


- NOAA Experiential Research and Training Opportunities (NERTO)
 - www.noaa.gov/eppnerto/



NOAA Experiential Research and Training Opportunity (NERTO)

- 12 weeks (continuous) internship at a NOAA Lab/facility under the supervision of a NOAA Mentor Scientist
- May be during the summer or academic year
- Stipend: Normal student Stipend from LMRCSC continues while at NERTO site
- NERTO Funds from the LMRCSC cover the following (must submit a budget for approval):
 - Travel
 - Accommodation
- NERTO funds cannot be used to purchase supplies



NOAA Experiential Research & Training Opportunity (NERTO)

Procedure for setting up NERTO Project: (<http://www.noaa.gov/noaa-experiential-research-training-opportunities-nerto>)

- Work with your mentor and potential NOAA scientist advisor to develop a project
- NOAA mentor submits the project description to NOAA SSIO portal for approval
- NOAA EPP staff review the project, approve it if appropriate, and communicate with NOAA mentor then forward approved SSIO project to LMRCSC Director
- LMRCSC Director communicates with LMRCSC student & faculty mentor
- LMRCSC student submits an application package that includes items specified in the SSIO project description (e.g. cover letter, CV, transcripts, letters of recommendation) to LMRCSC Director
- LMRCSC Director forwards student's application package to EPP staff, who in turn will forward it to prospective NOAA scientist mentor
- NOAA mentor reviews application package from student and sends an official internship offer letter to student through EPP staff and LMRCSC Director
- Student submits an official letter of acceptance along with a 12-week NERTO Plan to LMRCSC Director for transmission to EPP

Some Key Elements of a Cover Letter for NERTO Application Package

- Cover letter must be formal
- State what you are applying for: Example – “Applying for the Student Internship Opportunity (SSIO) project entitled”.
- State why the lab/project you have chosen will be beneficial to you: This NOAA EPP 12 week NERTO internship will enable me to
- Describe who you are: Example - NOAA EPP LMRCSC masters/doctoral fellow at university.
- Describe your previous research/internship experiences that have prepared you for the NERTO internship you seek
- Mention other items (e.g. resume/cv, transcripts, etc.) in your application package.

12 Week NERTO Internship Plan

Project Title:

Student Information: Name; Institutional Affiliation and Address

Faculty Mentor:

Expected Start and End Dates of the Internship:

Objectives and Outcomes:

Duties and Responsibilities:

Special Skills and Training:

Expected Outcomes

Timeline:

Activity	Start Date	End Date
1.		
2.		
3.		
4.		

ALL CSC-SUPPORTED STUDENTS PARTICIPATING IN A NERTO SHALL HAVE THE EMAIL SIGNATURE BLOCK

For ALL NOAA EPP NERTO Interns

- First Name Last Name
- NOAA EPP NERTO Intern
- CSC Name Graduate Fellow or Scholar (Cohort Year)
- NOAA NERTO Hosting Office
- Address and Phone/eMail Details
- NOAA Award # NA16SEC481007
- **<<Sample>>**
 - **Masie Luego**
 - **NOAA EPP NERTO Intern**
 - **NOAA LMRCSC Graduate Scholar (Cohort 1)**
 - **NOAA NEFSC**
 - Woods Hole, MA 12345
 - Masie.luego@noaa.gov
 - Ph. 123-456-7890
- **NOAA Award # NA16SEC481000**
- An abbreviated but similar recognition of the CSC is required when communicating using social media, etc.
- NERTO Interns are encouraged to capture the experience digitally for the NERTO webpage.

NERTO Funds and Requirements

- NERTO Funds: \$5,000 (M.S. student); \$10,000 (Ph.D. student)
 - NERTO funds cannot be used to purchase supplies
 - NOAA Labs do not provide funds to cover supplies for student projects
- NERTO Funds from the LMRCSC cover the following (must submit a budget for approval):
 - Travel
 - Accommodation
- Students must include in their TAB proposal budgets funds for purchasing supplies for NERTO research, unless they have alternate plans to purchase the supplies

Outputs of NERTO Internship

Select Element(s) to represent NERTO Output	NERTO Final Report must show the how and what for the NERTO Output element selection
Intern created new system(s)/protocols for enhancing functions at hosting office	
New data for models or products generated for host office	
Delivery of poster or oral presentation of completed internship project	
NOAA mission field(s) for graduate study identified	
New NOAA mission-aligned professional network(s) created	
Demonstration of new NOAA mission-aligned CSC core competencies	

Outcomes from NERTO Internship

Select Element(s) to represent NERTO Outcome	NERTO Final Report must show the how and what for the NERTO Outcome element selection
CSC-Cohort student has new and/or enhanced NOAA-mission knowledge and skills	
CSC-Cohort student published peer-reviewed article(s) and citation index validation	
New NOAA mission enterprise collaborations initialed and on-going with CSC and external	
CSC-Cohort student demonstrated new (or expanded) competencies in ability to conduct	
Contributes diverse and highly-skilled candidates for future workforce or pursuing careers in the NOAA mission enterprise	
CSC-Cohort student offered NOAA mission workforce employment at completion of internship	
CSC-Cohort student will be offered NOAA mission workforce employment after graduation	

