

Summer Research Team Program for Minority Serving Institutions Handbook

University Programs
Policies, Practices and Procedures



Homeland
Security





Homeland Security

*Science and Technology Directorate
Office of University Programs*

Summer Research Team Program for Minority Serving Institutions *Policies, Practices and Procedures Handbook*

Table of Contents		Page
1	Introduction	4
2	Definitions	5
3	The Summer Research Team Program	6
3.1	Overview	
3.2	Program Goals and Outcomes	
3.3	Timeframes	
3.4	Eligibility Requirements	
3.5	Conditions of Appointment	
3.6	Academic Institution Eligibility	
3.7	Background Suitability Check	
3.8	Special Assistance Considerations	
3.9	Time Off	
4	Program Administration – ORISE	8
4.1	ORISE Overview	
4.2	Stipend	
4.3	Tax Policies	
4.4	Travel Arrangements	
4.5	Change of Research Mentor or Research Program	
4.6	Change of Status/Information	

5 Faculty Team Member Responsibilities *10*

- 5.1 Faculty Team Member Overview
- 5.2 Program Orientation
- 5.3 DHS Center Expectations from Faculty Team Member
- 5.4 Summer Research Team Program Requirements
- 5.5 Property Responsibilities
- 5.6 DHS Center Policies
- 5.7 Program Obligations
- 5.8 Financial Obligations
- 5.9 Faculty Team Member Reimbursement
- 5.10 Relocation Allowance
- 5.11 Living Expenses and Arrangements
- 5.12 Health Insurance

6 Student Team Member Responsibilities *13*

- 6.1 Student Team Member Overview
- 6.2 Summer Research Team Program Requirements
- 6.3 DHS Center Policies
- 6.4 Program Obligations
- 6.5 Financial Obligations
- 6.6 Student Team Member Reimbursement
- 6.7 Living Expenses and Arrangements
- 6.8 Health Insurance

7 DHS Center Responsibilities *15*

- 7.1 DHS Center Orientation
- 7.2 Working with the Research Mentor

8 DHS University Program Responsibilities *16*

- 8.1 Program Representative Overview
- 8.2 When to Contact DHS University Programs
- 8.3 Accident Insurance
- 8.4 Program Funding

9	Publications, Copyrights, Patents and Media Release	17
9.1	Publication Acknowledgements	
9.2	Guidelines	
9.3	Media Release	
9.4	Plagiarism	
10	Additional Research and Internship Opportunities	18
10.1	Continued Research Opportunities	
10.2	Follow-On Research	
11	Communicating with DHS and ORISE, and Additional Resources	19
11.1	U.S. Department of Homeland Security	
11.2	Oak Ridge Institute for Science and Education	
11.3	Additional Resources	
12	Appendix	20
12.1	Preparing for Your Research Appointment Check List	
12.2	Summer Faculty/Student Research Team Exit Process	

1 Introduction to Department of Homeland Security University Programs

Congratulations and welcome to the U.S. Department of Homeland Security (DHS) Summer Research Team Program for Minority Serving Institutions. This handbook provides information on the policies, practices, procedures and resources to help with your integration into the DHS Science and Technology, Office of University Programs environment.

The DHS Science and Technology Directorate serves as the primary research and development arm of DHS, utilizing the nation's scientific and technological resources to provide federal, state and local officials with the technology and capabilities to protect the homeland.

The DHS Summer Research Team Program for Minority Serving Institutions is funded by the DHS Science and Technology Directorate, Office of University Programs.

Why does DHS Science and Technology Office of University Programs support this program?

The Office of University Programs seeks to stimulate, coordinate, leverage and utilize the unique intellectual capital in the academic community to address current and future homeland security challenges, to provide educational support and relevant experiential learning opportunities to diverse and highly talented individuals in order to enhance the scientific leadership in areas of importance to DHS, and to educate and inspire the next generation of scientists and engineers dedicated to homeland security.

2 Definitions

Appointment

Your official selection and participation in the 10- to 12-week DHS Summer Research Team Program.

Department of Homeland Security Center of Excellence

DHS Centers of Excellence (also referred to as the Centers) bring together leading experts and researchers to conduct multidisciplinary research and education for homeland security solutions. Each center is led by a university in collaboration with partners from other institutions, agencies, laboratories, think tanks and the private sector.

DHS Summer Research Team Program Representative

The DHS Science and Technology Program Manager within the DHS Office of University Programs who serves as the point of contact for the ORISE Program Representative and the Center Representatives.

Faculty Team Member

Tenured or tenure-tracked faculty member from an institution that meets the eligibility criteria for the Program and serves as the Team Lead for a Summer Research Team.

Oak Ridge Institute for Science and Education (ORISE) Program Representative

The representative from ORISE who administers the Summer Research Team Program on behalf of the DHS Science and Technology Office of University Programs. The ORISE Program Representative administers pay, resolves administrative issues and is the liaison between the Program participants and DHS. The Representative may also be referred to as the ORISE Point of Contact or POC.

Program

The Department of Homeland Security (DHS) Summer Research Team Program for Minority serving Institutions.

Research Mentor

A staff member of the DHS Center of Excellence or DHS-affiliated venue to whom the Team is assigned during their summer research experience.

Student Team Member

Undergraduate or graduate student who participates as a Team member.

Summer Research Team

One faculty member and one or two undergraduate or graduate students from the same institution who serve as a research team during the 10- to 12-week summer research experience.

3 The Summer Research Team Program Description

3.1 Overview

The DHS Summer Research Team Program for Minority Serving Institutions provides research opportunities to diverse and highly talented individuals in order to increase and enhance the scientific leadership at Minority Serving institutions in research areas that support the mission and goals of DHS. In addition, the program is designed to engage early career faculty, along with undergraduate and graduate students, in research that will provide them opportunities to understand the mission and research needs of DHS and advance research areas of importance to DHS, while strengthening the talent pool of scientists and engineers.

Summer Research Teams consist of one faculty and one or two students. Summer research opportunities are awarded to qualified faculty members and students in the science, technology, engineering or mathematics (STEM) disciplines to work on collaborative research of mutual interest to the Team, DHS Center of Excellence and DHS.

Summer Research Team Program research opportunities are available at DHS Centers of Excellence. Each DHS Center of Excellence is led by a university in collaboration with partners from other institutions, agencies, laboratories, think tanks and the private sector.

3.2 Program Goals and Outcomes

Additional goals of the Summer Research Team Program for Minority Serving Institutions are to:

- Identify meaningful and innovative ways to integrate Minority Serving Institutions into DHS Science and Technology research areas
- Identify collaborative follow-on research projects between the Minority Serving Institution and the Center
- Provide a knowledge-sharing opportunity between the Minority Serving Institution and the Center.

The ultimate goal is that, upon completion of the program, the Team members will have a greater understanding of the DHS mission and science and technology needs and their interest in homeland security will translate into a career in science and technology and homeland security at the local, state and federal levels.

3.3 Timeframes

Each Summer Research Team member will be expected to participate full-time and complete the 10- to 12-week research experience between the months of May and August.

3.4 Eligibility Requirements

The Summer Research Team award is based on meeting the eligibility requirements described in the *DHS Summer Research Team Program for Minority Serving Institutions* guidelines at <http://www.ora.gov/dhsfaculty/2007pages/Applications/Guidelines.pdf>.

3.5 Conditions of Appointment

DHS/ORISE can cancel or terminate an appointment that was made as a result of misinformation or as a result of any person withholding information that would have prevented the appointment. If, for any reason, Faculty or Student Team Members become unable or refuse to adequately carry out the terms of the appointment, DHS/ORISE will withdraw or terminate the appointment.

3.6 Academic Institution Eligibility

The Program is open to full-time faculty at Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, and Alaska Native and Native Hawaiian Serving Universities. Most accredited U.S. postsecondary institutions that meet the statutory criteria for identification as Minority Serving Institutions are listed at: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>. This list of Minority Serving Institutions was compiled based on the definition of “minority institution” found in Section 365(3) of the Higher Education Act [20 U.S.C. 1067k(3)]. In accordance with 20 U.S.C. 1067k(3), the term “minority institution” means an institution of higher education whose enrollment of a single minority or a combination of minorities exceeds 50 percent of the total enrollment.

Specifically, participating institutions met at least one of the following criteria:

- a) Accredited two- or four-year Historically Black College or University under Title III of the Higher Education Act of 1965, as amended in 20 U.S.C. 1061; and/or
- b) Accredited two-or four-year Hispanic Serving Institution under Title III of the Higher Education Act of 1965, as amended in 20 U.S.C. 1101a(a)(5); and/or
- c) Tribal colleges and universities cited in the Equity in Educational Land Grant Status Act of 1994, the Tribally Controlled College or University Assistance Act of 1978, or the Navajo Community College Assistance Act of 1978; and/or
- d) Alaska Native-serving institution cited in 20 U.S.C. 1058(b) and 20 U.S.C. 1059d(b)(2). A Native Hawaiian-serving institution must be cited in 20 U.S.C. 1058(b) and 20 U.S.C. 1059d(b)(4).

3.7 Background Suitability Check

All applicants may be subject to a criminal records check and other background investigations conducted by the U.S. government. These inquiries are conducted to develop information to assess various factors about the applicant, including reliability, trustworthiness, honesty, integrity, character, conduct and loyalty to the United States.

3.8 Special Assistance Considerations

DHS is fully committed to implementing all federal laws, regulations and guidelines related to the development of affirmative employment plans and inclusion of persons with disabilities. Therefore, participation of persons with disabilities is strongly encouraged in the Summer Research Team Program. To facilitate the participation of individuals with targeted disabilities, DHS will provide up to \$1,500 in supplemental funding for special assistance and/or equipment necessary to enable the researcher to perform the work under the award.

3.9 Time Off

Since Faculty and Student Team Members are not employees, annual or sick leave is not accumulated. At the Research Mentor’s discretion, Faculty or Student Team Members may be excused from participation for brief periods due to illness, emergencies, maternity or similar circumstances.

Participants may also be excused for a period of time for personal reasons without cessation of award payments provided it is agreed to by the ORISE POC and the Research Mentor, and is consistent with activities associated with the educational nature of the program.

For holidays, both Faculty and Student Team Members must follow the same schedule as the Center.

4 Program Administration – ORISE

4.1 ORISE Overview

The Summer Research Team Program is administered for the DHS Science and Technology Directorate by the Oak Ridge Institute for Science and Education (ORISE).

ORISE is managed by Oak Ridge Associated Universities (ORAU) for the U.S. Department of Energy. ORISE focuses on scientific initiatives, including educating the next generation of scientists.

4.2 Stipend

4.2.1 Payment

The Summer Research Team Program appointment provides a stipend for each Faculty and Student Team Member with amounts indicated in the “Letter of Appointment.” Payments will be made on a monthly cycle via electronic deposit and will be prorated if work is less than a full week.

4.2.2 Final Payment

Your final stipend payment is contingent upon meeting all requirements of participation in the program.

4.2.3 Other Financial Awards

Because the educational benefits of the appointment are the primary focus of the program, Faculty and Student Team Members may not provide services for compensation to a third party that conflict with the appointment.

Awards, prizes, scholarships, Veterans Administration benefits and other payments may be accepted, provided they do not represent dual payment for the same activity.

4.3 Tax Policies

The following statements are for information purposes only. It is not intended as legal or tax advice, or a definitive interpretation of the law.

As a participant in this ORISE administered program you will receive award payments (stipends) from ORAU. Your award payments will be reported to the Internal Revenue Service (IRS) by ORAU as Miscellaneous Income—prizes and awards as defined in IRS Code Section 74. To be consistent with ORAU reporting, **all payments by ORAU should be reported on the federal income tax return, Form 1040, as “Other Income” and identified as a “Fellowship Award.”**

Since you are not an employee and receive awards (not wages), ORAU does not withhold state or federal taxes, Social Security, Workers Compensation or Medicare taxes from award payments. **Therefore, you should consider filing Form 1040-ES on a quarterly basis and pay estimated federal income taxes in order to avoid late payment penalties.** Travel expense reimbursements are not reported to the IRS by ORAU.

4.4 Travel Arrangements

4.4.1 Faculty Team Member Reimbursement

Travel arrangements from your home institution to the Center and back at the end of the research experience will be arranged by ORISE.

4.4.2 *Travel Arrangements*

Travel arrangements will be based on the most direct and expeditious mode of transportation. Return the Travel Form in the Award Acceptance package indicating the start and end dates, and travel preferences to ORISE by the date indicated in the acceptance package.

If travel by plane or train is chosen, ORISE will make travel arrangements and purchase the plane or train tickets. An opportunity to review the itinerary will be provided before the ticket is purchased. Once approval is given, an e-ticket will be provided. Airfares will be prepaid by ORISE. Tickets are nonrefundable. Faculty and Student Team Members are responsible for any non-emergency cost related to any changes made to the itinerary after the ticket has been issued.

If the team member drives a personal vehicle, he or she will be reimbursed at the current government reimbursement rate for personal vehicle use. Reimbursement will not be made for the cost of taxi fare or mileage to and from the airport or train station, car insurance, parking, meals, car rental, lodging or other expenses related to getting to the appointment venue site. A Travel Certificate Form must be completed to claim mileage reimbursement after completion of the inbound and outbound portion of the trip. The Travel Certificate Form will be e-mailed by the ORISE POC. Travel Forms are available at: <http://www.ornl.gov/dhsfaculty>; follow the link “Required forms for participants.” Travel Certificate Forms must be returned to ORISE within seven business days of arrival at the destination.

4.5 Change of Research Mentor or Research Program

Approval by the Research Mentor, ORISE Program Representative and DHS Science and Technology Program Manager is necessary for a major change in an approved research program.

4.6 Change of Status/Information

Participation in this program is based on the information provided in the application materials. Notify the ORISE POC immediately via e-mail of any changes to the academic program, institution or degree, or any changes to your home or e-mail address.

5 Faculty Team Member Responsibilities

5.1 Faculty Team Member Overview

The Faculty Team Member is the Summer Research Team lead and Student Team Member's primary contact during the research experience. Students can look to the Faculty Team Member not only for information and expertise, but as a role model for learning and leadership. Faculty Team Members are expected to lead the team with a professional attitude and follow the Research Mentor and Center guidance and policies.

Faculty Team Members' responsibilities include:

- Overseeing the day-to-day Team activities, including research project expectations
- Assuring that all Team Members meet workplace expectations, such as arriving to work on time and adhering to venue policies
- Assuring that each Team Member completes the program requirements as outlined in section 5.4
- Performing research tasks with scientific integrity and professionalism.

5.2 Program Orientation

Faculty Team Members are required to attend a mandatory one-day orientation session funded by DHS Science and Technology's Office of University Programs. During the orientation, Faculty Team Members will have the opportunity to meet personnel from DHS and ORISE, review program policies and procedures and inquire about any areas of concern.

5.3 DHS Center Expectations from Faculty Team Member

Faculty Team Members are expected to:

- Contact the Research Mentor before and upon arrival at the Center
- Contact the Research Mentor and ORISE representative if unable to participate in the program or begin the appointment as originally scheduled after receiving and returning the award acceptance package
- Keep ORISE and the Research Mentor informed of relocation, travel plans and expected time of arrival at the Center
- Maintain close contact with the Research Mentor. He or she will serve as a venue liaison and professional colleague. The Research Mentor will guide the research activities, helping to acquire research support such as office space, computers and other equipment
- Keep the Research Mentor and ORISE Program Representative advised if any Team Member is not meeting program or venue expectations and carry through with appropriate response
- Bring to the attention of the Research Mentor any questions or issues related to the research project
- Integrate the DHS experience into classroom teaching after the summer
- Interact with the Research Mentor to assess the needs of the research project and performance.

5.4 Summer Research Team Program Requirements

Summer Research Team Members are required to participate in cutting-edge research that contributes to the goals of the DHS Center of Excellence. Expectations are that:

- Each team member completes a 10- to 12-week full-time research experience at one of the Centers
- Each Team co-authors a research proposal with the DHS Center of Excellence, during the summer, that identifies a potential collaborative research opportunity between the Team's institution and the Center
- Each Team conducts a research briefing at the DHS Center of Excellence near the completion of the summer research experience and may be invited to conduct a briefing at the DHS Science and Technology Directorate in Washington, D.C.
- Each Team Member completes a final DHS feedback form
- Each Team Member submits a five-page summary report of his or her research experience to be submitted to DHS through ORISE
- Each Faculty Team Member submits a one-to-two page plan that addresses how he or she will integrate the DHS summer research experience into classroom teaching.

5.5 Property Responsibilities

If property or equipment is issued by the Center in connection with this appointment, it is the Faculty Team Member's responsibility to protect, properly care for and safeguard such property or equipment. If this property or equipment is damaged, destroyed, stolen or lost as a result of negligent actions or inaction, the Faculty Team Member will be liable for the damage or loss, up to the fair market value, of the property or equipment.

5.6 DHS Center Policies

As a guest of the Center or DHS affiliated venue, both Faculty and Student Research Team Members are expected to conform to all established policies and procedures of the facility as they pertain to guest researchers.

5.7 Program Obligations

During the appointment, both Faculty and Student Team Members are a part of the professional community of the Center or DHS affiliated venue and are subject to the rules, privileges and responsibilities of that community. Failure to meet the attendance schedule or to adhere to program requirements will, at the option of DHS/ORISE, be a basis for revocation of the appointment and cessation of any further award payments by DHS/ORISE.

5.8 Financial Obligations

Faculty and Student Team Members are expected to meet all financial obligations incurred during the appointment period. DHS reserves the right to require repayment to the U.S. Treasury for funds expended by the government for education provided under this program if the terms of the appointment are not met.

5.9 Faculty Team Member Reimbursement

Limited travel expenses for one round trip will be reimbursed for Faculty Team Members who receive the relocation allowance as described below in section 5.10. Maximum combined allowance is \$2,000 for both relocation and travel. Travel by the Faculty Member and/or Student Team Members during the summer in support of the Team's research may be approved for expense reimbursement by DHS/ORISE according to government travel policies. Travel plans must be approved by DHS/ORISE before travel begins for there to be any expense reimbursement.

5.10 Relocation Allowance

A relocation allowance of \$1,500 will be provided to Faculty Team Members who are employed by institutions more than fifty miles, one-way, from their assigned Center. There is no relocation allowance for Student Team Members.

5.11 Living Expenses and Arrangements

All living expenses, including local transportation, room, board and entertainment, are the responsibility of each Faculty and Student Team Member. It is the responsibility of each Team member to pay all bills associated with living expenses by the departure date from the Center.

Both Faculty and Student Team Members are responsible for securing their own living space and determining their means of local transportation prior to arriving at the Center.

5.12 Health Insurance

Both Faculty and Student Team Members must have health insurance in order to begin the research experience. Proof of coverage under a health insurance plan must be demonstrated before arriving at the Center and must be maintained during the appointment. Because some insurance providers have a waiting period from the time of coverage application, plans should be made ahead in order to ensure that health insurance coverage is in place prior to starting the research experience.

6 Student Team Member Responsibilities

6.1 Student Team Member Overview

Student Team Members are expected to demonstrate and apply the academic skills necessary for a successful outcome from the research experience. Student Team Members will maintain a professional attitude and follow guidance by the Faculty Team Member, Research Mentor and Center rules and policies. Team members will report to the assigned research facility on time and ready to contribute to the research project every day.

Student Team Member responsibilities include:

- Adhering to research project responsibilities as a viable Team Member
- Completing the program requirements as outlined in section 6.2 below
- Following the Faculty Team Member's guidance on the research project, interactions with the Center and Research Mentor
- Keeping in daily contact with the Faculty Team Member
- Keeping the Faculty Team Member advised if unable to perform the work assignment for reasons such as illnesses or family emergencies
- Performing research tasks with scientific integrity and professionalism.

6.2 Summer Research Team Program Requirements

Summer Research Team Members are required to participate in cutting-edge research that contributes to the goals of the DHS Center of Excellence. Expectations are that:

- Each team member completes a 10- to 12-week full-time research experience at one of the DHS Centers of Excellence
- Each Team co-authors a research proposal with the DHS Center of Excellence, during the summer, that identifies a potential collaborative research opportunity between the Team's institution and the Center
- Each Team conducts a research briefing at the Center near the completion of the summer research experience and may be invited to conduct a briefing at the DHS Science and Technology Directorate in Washington, D.C.
- Each Team Member completes a final DHS feedback form
- Each Team Member submits a five-page summary report of his or her research experience to be submitted to DHS through ORISE.

6.3 DHS Center Policies

As a guest of the DHS Center of Excellence or DHS-affiliated venue, Student Research Team Members are expected to conform to all established policies and procedures of the facility as they pertain to guest researchers.

6.4 Program Obligations

During the research experience, both Faculty and Student Team Members are a part of the professional community of the Center and are subject to the rules, privileges and responsibilities of that community. Failure to meet the attendance schedule or to adhere to program requirements will, at the option of DHS/ORISE, be a basis for revocation of the appointment and cessation of any further award payments by DHS/ORISE.

6.5 Financial Obligations

Faculty and Student Team Members are expected to meet all financial obligations incurred during the appointment period. DHS reserves the right to require repayment to the U.S. Treasury for funds expended by the government for education provided under this program if the terms of appointment agreement are not met.

6.6 Student Team Member Reimbursement

Limited travel expenses for one round-trip will be reimbursed for undergraduate and graduate students attending institutions more than fifty miles, one-way, from their assigned DHS Center of Excellence. Maximum travel reimbursement is \$500 round-trip.

There is no relocation allowance for Student Team Members.

6.7 Living Expenses and Arrangements

All living expenses, including local travel, room, board and entertainment, are the responsibility of each Faculty and Student Team Member. It is the responsibility of each Team Member to pay all bills associated with living expenses by the departure date from the DHS Center of Excellence.

Both Faculty and Student Team Members are responsible for securing their own living space and determining their means of local transportation prior to arriving at the Center.

6.8 Health Insurance

Both Faculty and Student Team Members must have health insurance in order to begin the research experience. Proof of coverage under a health insurance plan must be demonstrated before arriving at the research site and be maintained during the appointment. Because some insurance providers have a waiting period from the time of coverage application, plans should be made ahead in order to ensure that health insurance coverage is in place prior to starting the appointment.

7 DHS Center Responsibilities

7.1 DHS Center Orientation

The Center and the Research Mentor are committed to providing an interactive and stimulating research environment for the Team members. The Center will host an orientation prior to the beginning of the research experience. During this orientation, the Summer Research Team will receive information on:

- Appropriate DHS Center of Excellence contact names and numbers
- Expected outcomes from the research experience, including producing the research proposal, research brief and final report
- The local community
- Research Mentors and the Center
- General conduct of operations and safety topics
- Obtaining student ID cards, library cards and usage, parking information, etc.

7.2 Working with the Research Mentor

Research Mentors are the primary point of contact during the appointment period and have the responsibility to guide the Team's research activities. They are the first point of contact on behalf of the Center. Research Mentors will communicate the expectations of the Team for the summer research experience.

The Research Mentor will provide:

- An environment conducive to producing a quality research experience
- Coordination and communication of program expectations, including preferred way of communication (i.e., e-mail, formal meeting, informal meeting, phone calls)
- Daily contact with the Team, providing continual technical guidance and constructive feedback
- Resource support for the team, such as office space, a computer, equipment, training, etc.
- Description of the organizational structure to which the Team is assigned and the relationship of the Team's assignment to the DHS Center and DHS Science and Technology
- Appropriate materials, equipment, technical and clerical support, and office space
- Communication on related work rules, dress code, training requirements and working hours for the conduct of research
- A network of other staff members to report to or provide supervision if the Research Mentor is not available
- Guidance for the Team's research proposal, research brief and final report, if needed
- An encouraging and stimulating intellectual atmosphere.

The Research Mentor will assist with educating both Faculty and Student Research Team Members on the established Center guidelines for the safety and health of individuals working in the facility, including building emergency procedures and research-specific safety procedures.

8 DHS University Program Responsibilities

8.1 DHS Program Representative Overview

The DHS Summer Research Team Program Representative is the primary contact at DHS for University Programs during the research experience. The Program Representative is the integrator for DHS University Program philosophies and objectives into the Summer Research Team Program. In addition, the DHS Representative is the Program Manager within the DHS Science and Technology Directorate's Office of University Programs who serves as the point of contact for the ORISE Program Representative and the Center.

The DHS Program Representative is responsible for:

- Faculty Team Member orientations
- DHS Center of Excellence site visits for one-on-one meetings with Faculty and Student Team Members
- Attending research brief presentations conducted by the Teams
- Facilitating an enriching and positive research experience for each team member.

In addition, the Program Representative will encourage Team Members to join the DHS University Program Alumni Network. This valuable network will serve as a resource throughout the Faculty and Student Team Members' academic and professional careers. Information on current job opportunities, other DHS internships and alumni contact information will be available through the network.

8.2 When to Contact DHS University Programs

Team Members should contact the DHS Summer Research Team Program Representative if:

- Any problems occur that cannot be resolved by the Center and/or ORISE during the research appointment with the research project
- Conflicts or issues with the Center or the Research Mentor cannot be resolved by ORISE
- Questions about the Summer Research Team Program cannot be answered by ORISE
- They have further interest in other DHS research and education opportunities.

