



EDGEWOOD CHEMICAL AND BIOLOGICAL CENTER

RESEARCH PARTICIPATION PROGRAM

**Participant's Handbook
March 2005**

Administered by



ORISE

Oak Ridge Institute for Science and Education
Operated by

Oak Ridge Associated Universities

(A management and operating contractor for the U.S. Department of Energy)

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PURPOSE

The U.S. Army Edgewood Chemical Biological Center (ECBC) Research Participation Program (RPP) is designed to help develop scientists, engineers, and related professionals critical to the technical infrastructure of the nation. It is administered by the Oak Ridge Institute for Science and Education (ORISE), which is operated by Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 86 colleges and universities; it is a management and operating contractor for the U.S. Department of Energy (DOE).

BACKGROUND

The ORISE program at the ECBC is inherently an educational outreach endeavor. It is intended to provide mentoring and a wealth of practical field experience to research participants, specifically in the areas of biotechnology, chemical engineering, environmental science, and related technical disciplines.

PROGRAM COMPONENTS

The Student Research Participation Program provides high school juniors or seniors, undergraduate students, or graduate students, the opportunity to participate in scientific and technical activities associated with ECBC. The program is intended to enhance the educational development of such students by providing practical experiences closely related to their academic pursuits. Because this initiative is directed at full or part-time students, it is set up to accommodate a variety of levels of participation. It is established such that pattern changes be limited to four times per appointment year: (1) at the beginning of the Fall term, (2) at the beginning of the Winter (holiday) break, (3) at the beginning of the Spring term, and (4) at the beginning of the Summer term. To allow for smooth transitions, there is a requirement that at least 2 weeks notice be given between changes in a pattern. These patterns are presented on the Participation Pattern Schedule Form, Appendix A.

The Postgraduate Research Participation Program provides recent graduates of associate's, bachelor's, master's and doctorate degrees, or postdoctoral credentials in an appropriate science, engineering, or technology discipline the opportunity to participate in related activities associated with the ECBC. This program is intended to enhance the background and experience of such individuals, and to give them an opportunity to make a research contribution in their field of study.

The Certificate Program provides individuals who are currently pursuing, or have received within one year of start date, a certificate in an appropriate science, engineering, or technology discipline. This program allows postgraduates to enhance their educational development by gaining practical experience closely related to their academic pursuits.

The Guest Lecturer Program provides travel support and honoraria to consultants from the academic community and the private sector to present technical seminars and colloquia at the ECBC, or at other organizations supported by the established agreement. The honorarium rate is based on the individual's credentials. The program is intended to enhance the interactions between technical staff at the Center and the academic community and the private sector; support technology transfer; and provide learning experiences for ORISE program participants.

The Faculty Research Participation Program provides research opportunities for primary and secondary educators, as well as college and university faculty participants in areas of science, mathematics, engineering, and other technically related fields. Faculty members receive a monthly stipend based on their regular salaries. Participants with sabbatical leave appointments are expected to have at least one-half of their salary paid by their home institutions. These appointments can be for 10 to 12 weeks during the summer, for a semester during the school year, or in the case of a sabbatical, for a period up to a year.

ELIGIBILITY

Student applicants must be in good standing (maintaining a minimum GPA of 2.5) and currently enrolled in school taking a minimum of 12 credit hours per academic year.

Postgraduate applicants should have received a degree in an appropriate science or engineering discipline within three years of the desired starting date or expect to complete all requirements for such a degree prior to the desired starting date.

Certificate Program applicants are considered eligible if the following conditions are met:

(1) Applicant holds a bachelor's or higher degree in a math, science or engineering discipline, (2) Certificate program is related to or complements prior degree, and is also in a math, science or engineering discipline, (3) Certificate program must be offered by an accredited academic institution, (4) Credits must be earned through on-campus instruction or high quality distance learning medium with live instructor, such as satellite downlink, (5) Certificate must require a minimum of 30 semester credit hours or the equivalent, (6) Certificate must have been earned within one year of start date in research participation program. Applicant may start in research participation program if he/she has completed at least half of the certificate course work and takes at least 12 credit hours per academic year to finish the certificate while an ORISE participant.

This will be an equal opportunity program open to all qualified U.S. citizens without regard to race, sex, religion, color, age, physical or mental disability, national origin, or status as a disabled veteran or veteran of the Vietnam era.

PROGRAM HIGHLIGHTS

STIPENDS

As a participant in a program administered by ORISE, you will receive stipend payments as established by ORAU. Stipends will be paid to you by ORAU and reported to the Internal Revenue Service as Miscellaneous Income or as fellowship awards. No income taxes will be withheld by ORAU. It is the responsibility of each participant to determine what taxes need to be paid.