**NOAA EDUCATIONAL PARTNERSHIP PROGRAM WITH MINORITY
SERVING INSTITUTIONS**

**NERTO AND PROFESSIONAL DEVELOPMENT FINAL PERFORMANCE
REPORT TEMPLATE**

Detailed instructions on the NERTO Final Report can be found on the program webpage, www.noaa.gov/eppnerto/. The reporting requirements also apply to EPP CSC-supported Student Professional Development activities, at NOAA. The NERTO Internship Final Report is due no later than 14 calendar days after the completion of your EPP NERTO internship.

The specifics for your final report are below. The NOAA EPP/MSI Program Office is your primary point of contact for this report.

Please fill in your report below. Re-save this file as "YourLastNameCSCacronymFinalReport" e.g. MorrisCurtisNCAS-MFinalReport (and update to .docx if you wish), then email to your CSC Education Expert and oed.epp10@noaa.gov by the stated NERTO Final Report deadline AS A PDF FILE. Even though you have already sent it to your CSC, EPP must have proof that the report received is the same report that your CSC received, so please email the both EPP and your CSC at the same time. Always include your CSC Assistant Director in the email.

PUT YOUR LAST NAME FIRST IN ALL EMAIL SUBJECT LINES, i.e. "Yourlastname / Final NERTO Report" or just paste in the name of your document,

YourLastNameFinalReport.pdf THANK YOU!!!

PROJECT INFORMATION:

1. NERTO or Professional Development Report Title:

2. EPP Intern:

(Full Name, i.e. "ROBERT" not "Rob")

3. CSC Affiliation

(Full Name, i.e. Center for Earth System Sciences and Remote Sensing Technologies")

4. Home Institution and Major:

5. CSC Academic Advisor's Name,

Department: (Full Name, i.e. " JENNIFER"

not "Jenny")

(Please note that many PIs appreciate the use of their professional title, i.e., Prof. or Dr.)

6. NOAA Internship Mentor(s) Line Office, Office/Lab/Branch,

Location: (Full Name, i.e. "Robert" not "Bob")
(Again, many mentors appreciate the use of their professional title, i.e., Prof. or Dr.)

7. Email Addresses for EPP Intern, Academic Mentor, & NOAA Internship
Mentor: (In that order please, and enter actual email addresses; @ symbol not "at" etc.!)

8. REPORT WORD COUNT: [Minimum: 1,500 and Maximum count: 2,500]
(excluding PROJECT INFORMATION, but including abstract, references, and captions):

9. Report Category [please choose only ONE]:

- a. **Healthy oceans**
- b. **Weather Ready Nation**
- c. **Resilient Coastal Communities and Economies**
- d. **Climate Adaptation and Mitigation**
- e. **Engagement Enterprise**
- f. **Science and Technology Enterprise**

REMINDERS:

- 1) **Submit written report in PDF = 1000 WORDS Maximum (Word count includes the abstract, summary, references and captions, but not the project information above)**
- 2) **Submit graphics in JPEG (or PNG, TIF) = Four Maximum. Highest resolution possible!**
- 3) **Name ALL files with your LAST NAME first.**

TYPICAL REPORT SECTIONS INCLUDE:

Abstract:

Summary of Research:

Outputs: (Select all that apply from the following)

1. **Intern created new system(s) for enhancing functions at host office;**
2. **Intern generated new data for models or products for host office;**
3. **Intern delivered oral or poster presentation of internship project results;**
4. **Intern created new NOAA mission-aligned professional networks;**
5. **Intern demonstrated new NOAA mission-aligned core competencies.**

Outcomes: (Select all that apply from the following)

1. **Intern has new NOAA-mission knowledge and skills**
2. **Intern published peer reviewed article(s) and citation index validated**
3. **Intern demonstrated new/expanded competencies to conduct research and engage in NOAA mission-aligned activities;**
4. **Intern contributes to a diverse and highly skilled candidate pool for future workforce**

- of pursues careers in disciplines that support NOAA mission enterprise;
5. Intern is offered NOAA mission workforce employment at completion of internship.

Results and Conclusions:

Future Work:

Acknowledgements:

Your acknowledgements **MUST** include any National Oceanic and Atmospheric Administration award number and or CSC funding numbers. Information available from your CSC mentor.

References: (No footnotes please, only references!)

Figure Captions: (These must be included in the word count)

Figure 1:

Figure 2:

Figure 3:

Figure 4:

Photo Captions: (These must be included in the word count) – High Quality Image (minimum 2MB)

Photo 1:

Photo 2:

Photo 3:

Photo 4: