

CNEC Fellowship Award Information¹

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¹ This document has been adapted from the NEUP Fellowship Information Packet.
{https://inlportal.inl.gov/portal/server.pt/community/neup_home/600/related_documents}

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CNEC OVERVIEW

In 2014, North Carolina State University was awarded a five-year, \$25 million grant by the United States Department of Energy's National Nuclear Security Administration's (NNSA) Office of Defense Nuclear Nonproliferation Research and Development to develop the next generation of leaders with practical experience in technical fields relevant to nuclear nonproliferation.

CNEC's award includes the administration of a national fellowship program that seeks to attract the best students from across the US whose concentrations are relevant to CNEC's mission. CNEC accepts applications for the fellowship program from students proposing to attend both CNEC affiliated and non-CNEC affiliated universities without bias.

CNEC's Fellowship funds are provided as participant support costs.

AWARD OVERVIEW

The Consortium for Nonproliferation Enabling Capabilities (CNEC) Fellowship is awarded for up to four years and will be administered by CNEC through your designated university. Subject to availability of funds and Fellowship Committee review, Fellows may request a fifth year of funding. Should the university or Fellow have questions regarding the administration of the CNEC Fellowship, please email Stefani Buster, CNEC Assistant Director, srbuster@ncsu.edu.

A breakdown of the financial award per Fellow can be found in the table below.

CNEC Fellowship Award Breakdown	
Annual Stipend	\$36,000
Tuition and Fees	At cost
Internship & UPR Travel Allowance	\$2,000

Duration Of Award

Fellows are eligible for four years of CNEC Fellowship support. Shorter terms are possible if the Fellowship is awarded in later years during the CNEC project. As such, Fellowships must be concluded by August 31st of the end year specified in the letter of award or on the year of the Fellow's graduation, whichever comes first. Fellowships that are awarded after Fall 2015 are subject to CNEC obtaining a no-cost extension from the sponsor. Recipients of new awards must begin Fellowship tenure no later than the beginning of the fall or spring term of the academic year following their award. Only in rare circumstances will a later start date be granted to a Fellow (which will need to be approved by the CNEC Fellowship Committee).

Stipend

The CNEC Fellowship stipend is currently \$36,000 for a 12-month tenure period, prorated monthly at \$3,000.

Cost-Of-Education Allowance

CNEC will cover the cost of each Fellow's tuition and fees. In cases where a Fellow's tuition is less than \$17,000 per academic year, after all tuition and fees have been covered, the remaining balance can be used as reimbursement of additional CNEC-approved travel, housing (rent only; mortgage payments are not permitted), and health insurance (to cover the Fellow only). Fellows must obtain approval from CNEC in order to use any excess cost-of-education funds.

The CNEC Fellowship will provide funding for all applicable tuition, and required fees normally charged to students of similar academic standing, unless such charges are optional or are refundable.

The Fellowship award does not provide allowances for special student needs, such as research expenses, travel to employment sites, computers, books and publications beyond those required for classes, fieldwork expenses, special study, and the like.

Research Travel Allowance

Fellows receive \$2,000 each year of their Fellowship for travel and lodging. The planned travel must involve a structured research activity approved by CNEC prior to the travel dates.

Fellows are expected to attend the annual University Program Review (UPR) Meeting each summer. UPR is a sponsor initiated program that provides an opportunity to showcase the National Nuclear Security Administration's (NNSA) Office of Defense Nuclear Nonproliferation Research and Development funded research projects of universities, small businesses, and laboratory partners. This is a forum for stakeholders to engage their sponsored researchers on collaboration, technology transfer, and integration. CNEC Fellows are expected to present their work during UPR. Fellows in their first year are expected to attend the meeting, presentations will depend whether the fellow's work is ready to be presented. Fellows in their second year are expected to present a poster of their work. Fellows in their third year and beyond are expected to present an oral summary of their work.

Those wishing to use their \$2,000 travel allowance must submit a written request to include purpose, destination, travel dates, and cost estimate. CNEC will not approve travel or lodging costs exceeding the maximum amount of \$2,000 per academic year.

If travel funds are not spent, they may be carried over from one year to the next. As noted in the previous section, funds remaining from the cost-of-education allowance can be used to supplement additional travel.

Note that all international travel must be pre-approved.

REQUIRED ACTIVITIES

Annual Reporting

CNEC Fellows are required to report two times per year. In January of every year, Fellows shall provide CNEC a copy of their current transcripts. In May/June of each Fellowship year, Fellows shall provide CNEC (1) a copy of their current transcripts, (2) a report outlining the research that was conducted during the previous 12 months (9 months in the first Fellowship year), and (3) a plan of work for the following year.

Each reportable item is due within 30 days of the conclusion of the most recently closed academic term. Each report must be approved by the Fellow's advisor. Submitting all required reports on time will prevent a disruption in Fellowship funds.

Reports should provide a basic overview only and Fellows should include publications, presentations, relevant photographs, and any other noteworthy accomplishments.

Final Reporting

At the conclusion of the Fellowship, each Fellow is required to submit a final report to CNEC. The final report should include copies of Fellow's publications as well as the Fellow's Master's (if applicable) and Doctoral theses.

Internship

Fellows are required to participate in two 10-week minimum internships. These internships are intended to further demonstrate and provide support for the CNEC mission and aid in ensuring alignment of the Fellows' activities with that mission. To that end, internships are specific to a national laboratory or other CNEC approved facility.

The additional \$2,000 is provided to offset the cost of travel and lodging associated with this internship. Stipend dollars are expected to cover the time of the internship.

It is the Fellow's responsibility to work with his/her advisor to identify an appropriate internship. All internships will need to be approved by CNEC, therefore, Fellows will need to submit internship requests to CNEC in writing prior to the start of their Fellowship. Fellows will be asked to fill out a brief questionnaire at the completion of their internships.

Once the proposed travel and/or lodging has been approved, Fellows will need to provide the signed form to their university administrators, who will issue the approved reimbursement to the Fellow.

ADDITIONAL AWARD INFORMATION

Performance/ GPA

The GPA's for each Fellow are assessed at the end of the Academic Year (typically May or June). If the cumulative GPA is below the minimum GPA, the Fellow is put on probation. If the GPA for an academic term in which the Fellow is on probation is below the minimum GPA, the Fellowship will be discontinued. If the Fellow's cumulative GPA goes above the minimum GPA at the end of the Academic Year, the Fellow will be taken off Probation.

A Fellow's GPA will not be assessed until the end of a full academic year, unless the Fellow is on probation. A Fellow on probation is assessed after each term (semester or quarter). A Fellow

on probation cannot have a term GPA less than the minimum GPA as this indicates a lack of progress or worse since being placed on probation. A Fellow on probation can continue on probation if term GPA's are above the minimum GPA. If a Fellow goes off probation due to his/her cumulative GPA equal or above the minimum GPA, the process starts over again, with the next GPA assessment in May/June.

The revised minimum GPA is 3.5.

Tenure

Tenure is the period of time during which a Fellowship is utilized by a Fellow to pursue an advanced degree in a field relevant to CNEC's mission for which stipend payments are authorized.

It includes periods of full-time research and independent study, whether or not the Fellow's institution is in session, as well as any normal, short vacation periods scheduled at the institution. All Fellowships are funded for 12 months of tenure for each Fellowship year.

Termination of Tenure

A Fellow who terminates his/her activities prior to the expected completion date is entitled to stipend payments only for months of active Fellowship tenure. For stipend payment purposes, the last month is defined as 14 or more days of tenure.

If a Fellowship is terminated prior to the expected completion date, the Fellow is still required to submit a final report. Any unused funding will not be issued to the concluding Fellow and will instead be returned to the CNEC Fellowship program for future awards.

Reduction of Tenure

A Fellow may reduce the tenure of any Fellowship from twelve to nine months without penalty other than forfeiting three months of tenure and associated stipend.

Interruption of Tenure

In unusual circumstances and with prior approval, CNEC will permit a brief interruption in tenure. Normally in such cases, stipend payments and tenure will be forfeited for the duration of the interruption.

Resignation of Tenure

A Fellow may resign a Fellowship at any time. In such cases the Fellow is expected to inform CNEC as well as his/her college or university, which should then notify CNEC of the number of tenure months completed and cost-of-education allowance that will be claimed.

A letter of explanation should be sent directly to CNEC (srbuster@ncsu.edu) by the Fellow and will be shared with the CNEC Fellowship Committee and Director.

Cancellation of Tenure

If a Fellow is certified by his/her college or university as making unsatisfactory progress toward a graduate degree, the remainder of the Fellow's CNEC Fellowship tenure will be canceled.

Medical Deferral

CNEC may grant a medical deferral if a serious illness or medical condition prevents full-time Fellowship activity for an extended period. A Fellow requesting a medical deferral must secure a letter verifying the need for such action from a health care provider and notify CNEC and his/her college or university. In addition, the Fellow will also need to provide a letter from a health care provider endorsing the Fellow's request to resume tenure after being on medical deferral.

In the case of a medical deferral, the unused portion of the stipend and cost-of-education allowance will be reserved for the Fellow's later use.

A medical deferral may be granted for psychological as well as physical reasons, and the nature of the condition need not be disclosed. Moreover, a medical deferral does not jeopardize the award of the Fellowship nor does it stigmatize a Fellow's reputation.

Military Deferral

A brief interruption for duly-authorized military service or training will be permitted with the approval of the Fellow's college or university.

In the case of a longer interruption resulting from active military service or from certain activities in lieu of service with the regular Armed Forces, provision can be made for reservation of a Fellowship (or the balance of it) and reinstatement of the unused portion at a later date. In such cases a Fellow should immediately provide the CNEC with written notification of these plans and request further instructions by emailing srbuster@ncsu.edu. Pay received by a Fellow for occasional attendance at military reserve or National Guard functions is exempted from limitations on supplementation of stipends.

Change of Institution

Only in extreme circumstances will approval be granted for a Fellow to transfer institutions during his/her Fellowship. Additional information is provided below.

Between Fellowship Years

A request to change affiliated institutions between Fellowship years should be made at the time the Fellow submits the annual report. A written request with the signature of an authorized officer at the Fellow's college and university of record is usually sufficient to support the request. If a decision to change institutions is made subsequent to submission of the annual report, the Fellow must submit a written request to CNEC accompanied by a statement from the college or university or Scientific Advisor indicating that the Fellow's work has continued to be satisfactory. In addition, evidence of acceptance at the new school should be submitted. The new school must be a CNEC-approved college or university. See scuref.org/nnis-01 for a list of eligible universities.

During a Fellowship Year

A request to change affiliated institutions during a Fellowship year will not be allowed.

Tenure Beyond the Doctoral Degree

Tenure beyond the completion of a doctoral degree will not be supported by CNEC.

Advanced Degree Enrollment

In addition to a satisfactory institutional affiliation, each Fellow must, at all times, be enrolled in a full-time program leading to an advanced degree in a field related to CNEC.

However, the requirement of formal registration may be waived during part of this tenure, when appropriate, if permitted by the policy of the Fellowship institution, provided that the Fellow otherwise remains engaged in appropriate full-time Fellowship activities.

Teaching

Each Fellow is required to devote full time to advanced scientific study or work during tenure. However, because it is generally accepted that a reasonable amount of teaching or similar activity constitutes a valuable part of the education and training of many graduate students, a Fellow may undertake a reasonable amount of such teaching, subject to his/her advisor's approval, at the affiliated institution. It is expected that furtherance of the Fellow's educational objectives and the gain of substantive teaching experience, not service to the institution as such, will govern such assignments.

Field Work (or Study at another Institution)

If, in the opinion of the faculty of the affiliated institution, it is desirable for the Fellow to study, engage in field work or in research at another institution or laboratory during any part of Fellowship tenure, the Fellow may do so without having to obtain CNEC's approval. It should be noted, however, that CNEC's responsibility with respect to any graduate Fellow is to the Fellow's affiliated institution only, and not to the "visited" institution or laboratory. CNEC cannot assume responsibility for educational costs assessed by another institution at which a Fellow may be studying temporarily. Regardless of the Fellow's physical location, the Fellow will be considered by CNEC as being identified with the affiliated institution only. Plans for field work or study at another institution must be approved by the college or university and communicated to CNEC.

