



**US ARMY MEDICAL RESEARCH INSTITUTE OF CHEMICAL DEFENSE
RESEARCH PARTICIPATION PROGRAM**

**ADMINISTERED
BY
OAK RIDGE INSTITUTE FOR SCIENCE AND ENGINEERING**

USER GUIDE FOR PARTICIPANTS

**ORISE Program Coordinator
Dr. David Lenz**

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PURPOSE

The U.S. Army Medical Research Institute of Chemical Defense (USAMRICD) Research Participation Program (RPP) is designed to help develop scientists and health 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 88 colleges and universities; it is a management and operating contractor for the U.S. Department of Energy (DOE).

BACKGROUND

The ORISE program at the USAMRICD is inherently an educational outreach endeavor. It is intended to provide formal training, mentoring, and a wealth of practical field experience to research participating, specifically, in the areas of chemical, biochemical, pharmacology, molecular biology, neuroscience, toxicology and immunology.

PROGRAM COMPONENTS

The Postgraduate Internship Program provides recent graduates of associate's, bachelor's, master's and doctorate degrees in an appropriate science or technology discipline the opportunity to participate in related activities associated with the USAMRICD. 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 Student Internship Program provides high school juniors or seniors who have been accepted and are enrolled in a college or university, undergraduate students, or graduate students, the opportunity to participate in scientific and technical activities associated with USAMRICD. 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 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 2 weeks' notice be given between changes in a pattern. These patterns are presented on the Pattern Participation Schedule Form, Appendix B.

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 USAMRICD 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 Institute and the

academic community and the private sector; support technology transfer; and provide learning experiences for ORISE program participants.

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.

Fellowship/Internship/Research Participation (FIRP) Program provides high school students, graduate students, postgraduate students, and college and university faculty the opportunities to further their education with the assistance of varying degrees of financial aid, while at the same time receiving hands-on experience in research and related activities at Federal laboratories and facilities. Following completion of the didactic portion of the program, there is a required payback period of participation at the Federal facility.

Use of any of these program components is contingent upon availability of funding and approval by the Commander, USAMRICD.

ELIGIBILITY

Postgraduate applicants should have received a degree in an appropriate science or engineering discipline within 3 years of the desired starting date or expect to complete all requirements for such a degree prior to the desired starting date. Postgraduate applicants also should have a 3.0 or better grade point average (GPA) and be a U.S. citizen. Postgraduate appointments are limited to the equivalent of 3 full-time years.

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

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 and USAMRICD. 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 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 the USAMRICD Program Coordinator and ORISE.** Reimbursement will be according to the ORISE Travel Policy. All foreign travel requests needs to be coordinated with the ORISE office 75 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 in the ORISE Program through USAMRICD 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 USAMRICD, 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 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 participant's schedule.

ADMINISTRATION

Identification Cards

Each participant should receive a civilian ID card with contractor status from his or her facility.

Appointment Period

Initial appointments will be up to one year, renewable for up to 2 additional years upon the recommendation of USAMRICD. Part-time appointments can also be made. All appointments are made subject to the availability of funds and may be terminated if funds are unavailable.

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., official 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 installation and will not enter into an employer/employee relationship with USAMRICD, 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 USAMRICD. The participant must be in residence at USAMRICD, or another facility approved by the USAMRICD, during the entire period of appointment. If a part-time schedule is needed, the participant and mentor will need to complete a Participation Pattern Schedule (Appendix B) and forward the completed form to the ORISE Office. ***Schedule changes should be submitted to***

the ORISE Office 30 days prior to the effective date of the change, to ensure a correct stipend payment.

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 USAMRICD. Pursuant to Title 35 United States Code, Section 212, no provision of the ORISE Terms of Appointment or any other document required by USAMRICD to be completed by a participant may contain any provision giving USAMRICD any rights to inventions made by the participant.

Participants are required to submit the Annual/Final Review Questionnaire (Appendix A), through their mentor, to the 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 A 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.

Participants are expected to acknowledge the support of USAMRICD, 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 Medical Research Institute of Chemical Defense, administered by the Oak Ridge Institute for Science and Education through an agreement between the U.S. Department of Energy and the USAMRICD."

TRAINING PROGRAMS

The training program is the cornerstone of the ORISE program. This training includes orientation, formal short courses, continuing hands-on training, and professional conferences. 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 and informal classes/training. Participants are required (schedule permitting) to attend at least fifty percent of scheduled USAMRICD-sponsored scientific seminars per appointment year. Appropriate short courses are 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.

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

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

Name: _____ Date: _____

Office/Division: _____

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

1. Briefly describe the research that 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 10, 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)

Number of Hours

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

APPENDIX A (CONTINUED)

5. 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?

6. 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:

7. 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?

8. Please comments on the overall research experience you received as it relates to your objective.

9. Has this appointment contributed to your objective? Please rate:

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

APPENDIX A (CONTINUED)

10. If you are terminating your ORISE appointment, indicate why:

_____	Return to school What school? _____ Pursuing what degree/discipline? _____
_____	Employment Name of employer? _____ Job Title: _____
_____	Other reason. Please specify: _____

If you are terminating, please indicate forwarding address(es):

Address to which you want final stipend check sent:

Permanent address:

Signature

Date: _____

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

Student's Name

PATTERN A	20% of full-time	1 eight-hour day/week
PATTERN B	25% of full-time	5 quarter days/week
PATTERN C	40% of full-time	2 eight-hour days/week
PATTERN D	50% of full-time	5 half-days/week
PATTERN E	60% of full-time	3 eight-hour days/week
PATTERN F	75% of full-time	5 six-hour days/week
PATTERN G	80% of full-time	4 eight-hour days/week
PATTERN H	100% of full-time	5 eight-hour days/week

Please include days/# hours of participation

1. Pattern Choice: _____ MON _____ TUES _____
WED _____ TH _____ FRI _____

TIME PERIOD (dates) _____ TO _____

APPROVAL:

Participant Sponsor Program Coordinator

2. Pattern Choice: _____ MON _____ TUES _____
WED _____ TH _____ FRI _____

TIME PERIOD (dates) _____ TO _____

APPROVAL:

Participant Sponsor Program Coordinator

3. Pattern Choice: _____ MON _____ TUES _____
WED _____ TH _____ FRI _____

TIME PERIOD (dates) _____ TO _____

APPROVAL:

Participant Sponsor Program Coordinator

4. Pattern Choice: _____ MON _____ TUES _____
WED _____ TH _____ FRI _____

TIME PERIOD (dates) _____ TO _____

APPROVAL:

Participant Sponsor Program Coordinator

APPENDIX C
ORISE TRAVEL FORMS