



# Army Research Laboratory

## ORISE Research Participation Program

### PROGRAM INFORMATION

*The U.S. Army Research Laboratory (USARL) has established a formal Memorandum of Agreement with U.S. Department of Energy (DOE) for participation in the Oak Ridge Institute for Science and Education (ORISE) programs. This fact sheet addresses the ORISE programs at USARL.*

*The Oak Ridge Associated Universities (ORAU) operates the ORISE for the DOE. One of the ORISE missions is to conduct programs that broaden the technical background of the scientists and engineers and gives participants research experience in their related field of study. ORISE conducts programs in science and engineering education, training and management systems, medical sciences, and energy and environmental systems.*

### PROGRAM COORDINATORS

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### ELIGIBILITY REQUIREMENTS

**The Student Internship Program** provides high school juniors or seniors, technical institute, college or university (undergraduate and graduate) students the opportunity to participate in research and development activities of the USARL. As part of the Research Participation Program (RPP), this program is intended to enhance the students' educational development by providing practical research experiences related to their academic pursuits.

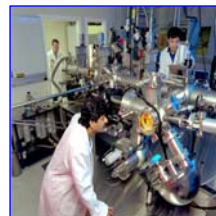
**The Postgraduate Internship Program** provides individuals with an associate, bachelor, master, doctorate degree, or post doctorate credential in an appropriate science, engineering, or technology discipline the opportunity to participate in applied research activities of the USARL. As part of the RPP, this program is intended to enhance the participants' background and experience and allow them to make a research contribution in their chosen field of study. Degree must have been awarded within three years from the time of the appointment.

**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 so that they can present technical seminars and colloquia at USARL. The honorarium rate is based on the individual's credentials. The program is intended to enhance the interactions among technical staff at the ARL, the academic community, and the private sector; support technology transfer; and provide learning experiences for the ORISE program participants.

**The Faculty Participation Program** provides research opportunities to college and university faculty in the areas of science, mathematics, engineering, and other technically related fields. Faculty members receive a monthly stipend based on their regular salaries.

**The Knowledge Preservation Program** provides opportunities for retired professionals to assist in avoiding the critical shortages in technical expertise as large numbers of professionals retire. The individual will be paired with postdoctorates, junior researchers, and other staff in order to preserve the knowledge that is critical in meeting current and future program commitments.



## USARL Responsibilities

*The USARL Program Coordinator* serves as a liaison resolving issues that arise among USARL, DOE and ORISE.

Some of the coordinator's other duties include processing certification and selection forms for USARL, establishing guidelines for estimating costs, and ensuring adequate training and research experience opportunities are provided to all USARL participants.

*The ORISE On-site Program Representatives* are responsible for coordinating the funding transfers between USARL and the DOE/ORISE, finalizing USARL research program descriptions, reviewing and recommending stipend rates to the selecting officials, and preparing cost estimates for selecting officials, as well as other duties.

*Selecting Officials* are responsible for identifying their program needs in terms of educational level and field of study and providing a program description and funding source to the ORISE On-site Program Representative. Other duties include reviewing ORISE candidates' applications and identifying candidates for appointments, determining stipend rates, appointing mentors for candidates, and endorsing requests for renewal of appointments.

*Mentors* are appointed by the selecting official. Mentors' duties include contacting the participant and offering relocation assistance (if applicable); acquainting the participant with USARL, and providing day-to-day feedback and support related to ongoing research efforts.

*The USARL Program Coordinator* processes all ORISE participants. Other duties include preparing and issuing DD Forms 448--Military Interdepartmental Purchase Requests--for candidate stipends, and conducting exit surveys of all participants leaving the program.

## FACTS about ORISE

Participants in ORISE programs at USARL are not USARL employees. Participants are appointed to gain hands-on experience by conducting research. The USARL Program Coordinator provides oversight of the ORISE program to ensure appropriate training and research experiences for participants.

Certain travel and relocation expenses may be reimbursed by the ORISE to participants who submit appropriate documentation.

The selecting official may set a limit at the time of selection.

For estimating purposes, 26 percent will be added to participants' stipends and travel costs.

The appointment may be offered up to a total of three years in the following categories:

- Postgraduate
- Certificate
- Faculty

Students may be appointed indefinitely as long as they meet eligibility guidelines.

Appointments are limited to four years for postdoctoral participants.

Faculty appointments can be made during the summer or academic year; full-time and part-time appointments are available.

Participants may be assigned to locations internal and external to the USARL.

Participants must have health insurance coverage prior to appointment; coverage is at the expense of the participant. Health plan coverage is offered to postgraduate participants.

Stipend rates/ranges have been developed based upon an individual's educational background and related experience. Payments to participants are in the form of a stipend and not a salary.

Taxes are not withheld from the monthly stipend. The ORISE reports the stipend to the Internal Revenue Service as miscellaneous income, prizes, and awards. Participants must file tax forms at the end of the year but should consider filing quarterly.

Selecting Officials may provide tuition assistance for participants' continuing education but are not required to do so.

Participants are eligible to receive monetary awards.

Since participants in the Research Participation Programs at the USARL are not employees of the Center, 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:

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

- Up to 12 days per year of absence are permitted for illness without a reduction in the participant's stipend.
- Emergency leave for serious family illnesses, death, etc., is to be handled on a case-by-case basis.

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

The mentor and participant may agree to "unofficial compensatory time," but ORISE has no mechanism for awarding compensatory time or overtime.

Personnel from ORISE will visit USARL periodically to assess the program and determine if participants' goals are being met.

Participants are required to complete a questionnaire/summary based on their experiences each renewal year and upon termination from their appointment.

### For More Information Contact:

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