth Babcock  
University of Miami, Rosenstiel School of Marine and Atmospheric Sciences  
p. 305-421-4852  
e. ebabcock@rsmas.miami.edu
Eligibility for LMRCSC Funding

- Must be a US citizen
- Must be enrolled each term/semester during the academic year as a full time student
- Must maintain a minimum of 3.0 cumulative GPA in current and previous academic term/semester
- Support for B.S. degree students will be for up to a maximum of 4 calendar years
- Support for M.S. degree students will be for up to a maximum of 3 calendar years
- Support for Ph.D. degree students will be for up to a maximum of 5 calendar years

Requirements for LMRCSC Students

- Letter of Understanding
- Participation in a NOAA Experiential Research and Training Opportunity (NERTO)
- Participation in Student Development Plan each semester
- Participation in Data Management for Scientists Course
- Participation in the LMRCSC Cohort Experience
- Participation in the LMRCSC Student Seminar Series
- Graduate students are required to prepare and submit a manuscript to a journal prior to completion of their degrees
- Graduate students are required to present their research results at scientific meetings prior to the completion of their degrees

Letter of Understanding

All LMRCSC Students will be required to sign a letter of understanding at their home institution. A copy of the letter of understanding should be held by the student, the faculty advisor, home institution Program Director, and the center administration. Program Directors will turn in signed letters of understanding to the LMRCSC Assistant Director or Education Expert.

NOAA Experiential Research and Training Opportunity (NERTO)

LMRCSC graduate students will collaborate with academic advisors, Program Directors, and Center Administration to identify and engage NOAA scientists working in their area who can participate in thesis or dissertation committee and with whom they can conduct research at a NOAA lab/facility as part of their NERTO experience.

Graduate students are required to participate in a NERTO experience lasting a minimum of 12 weeks and a maximum of 1 year to be served continuously at a NOAA lab/facility. The graduate Student and NOAA mentor collaborate on the NERTO application. The project application should be reviewed by the LMRCSC graduate student’s advisor before
the project description is posted on NOAA SSIO database by the student’s NOAA mentor for approval by EPP staff.

**Purpose of NERTO**

The purpose of the NERTO internship is to provide LMRCSC Students with academic training on authentic mission-aligned issues and challenges; gain a broader ranges of skills including learning and functioning in NOAA organizational culture; and create a network for future success in the workforce with specialized skills. Students are welcome to visit the NOAA’s program page to learn more about NOAA’s vision for the NERTO program at: [http://www.noaa.gov/noaa-experiential-research-training-opportunities-nerto](http://www.noaa.gov/noaa-experiential-research-training-opportunities-nerto)

**NERTO Availability**

NERTO opportunities are submitted to the Student Scholarship Internship Opportunity (SSIO) database. LMRCSC Students and faculty may elect to search and apply for an existing internship opportunity. These opportunities are sent to the Center Director by the NOAA program office. The student and LMRCSC Project Director/mentor will complete an application for the internship. The application is submitted to the LMRCSC Center Director, Dr. Paulinus Chigbu. Approval or denials for the application will be sent to the Center Director from the NOAA EPP/MSI office. He will inform the student and LMRCSC Project Director/mentor of the status of the internship. LMRCSC Students may already have a NOAA mentor. If so, then follow the NERTO Process for Students with a NOAA Mentor.

**NERTO Process for Students with a NOAA Mentor**

1. The NOAA mentor creates an internship opportunity, and includes "for EPP CSC student" in title, and submits via the Student Scholarship Internship Opportunity (SSIO) database for approval by the EPP/MSI Program Office.

2. A complete application package for internship applicant is submitted by the student to the LMRCSC Director. The Center Director will submit the application to the EPP/MSI Program office for approval.

3. The EPP/MSI Program Office completes an administrative review, usually four business days after application deadline.

4. A selected LMRCSC intern offer letter (including logistics/ responsibilities/ expectations of outputs and outcomes in a defined interval) is prepared by the NOAA Host Mentor and sent to the EPP/MSI Program Office, no less than six weeks before the internship start date.

5. The internship acceptance letter from the selected LMRCSC intern along with a 12 week NERTO plan is due to the EPP/MSI Program Office from the Center Director, no less than five weeks before internship start date.

6. The internship start date is negotiated between the NOAA Host Mentor and the LMRCSC. The LMRCSC student must satisfy the minimum NERTO duration of 12 contiguous weeks. The
maximum duration for a NERTO is 12 months. Funding for travel and residential accommodations of the LMRCSC student during the period of the NERTO are the responsibility of the LMRCSC student and LMRCSC.