Program Changes

Minor changes in a Fellow's program may be approved by the affiliated institution. A major change in a Fellow's program—one that alters the program to the extent that it differs significantly from that originally submitted in the Fellow's application (for example, a change in major)—must receive the prior approval of the college or university or scientific advisor. In addition, the Fellow must submit a revised proposed plan of study or research for CNEC approval.

Vacations

CNEC Fellowships do not provide a vacation period, as such, during tenure. Fellows are entitled to the normal, short holiday periods observed by their affiliated institutions, such as winter or spring holidays, and short between-term periods subject to advisor's approval.

"Vacation time" may not be accumulated for later use. There is considerable variation in institutional practices in the matter of vacations, but if an institution should close for a long period of time, Fellows on tenure there during such periods will be expected to have made prior arrangements for the use of necessary facilities and resources to carry out their programs. If it is not possible to make these arrangements at the affiliated institution, the Fellow should make other satisfactory arrangements, with CNEC's approval, to carry on his/her work.

Awards or Employment During Tenure

Your institution may require service of a CNEC Fellow by appointment to appropriate teaching or research-related activities acceptable to and consistent with the goals of the CNEC Fellow. CNEC expects that any required service will contribute to the progress of the Fellow toward an advanced degree and that attainment of the degree not be delayed significantly by these service requirements.

Fellows are permitted to solicit and accept support from any appropriate sources for research expenses connected with their Fellowship activities (i.e. equipment, travel, etc.) as long as they

do not interfere with the Fellow's commitment to his/her research. It is the Fellow's responsibility to keep CNEC apprised of any other sources of funding.

Fellows are expected to dedicate full effort and time to their studies. Therefore, any employment that would jeopardize the Fellow's full-time commitment to graduate study is not allowed.

Income Tax

Specific questions regarding taxation of Fellowship funding should be referred to the U.S. Internal Revenue Service. University policies regarding withholding of taxes from stipend payments vary, and Fellows must bear the responsibility of paying any tax, domestic or foreign, when due.

Fellows are not in any sense salaried employees of either CNEC or their affiliated institution. Therefore, no funds will be deducted from the stipend; no Social Security taxes will be paid by CNEC; no W-2 Forms will be issued; and provision must be made by the Fellow for the filing of any necessary estimate of taxes due and for payment of all income taxes that may become due. Fellows may request a statement of earnings from their affiliated institution.

Publications

Where possible, CNEC Fellows should make all research results available to the public without restriction, except as is required in the interest of national security. CNEC requests notice of Fellows' publications along with copies of any such publications, papers, thesis, or dissertations.

Acknowledgment of Support and Disclaimer

An acknowledgment of CNEC support and a disclaimer should appear in any publication of any material, whether copyrighted or not, based on or developed under the project being reported, in the following terms:

Acknowledgment: "This material is based upon work supported by the Department of Energy National Nuclear Security Administration under Award Number(s) DE-NA0002576."

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Intellectual Property

CNEC is funded by the United States government. As such, CNEC is subject to the intellectual property requirements of 10 CFR 600.136. More specific information concerning intellectual property rights can be found at <http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards>. However, Fellows should be aware that a government agency, or private party may acquire such rights through other support for particular research. Fellows should note their obligation to include an acknowledgment and disclaimer in any publication.

Future Employment

The offer and acceptance of this Fellowship does not, in any way, obligate the Fellow, CNEC, or any related parties to future employment or service of any kind.

National Security

Fellows are obliged to promptly report any discoveries that are made or data that are developed that could reasonably be considered as likely to affect the national security or the national defense. Doubtful cases should be referred to CNEC prior to disclosure of any information concerning them.

Members of the Armed Forces and Federal Employees

If during tenure the Fellow will be a member of the Armed Forces (other than as a participant of an ROTC program) or on leave from a position in the federal service, it is the Fellow's responsibility to inform CNEC and to have a cognizant official of the government organization involved file a statement outlining the funds that will be made available by the Fellow's employer and the specific purpose for which they are provided to the Fellow. CNEC and the Fellow's institution must reach a mutually satisfactory agreement regarding the Fellow's support during tenure before any funds can be provided under a Fellowship.