TRAVEL

Participants will be eligible for reimbursement for travel to scientific meetings or other travel related to their appointments. All travel must be approved by ECBC and ORISE.

Reimbursement will be according to the ORISE Travel Policy. All foreign travel requests need to be coordinated with the ORISE Maryland Office 75 days prior to planned travel. Travel outside of continental U.S. (OCONUS) travel does not include Hawaii, Alaska, Puerto Rico, and the Midway Islands (to include Wake Island).

ABSENCES

Since participants in the ORISE Program through ECBC are not employees, they do not formally earn annual or sick leave. Recognizing that "breaks" in academia calendars are desirable and routinely observed by colleges and universities, the following guidelines are established for participants under 12-month appointments:

(1) Up to 12 days per year of absence, excluding weekends and scheduled holidays observed at ECBC, are permitted without reduction in the participant's stipend.

(2) An additional 12 days per year of absence are permitted for illness without a reduction in the participant's stipend.

(3) Emergency leave for serious family illnesses, death, etc., are to be handled on a case-by-case basis.

These absences are at the discretion of the participant's mentor. Proportional adjustments in the granting of absences are to be made for appointments of more or less than 12 months.

COMPENSATORY TIME

The participant's schedule is established by the participant and the mentor, and generally follows the facility hours. Since the participant is not an employee, no provisions are made for overtime pay. Periodic adjustments to the participant's schedule may be agreed to by the mentor and the participant.

ADMINISTRATION

IDENTIFICATION CARDS

Each participant should receive a civilian ID card with contractor status from their host facility.

APPOINTMENT PERIOD

Initial appointments will be up to one year. Student appointments are renewable yearly upon verification of eligibility (i.e., 12 credit hours per academic year, minimum GPA of 2.5). Postgraduate appointments may be renewed for up to two additional years. Postdoctoral appointments may be renewed for up to three additional years. Part-time appointments can also be made. All appointments are made subject to the availability of funds and may be terminated at any time due to lack of funding.

CONDITIONS AND OBLIGATIONS

All contingencies stated in the appointment offer must be met before a stipend will be processed for the participant. For example, if an appointment is offered to an applicant with an associate degree, the college must present acceptable evidence (i.e., transcript) that the applicant has completed all the formal academic requirements for such a degree before a stipend payment can be authorized.

Participants will become administratively associated with ORISE through an offer letter and the Terms of Appointment. **Only ORISE can authorize a participant to begin an appointment.** Participants will receive an appointment offer at the Army host installation and will not enter into an employer/employee relationship with ECBC, ORAU, ORISE, DOE, or any other office or agency.

Participants are required to have health insurance coverage prior to appointment. Health plans are available through ORISE for postgraduate appointments. Coverage is at the expense of the participant.

Appointments involve a full-time or part-time commitment to the program; therefore, participation must be conducted in a manner, according to an agreed upon time schedule, that meets the overall requirements of the ECBC. The participant must be in residence at ECBC, or another facility approved by the ECBC during the entire period of appointment. If a part-time schedule is needed, participant and mentor will need to complete a Participation Pattern Schedule Form and forward the completed form to the ORISE Maryland Office at least 2 weeks prior to the effective date of change.

Participants are required to sign and abide by the appointment offer letter, the Terms of Appointment, which includes a disclaimer of liability, and other documents required by ECBC. Pursuant to Title 35 United States Code, Section 212, no provision of the ORISE Terms of Appointment or any other document required by ECBC to be completed by a participant may contain any provision giving ECBC any rights to inventions made by the participant.

Participants are required to submit the Annual/Final Review Questionnaire (Appendix B), through their mentor, to the ORISE Maryland Office no later than 30 days prior to the end of their renewal date. This review details the information learned and accomplished by the participant during the previous year. Failure to comply with Appendix B will impact receipt of future stipend payments. At the completion of the ORISE program, the mentor is encouraged to prepare a Letter of Recommendation describing the participant's overall knowledge, skills, abilities and performance. The original will be given to the participant for future employment searches. A copy of this report must also be provided to ORISE in order to authorize the release of their final stipend payment.

Participants are expected to acknowledge the support of ECBC, the host installations and their mentors on publications and presentations that are related to their participation in the program, and to provide a copy of such publications to ORISE.

Participants should acknowledge support by the following statement: "This project was supported in part by an appointment to the Research Participation Program for the U.S. Army Edgewood Chemical Biological Center administered by the Oak Ridge Institute for Science and Education through an agreement between the U.S. Department of Energy and the ECBC."