7. Internship badging and network access are the responsibility of the NOAA Host Mentor for the internship.

8. The internship end date must be established and shared with the EPP/MSI Program Office.

**Policy on NERTO Expenses:**

1. Per diem:
   a. Students will be reimbursed in accordance with their home institution’s per diem policy for days they are:
      i. traveling from the home institution to the NERTO location or returning home from the NERTO location;
      ii. traveling between the NERTO location and a field site, cruise departure point, etc. as part of the NERTO internship.
   b. Students will not receive per diem for any meals provided to them in the course of the internship (e.g. meals provided by the vessel kitchen during a cruise).
   c. Students may submit a written request for per diem during their time in residence at the NERTO location subject to approval by the Project Director/Center Director if one of the following is true:
      i. they are staying in a location for less than two weeks;
      ii. the housing provided does not allow them access to a kitchen where they may store and prepare food;
      iii. other circumstances prevent routine access to groceries and/or food storage and preparation space.

2. Travel and Accommodation: Student round trip travel (airfare/mileage) to NOAA facility for NERTO and accommodation expenses while at NOAA facility will be paid by the LMRCSC. Reimbursement of mileage will be according to the student’s home institution’s travel policy.

3. Other expenses incurred by the student must be approved for reimbursement by the Project Director/Center Director prior to incurring the expense. Below are some examples of expenses that are allowable and not allowable:
   a. Allowable:
      i. Specialized field sampling items such as foul weather gear or safety instruments/supplies will be approved.
      ii. When these are non-consumable items, they will be considered the property of the LMRCSC and must be returned to the Center for use by other students upon completion of the work.
   b. Not allowable:
      i. Personal items such as toiletries, non-specialized clothing, etc. will be denied.
Student Development Plan

The student development plan is an assessment tool used by the center administration to monitor progress toward degree completion for LMRCSC Students.

**Purpose**

The student development plan is required from all LMRCSC Students each semester. The student development plan reports student progress to the LMRCSC center office. The information from the student development plan allows the center office to track student progress - allows the center to support students and provide mechanisms to meet benchmarks toward Studentship completion.

**Process:**

Prior to submitting a student development plan, schedule an advisement meeting with the LMRCSC Project Director and your faculty advisor. This meeting should focus on program progress for the LMRCSC Student. After or during this meeting, the LMRCSC Student should submit a Student Development Plan based on the goals and reflections from the advisement meeting.

**Submission Deadlines:**

Fall Submission Deadline: September 1 each year  
Spring Submission Deadline: March 1 each year  
Student development plan location:  
https://www.umes.edu/LMRCSC/Pages/Forms/Student-Development-Plan-Form/?LangType=1033

**Cohort Experience**

This is a residency requirement to be completed during the Studentship. Each student must complete one of the 5 day biennial cohort experience sessions prior to graduation. Master’s degree students are encouraged to complete the cohort experience during their first year as an LMRCSC Student. Doctoral students are encouraged to complete the cohort experience during the first 2 years of their degree program.

**Purpose**

The goal of the cohort workshop is two-fold:
1) To provide an opportunity for LMRCSC students to develop professional relationships with each other and LMRCSC faculty and staff that they can draw on throughout their education and careers.

2) To ensure that LMRCSC students have a basic integrated scientific understanding (literacy) of the primary foci of NOAA Fisheries, which include Human Dimensions of Living Resource Management (i.e. socio-economics); Ecosystem Science (life history, ecology, habitat assessment); Stock Assessment/Quantitative Ecology; Seafood Safety/Aquaculture.

Fisheries science, and oceanic and atmospheric sciences are interdisciplinary. Although many graduate students work on research through which they gain proficiency in at least one of these areas, it is a priority for NOAA EPP and the LMRCSC for students to achieve literacy in all of these areas. By emphasizing literacy and transdisciplinary training across all of the NOAA Fisheries areas, we help prepare students to collaborate and communicate effectively across disciplines, and work efficiently as members of a cross-disciplinary research team. There will also be the opportunity to provide some training in writing and professional development.

**Travel**

Travel for the cohort experience is coordinated through your program director and institutional guidelines for student travel. Students are required to attend all days of the cohort experience. Allow the appropriate travel time before and after the cohort workshop.

