



Army Research Laboratory

**RESEARCH PARTICIPATION PROGRAM
PARTICIPANT HANDBOOK
March 2004**

Administered by



OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION

Operated by

*Oak Ridge Associated Universities
(A contractor for the U.S. Department of Energy)*

TABLE OF CONTENTS

<i>Purpose</i>	1
<i>Background</i>	1
<i>Program Components</i>	
<i>The Student Internship Program</i>	1
<i>The Postgraduate Internship Program</i>	1
<i>The Certificate Program</i>	1
<i>The Faculty Participation Program</i>	2
<i>Eligibility</i>	2
<i>Program Highlights</i>	
<i>Stipends</i>	2
<i>Travel</i>	3
<i>Absences</i>	3
<i>Compensatory Time</i>	3
<i>Administration</i>	
<i>Identification Cards</i>	4
<i>Appointment Period</i>	4
<i>Conditions and Obligations</i>	4
<i>Training Programs</i>	5
APPENDIX A - Individual Development Plan (IDP)	
APPENDIX B - Annual/Final Review Questionnaire	
APPENDIX C - Pattern Participation Schedule Form	
APPENDIX D - Travel Information	

PURPOSE

The U.S. Army Research Laboratory (USARL) Research Participation Program (RPP) is designed to help develop scientists, engineers, and health professionals critical to the technical infrastructure of the nation. The RPP is administered by the Oak Ridge Institute for Science and Education (ORISE), which is operated by Oak Ridge Associated Universities (ORAU). The 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 USARL is inherently an educational outreach endeavor. It is intended to provide formal classroom training, mentoring, and a wealth of practical field experience to research participating, specifically, in the areas of chemistry, mathematics, engineering and related technical disciplines.

PROGRAM COMPONENTS

The Student Participation Program provides high school juniors or seniors, undergraduate students, or graduate students, the opportunity to participate in scientific and technical activities associated with USARL. 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. These levels are identified on the Participation Pattern Schedule Form (Appendix C). It is established such that pattern changes are 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 10 days notice be given between changes in a pattern.

The Postgraduate Participation Program provides recipients of associate's, bachelor's, master's and doctorate degrees, or doctorate degrees in an appropriate science, engineering, or technology discipline the opportunity to participate in related activities associated with the USARL.

The Certificate Participation 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 Faculty 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 math, science, engineering, or technology 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 applicants are considered eligible if the following conditions are met: (1) Applicant holds a bachelor's or higher degree in a math, science, engineering, or technology 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 instructor, (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 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 monthly 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 may also be eligible for limited reimbursement for travel to scientific meetings or other travel related to their appointments. All travel must be approved by USARL and ORISE. Reimbursement will be according to the ORISE Travel Policy. All foreign travel requests need to be coordinated with the APG ORISE Office 60 days prior to planned travel. Such outside of continental United States (OCONUS) travel does not include Canada, Hawaii, Alaska, Puerto Rico, Mexico, and the Midway Islands (to include Wake Island).

ABSENCES

Since participants are not employees, they do not formally earn annual or sick leave. Recognizing that "breaks" in academia calendars is 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 USARL, 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

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 USARL. The participant must be in residence at USARL, or another facility approved by the USARL during the entire period of appointment. If a part-time schedule is needed, participant and mentor will need to complete a Participation Pattern Schedule and forward the completed form to the APG ORISE Office, at least two weeks prior to the effective date of change to ensure your monthly stipend payment is accurately reflected.

The participant 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. The mentor and the participant may agree to periodic adjustments to the participants' schedule.

ADMINISTRATION

IDENTIFICATION CARDS

Participants will receive a civilian ID card with contractor status from their host facility/USARL.

APPOINTMENT PERIOD

Initial appointments will be for a period of up to one year. Student appointments are renewable yearly upon verification of eligibility (i.e., 12 credit hours per academic year, minimum GPA 2.5). Postgraduate appointments may be renewed up to two additional years. Post-doctorate appointments may be renewed up to three additional years. Part-time appointments can also be made. All appointments are subject to the availability of funds and may be terminated at any time if funding is not available.

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 a bachelor degree, the participant 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 a letter of appointment and Terms of Appointment. They will receive an appointment offer at the Army host installation and will not enter into an employer/employee relationship with USARL, 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.

Participants are required to sign and abide by the appointment letter, the Terms of Appointment, which includes a disclaimer of liability, and other documents required by USARL. Pursuant to Title 35 United States Code, Section 212, no provision of the ORISE Terms of Appointment or

any other document required by USARL to be completed by a participant may contain any provision giving USARL 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 APG ORISE 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 USARL, 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 Internship/Research Participation Program for the U.S. Army Research Laboratory administered by the Oak Ridge Institute for Science and Education through an agreement between the U.S. Department of Energy and the USARL."

TRAINING PROGRAMS

The training program is the cornerstone of the ORISE program. This training includes formal short courses, continuing hands-on training, and professional conferences. The training program is documented in the Individual Development Plan (IDP), Appendix A. In cooperation with your mentor, you can establish goals for your ORISE experience that would allow you to obtain a certain type of training, attend a professional meeting, or gain experience with a specific type of research. To ensure the best possible educational opportunity, all ORISE participants must have a formal training program that includes both formal classes and structured field experience. Appropriate short courses are identified in the IDP and funded by the host facility subject to available funding. These short courses may be government-sponsored courses or commercially available courses. The participant is expected to satisfactorily complete each sponsored course.

The field training associated with technical training experience is the major benefit to both the participant and the Army organization. Technical training should center as much as possible within the stated goal of the IDP.

5

APPENDIX A

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Example Format

1. Name: (ORISE participant)

a. Research Assignment:

b. Entry date to this Command:

2. Appointment Period Covered:

3. Purpose of IDP:

a. To identify training and developmental needs that are required to successfully complete my research as a participant in the ORISE Research Participation Program.

b. To develop a training program that will enhance my current areas of technical expertise and develop technical expertise in other areas.

4. Planned Formal Courses:

	Course Topic	Date Requested	Hrs.
a.			
b.			

5. Planned Local Installation Training:

6. Presentations:

7. Concurrence:

a. ORISE Participant: _____ Date:00/00/00
Signature

b. Mentor: _____ Date:00/00/00
Signature

c. USARL ORISE Program Coordinator: _____ Date:00/00/00
Linda Ghiorse

Submit form to Diane Lewis NLT thirty (30) days after the beginning of the appointment period. Fax to (410) 436-5811.

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

QUESTIONNAIRE INSTRUCTIONS: Please complete the questionnaire and give one copy to your mentor. Completed renewal paperwork, mentor and participant questionnaires, should be submitted by fax to Evelyn Rychwalski NLT thirty (30) days prior to renewal period, (410) 436-5811. If terminating your appointment, please fax completed questionnaire at least two weeks prior to the termination date. If you have any questions, please call Diane Lewis or Evelyn Rychwalski at (410) 436-5461.

Name: _____ **Date:** _____

Check one:

- Requesting Renewal**
 Terminating (If terminating, please give effective date of termination)
(_____)

1. 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:

2. What formal training did you receive during the past year? Please describe and list any courses and hours per course.

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

B-1

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.
(Circle ONE)

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

B-2

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

___ **Return to school.**

What school? _____

Pursuing what degree? _____

In what discipline? _____

___ **Employment**

Name of employer? _____

Is this a government position? Yes or No

If so, 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:

___ **Continue 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):

(Signature)

(Date)

APPENDIX D
TRAVEL FORMS