In order to assure that participants have a common understanding of the Army and its mission, and to provide advanced training in specific scientific technologies, all participants will be afforded the opportunity to attend a technical orientation seminar sponsored by the U.S. Army Environmental Center in coordination with ECBC. Participants will be on appointment during the training session and will receive stipends. Participants may also be eligible for limited travel reimbursement.

**APPENDIX A
PARTICIPATION PATTERN SCHEDULE FORM
RESEARCH PARTICIPATION PROGRAM**

(Participant Name)

- PATTERN A:** 20% of Full-time (Ex: 1 eight-hour day per week)
- PATTERN B:** 25% of Full-time (Ex: 5 quarter days per week)
- PATTERN C:** 40% of Full-time (Ex: 2 eight-hour days per week)
- PATTERN D:** 50% of Full-time (Ex: 5 half-days per week)
- PATTERN E:** 60% of Full-time (Ex: 3 eight-hour days per week)
- PATTERN F:** 75% of Full-time (Ex: 5 six-hour days per week)
- PATTERN G:** 80% of Full-time (Ex: 4 eight-hour days per week)
- PATTERN H:** 100% of Full-time (Ex: 5 eight-hour days per week)

PLEASE INCLUDE DAYS/# HOURS OF PARTICIPATION

1. PATTERN CHOICE: _____ *MON* _____ *TUES* _____
WED _____ *THURS* _____ *FRI* _____

TIME PERIOD: _____ to _____

APPROVAL: _____
Participant Sponsor Program Coordinator

2. PATTERN CHOICE: _____ *MON* _____ *TUES* _____
WED _____ *THURS* _____ *FRI* _____

TIME PERIOD: _____ to _____

APPROVAL: _____
Participant Sponsor Program Coordinator

3. PATTERN CHOICE: _____ *MON* _____ *TUES* _____
WED _____ *THURS* _____ *FRI* _____

TIME PERIOD: _____ to _____

APPROVAL: _____
Participant Sponsor Program Coordinator

**APPENDIX B
ANNUAL/FINAL REVIEW QUESTIONNAIRE
ORISE PARTICIPANT**

QUESTIONNAIRE INSTRUCTIONS: Please complete the questionnaire and give a copy to your mentor. Completed renewal paperwork, mentor and participant questionnaires, should be submitted NLT thirty (30) days prior to renewal period. If terminating your appointment, please fax the completed questionnaire/summary at least two weeks prior to the termination date. If you have questions please call the ORISE Maryland Office, (410) 436-5461. All paperwork may be faxed to (410) 436-5811.

Name: _____ Date: _____

Office/Division: _____

Check one: Requesting Renewal
 Terminating (If terminating, identify effective date)

1. Briefly describe the research which you did as an ORISE participant during the past year.

2. Did your research appointment meet your expectations? (Circle One) On a scale from one to ten please rate.

Did not meet expectations 1 2 3 4 5 6 7 8 9 10 Met expectations

Comments: _____

3. What formal training did you receive during the past year? Please describe and list any courses.

COURSE NAME (S)	# HOURS
_____	_____
_____	_____
_____	_____

APPENDIX B (Continued)
ANNUAL/FINAL REVIEW QUESTIONNAIRE

What types of informal training did you receive during the past year? From whom?

4. Did you earn a degree during the past year? ___Yes ___No If yes, what degree?

(Circle One) AS BS MS Ph.D. Other: _____

What discipline? _____

5. Please rate the quality of administrative support you received from ORISE.

(Circle ONE) Low 1 2 3 4 5 6 7 8 9 10 High

Comments: _____

6. If you are requesting a renewal of your appointment, please indicate the following:

a. For what length of time are you requesting renewal (maximum 12 months)? _____

b. What research do you propose doing during your renewal period? _____

7. Please comment on the overall research experience you received as it relates to your objective. _____

8. Has this appointment contributed to your objective? Please Rate.

Low 1 2 3 4 5 6 7 8 9 10 High

APPENDIX B (Continued)
ANNUAL/FINAL REVIEW QUESTIONNAIRE

9. If you are terminating your ORISE appointment indicate why:

Return to school.

What school? _____

Pursuing what degree/discipline? _____

Employment

Name of employer? _____

Is this a government position? Yes or No

If yes, indicate: _____ Federal _____ State

Job Title? _____

Retained under Contract (at current Facility) Yes No

Armed Services

3-Year Limit

Other reason. Please specify: _____

10. If you are terminating, please indicate the preferred method of payment:

Electronically Direct Deposit **OR**

Address to which you want final stipend check sent:

Permanent address – Indicate address where your 1099 Form should be mailed at the end of the current tax year. Please remember to update this address if it changes as the Post Office will not forward this information.

(Signature)

(Date)

APPENDIX C

ORISE TRAVEL FORMS