**Cohort Experience Pre-work and Workshop Resources**

Cohort experience pre-work and workshop resources will be made available to students a minimum of three weeks prior to the actual workshop. These resources will be available through Google Docs or other online classroom options available from the hosting institution. Student contact information on file with the administrative offices will be used to connect students to these resources. It is the responsibility of the student to complete all pre-work prior to arrival at the cohort experience workshop.

**Leaving Early**

Students are required to attend the full residency to receive credit towards the completion of their Studentship. Students have two opportunities to attend a cohort experience and should plan on attending one early in their fellowship. Therefore, leaving the workshop early is strongly discouraged, but the center administration understands there will be circumstances beyond the graduate student’s control that may dictate departure early from the workshop.

**Family Emergencies**

Family emergencies do arise during travel but are rare circumstances. Should a student need to leave early due to a family emergency, the student is responsible for informing the LMRCSC Assistant Director or workshop supervisor by email or phone. The student will be responsible for working with the LMRCSC Project Director at their institution to
develop and implement a plan for addressing missed content from the workshop. The Education Expert should be contacted to obtain the topics delivered during the cohort experience.

Research Support Opportunities

**Technical Advisory Board (TAB) Proposal**

Each year, NOAA LMRCSC undergoes a science development process. This process includes a Request for Proposal (RFP) for Center scientists and graduate students. The RFP is issued in August with project submissions in January. TAB proposals are reviewed between January and March. Project awards are issued in April.

LMRCSC student, and the faculty advisor along with their NOAA scientist collaborator conference about TAB proposal before and after submission. The outcome of the TAB proposal is shared with the student’s faculty advisor and the Project Director of the LMRCSC at the home institution.

**TAB Timeline**

August - Request for proposal issued

January - Submission deadline for proposals

January - March Proposal review by the TAB

Spring - Award announcements

**One-Time Research Fund**

The one-time research fund is a fund used by graduate students to support their research while actively supported by NOAA LMRCSC. Students are eligible for up to $10,000 for M.S. and up to $20,000 for Ph.D. Students work with their faculty advisor and LMRCSC Project Director at their hosting institution to develop and submit a budget to the Center for approval.

The funds are used to pay for Specialized Student Training:

- Accommodation during student training
- Travel for training
- Sample processing at specialized labs with expensive equipment that are not readily available at the Center (e.g. Stable Isotopes analyses or Genetic sequencing of samples)
- Boat rental for research
•Other uses must be approved by LMRCSC Director

Acknowledgement of Funding Support
All LMRCSC supported students must acknowledge NOAA EPP support on ALL poster, oral and other presentations.

All publications in scientific journals must contain acknowledgement of NOAA EPP support with the appropriate award number and the following statement:

“This publication was made possible by the National Oceanic and Atmospheric Administration, Office of Education Educational Partnership Program award number (NA16SEC4810007). Its contents are solely the responsibility of the award recipient and do not necessarily represent the official views of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration.”

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

"Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration."

A copy of publication from student research must be sent to the LMRCSC Center at UMES for submission to NOAA EPP.

Additional Resources for Students

LMRCSC Student Self-Assessment Tool
The self-assessment tool was designed for the LMRCSC Students. This tool allows the student and the faculty mentor to map LMRCSC Studentship requirements for the individual Student. The self-assessment tool should be completed under the guidance of the committee advisor/LMRCSC mentor before the student begins work under their Studentship. This will provide documentation of the preliminary communication between advisor/mentor and student. LMRCSC students and advisors are required to submit the self-assessment tool to the center’s Education Expert or Assistant Director so that they can help to assess whether the student is meeting benchmarks based on responses to the Student Development Plan. The self-assessment tool can be found in Appendix A.
Virtual Campus/MEES Courses for LMRCSC Students

The Center will link academic programs at partner institutions to provide seamless, comprehensive curricula that address four key thematic areas:

(a) Ecosystem change and prediction
(b) Stock assessment support
(c) Habitat research and protection
(d) Safe seafood and aquaculture

In addition, it will provide students with access to courses offered in the nation’s highest quality academic programs, and to opportunities for involvement with some of the nation’s most prominent faculty.

<table>
<thead>
<tr>
<th>Course Offerings</th>
<th>Offered by</th>
<th>Semesters Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayesian Statistics for Marine Scientists</td>
<td>Babcock, RSMAS</td>
<td>Spring (Even years)</td>
</tr>
<tr>
<td>Fisheries Survey Sampling</td>
<td>Brad Stevens, UMES</td>
<td>Fall</td>
</tr>
<tr>
<td>Fish Ecology</td>
<td>P. Chigbu, UMES</td>
<td>Fall (by request)</td>
</tr>
<tr>
<td>Intro. to Fish Pop. Dynamics &amp; Stock Assessment</td>
<td>P. Chigbu, UMES; Larry Alade, NOAA</td>
<td>Spring (by request)</td>
</tr>
<tr>
<td>Marine Population Dynamics</td>
<td>D. Die, RSMAS</td>
<td></td>
</tr>
<tr>
<td>Ichthyology</td>
<td>M. Crawford, UMES</td>
<td>Fall (by request)</td>
</tr>
<tr>
<td>Intro. to Env. &amp; Resource Economics</td>
<td>Y. Chi, UMES</td>
<td>Spring</td>
</tr>
<tr>
<td>Ecosystem Modeling for Fisheries</td>
<td>H. Townsend, NOAA</td>
<td>Winter (by request)</td>
</tr>
<tr>
<td>GIS Course</td>
<td>K. Ejiogu</td>
<td>Spring (by request)</td>
</tr>
<tr>
<td>Data Management for Scientists</td>
<td>R. Riedel</td>
<td>Fall</td>
</tr>
</tbody>
</table>
# Recommended conferences for LMRCSC Students

<table>
<thead>
<tr>
<th>Conference</th>
<th>Professional Organization Affiliation</th>
<th>Month &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Meeting</td>
<td>Association for the Sciences of Limnology and Oceanography <a href="https://aslo.org/">https://aslo.org/</a></td>
<td>June 10-15, 2018</td>
</tr>
<tr>
<td>Annual Regional Symposium</td>
<td>University of Maryland Eastern Shore - <a href="http://www.umes.edu">www.umes.edu</a></td>
<td>April</td>
</tr>
</tbody>
</table>

## Acronyms

- EPP – Educational Partnership Program
- LMRCSC- Living Marine Resources Cooperative Science Center
- NERTO – NOAA Experiential Research & Training Opportunities
- NOAA - National Oceanographic and Atmospheric Administration
- SSIO – Student Scholarship Internship Opportunities
- TAB – Technical Advisory Board
- RFP - Request for Proposal
# Appendix A: LMRCSC Student Self-Assessment Tool

<table>
<thead>
<tr>
<th>Recommended Semester</th>
<th>Activity</th>
<th>Anticipated Semester (FA/SP+ Year)</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First semester</td>
<td>a) Identify M.S. or Ph.D. committee members (including a NOAA scientist as mentor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Develop research proposal with input from NOAA mentor that includes NERTO plan and submitted to TAB for review</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Coursework: (list course numbers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Complete student development plan for semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second semester</td>
<td>a) Coursework:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Initial committee meeting regarding research proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Student begins lab/field research and preparation to go to a NOAA lab/facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Complete student development plan for semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Summer</td>
<td>a) Student participates in NERTO at NOAA lab/facility to conduct summer research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revised: 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) NERTO report to NOAA mentor, faculty advisor, and LMRCSC Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) NOAA mentor and LMRCSC student complete an online NERTO internship survey on the LMRCSC website <a href="https://www.umes.edu/LMRCSC/Pages/Forms/Student-Development-Plan-Form/?LangType=1033">https://www.umes.edu/LMRCSC/Pages/Forms/Student-Development-Plan-Form/?LangType=1033</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third semester</th>
<th>a) coursework:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) committee meeting</td>
<td></td>
</tr>
<tr>
<td>b) update student development plan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth semester</th>
<th>a) Coursework:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Update student development plan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>a) Summer research</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Develop draft thesis</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fifth semester</th>
<th>a) Coursework:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Complete thesis for graduation for M.S. student</td>
<td></td>
</tr>
<tr>
<td>Sixth Semester (Ph.D Students)</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

**Residency requirement**: Students must participate in one of the annual cohort experiences prior to degree completion.

**Conference Presentation/Participation:**
## Appendix B: NERTO Template

**MS Word Template for NOAA Mentor SSIO Graduate Student Project Development**

**U.S. Citizenship Required for Students in NOAA Opportunities**

[https://oedwebapps.iso.noaa.gov/ssio/](https://oedwebapps.iso.noaa.gov/ssio/)

<table>
<thead>
<tr>
<th>Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project title</td>
<td><strong>Insert proposed project title</strong></td>
</tr>
<tr>
<td>NOAA mission goal</td>
<td><strong>Select NOAA mission goal project supports</strong></td>
</tr>
<tr>
<td>Hypothesis or objectives</td>
<td><strong>Insert objectives of the proposed project...</strong></td>
</tr>
<tr>
<td></td>
<td>... include number of students to be selected for the opportunity</td>
</tr>
<tr>
<td></td>
<td><strong>&lt;&lt;Insert - Estimated Start/End dates (or To Be Determined/Negotiated)&gt;&gt;</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Insert - Duration: (3 months minimum and 12 months maximum)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Insert - length of opportunity at location (NOTE: start and end dates can be negotiated with graduate student.)&gt;&gt;:</strong></td>
</tr>
<tr>
<td>Academic status</td>
<td><strong>Select graduate or undergraduate (if appropriate)</strong></td>
</tr>
<tr>
<td>Expected Start and End Date</td>
<td><strong>Select month and year</strong></td>
</tr>
<tr>
<td>Duration (3 months minimum and 12 months maximum for graduate projects)</td>
<td><strong>Select duration</strong></td>
</tr>
<tr>
<td>Area(s) of discipline</td>
<td><strong>Select academic fields from the drop-down menu</strong></td>
</tr>
<tr>
<td>Internship location</td>
<td><strong>Insert city and state</strong></td>
</tr>
<tr>
<td>Duties and responsibilities</td>
<td><strong>Insert description of the proposed internship</strong></td>
</tr>
</tbody>
</table>
Special skills/training required:

**Insert** required Skills:

**Insert** additional Skills (preferred but not required):

Expected outcomes: **Insert** expectations (e.g. Conference presentation or peer reviewed journal paper if appropriate)

Guidance and supervision: Intern will be supervised by: **Insert** name

Mentor must be a NOAA Federal employee

(Co-mentor information is an option to be provided)

For more information on this project, xxx Please provide - URL, http://

- NOAA Mentor inserts information needed for interested student to create an application package and indicates the number of references needed:

  - Check (any or all):
    1. **(i)** Letters of recommendation/or names of references,
    2. **(ii)** Resume,
    3. **(iii)** Unofficial transcript,
    4. **(iv)** Cover letter describing interest and expected outcomes from proposed project.
    5. **(v)** Not a graduate project

Complete application package submission -

1. For CSC student, by Center Director to NOAA Program Office: oed.epp10@noaa.gov
2. For NSF GRFP student, to NSF GRIP Program Office

Travel Information (Optional): Description provided, if appropriate

**URL** - Student Scholarship Internship Opportunity (SSIO) Online System
https://oedwebapps.iso.noaa.gov/ssio/

Please send inquiries about graduate student opportunities to:

oed.epp10@noaa.gov
# Appendix C: NERTO Checklist for NOAA Mentors and Students

<table>
<thead>
<tr>
<th></th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Meet with LMRCSC Project director/faculty mentor at host institution to identify a NOAA Mentor</td>
</tr>
<tr>
<td>2.</td>
<td>Work with NOAA Mentor to identify and create a plan for NERTO internship - this will include start date and end date (NOTE: The internship must be no less than 12 contiguous weeks and no more than 1 year).</td>
</tr>
<tr>
<td>3.</td>
<td>NOAA Mentor creates the internship opportunity according to the SSIO guidelines (<a href="https://oedwebapps.iso.noaa.gov/ssio/">https://oedwebapps.iso.noaa.gov/ssio/</a>).</td>
</tr>
<tr>
<td>4.</td>
<td>NOAA Mentor submits the SSIO to the database for approval by EPP/MSI Program Office.</td>
</tr>
</tbody>
</table>
| 5. | Submit a complete application for the NERTO plan to LMRCSC Director.  
   • The Center Director will submit the application to the NOAA EPP/MSI office  
   • The program office will review the internship application package and will notify the Center Director the results of the review |
| 6. | Once the complete application is accepted, the NOAA mentor prepares an acceptance letter which is submitted to EPP/MSI program office and LMRCSC Student no less than 6 weeks before the internship start date. |
| 7. | LMRCSC Student: Complete an acceptance letter along with a 12 week Internship Plan and submit to Center Director who will forward it to the NOAA EPP program Office no less than 5 weeks before the internship start date. |
| 8. | Internship badging and network access are the responsibility of the **NOAA Host Mentor** for the internship. |
| 9. | Travel logistics and stipend – work with Program Director at host institution. |