8.3 Accident Insurance

DHS will provide blanket accident insurance for Faculty and Student Team Members during their summer research experience. This does not replace the required health insurance.

8.4 Program Funding

The Summer Research Team Program appointment is contingent on the continued availability of programmatic funding. DHS reserves the right to make no awards. In the event that appropriated funding is not available, participants will be notified as soon as possible about the procedures for ending the appointment. DHS assumes no liability for canceling the program or for anyone's failure to receive actual notification of cancellation.

9 Publications, Copyrights, Patents and Media Release

9.1 Publication Acknowledgements

DHS and ORISE encourage publishing reports and articles in scientific and engineering journals. All published reports, journal articles or professional presentations that rely on the research conducted during the program should carry an acknowledgement such as the following:

This research was performed under an appointment to the U.S. Department of Homeland Security (DHS) Summer Research Team Program for Minority Serving Institutions, administered by the Oak Ridge Institute for Science and Education (ORISE) through an interagency agreement between the U.S. Department of Energy (DOE) and DHS. ORISE is managed by Oak Ridge Associated Universities (ORAU) under DOE contract number DE-AC05-06OR23100. All opinions expressed in this paper are the author's and do not necessarily reflect the policies and views of DHS, DOE or ORAU/ORISE.

9.2 Guidelines

Guidelines and procedures for publications, copyrights and patents should be discussed with the Research Mentor at the start of the appointment. Faculty and Student Team Members must follow the policies of the Center regarding intellectual property rights and dissemination of research information.

9.3 Media Release

As part of the program application process, Faculty and Student Team Members will be requested to complete an optional DHS and ORISE media release. DHS and ORISE may desire to promote the Program in the general media to create awareness among students and faculty nationwide, to recognize DHS participants' achievements and to inform others of program activities. The film, photographs or other materials will be used only for the legitimate promotion of ORISE, the work of DHS or a DHS-designated representative.

9.4 Plagiarism

Plagiarism is a form of intellectual dishonesty in which another person's work is presented as one's own. Be certain that assignments and research briefs are source referenced in a consistent and logical manner whenever a secondary source is used. All direct quotes (quotations of any number of words from the original) and indirect quotes (paraphrased ideas) must be acknowledged.

Plagiarism is not acceptable, and DHS will not condone plagiarism. Any infraction is basis for revoking an award.

10 Additional Research and Internship Opportunities

10.1 Continued Research Opportunities

Faculty and Student Team Members are also encouraged to continue to apply to other DHS University Program's Science and Technology funded research opportunities. Visit the DHS research and technology website for more information about current research opportunities at: <http://www.dhs.gov/xres/>.

10.2 Follow-on Research

Each Team must co-author a research proposal with the DHS Center of Excellence, during their summer research experience that identifies a potential collaborative research opportunity between the Team's institution and the Center. The proposals are to be completed by the end of the summer research experience. The research proposals will be reviewed by the Center and DHS for potential follow-on research and possible eligibility for follow-on funding for up to one year.

11 Communicating with DHS and ORISE, and Additional Resources

11.1 U.S. Department of Homeland Security

For more information on the DHS Summer Research Team Program, visit www.ora.gov/dhsfaculty/.

Contact information for the DHS Summer Research Team Program or other DHS University Programs:

DHS Summer Research Team Program Representative

universityprograms@dhs.gov

(202) 254-6309

11.2 Oak Ridge Institute for Science and Education

For administrative questions about the DHS Summer Research Team Program, contact:

ORISE Program Administrator

dhsed@ora.gov

(865) 576-8233

The primary means of communication between Team Members and ORISE will be via e-mail. Therefore, you must notify ORISE promptly if your e-mail address changes. For general information about ORISE, visit <http://www.ora.gov/orise.htm>.

11.3 Additional Resources

DHS has created www.dhsnetwork.org to provide a means for students and alumni to remain connected to DHS. You will be provided with information to log on the network since access to this website will be restricted.

Features of the network include:

- Opportunities to share in-progress and completed research and presentations
- Discussion capabilities for interaction with current students, alumni and student participants from the DHS Centers of Excellence, students participating in activities serving Minority Serving Institutions and Historically Black Colleges and Universities, student participants in Summer Faculty-Student exchange programs, and other DHS student enrichment programs
- Listing of employment opportunities relevant to homeland security
- Personal profile data to facilitate communication and collaboration.

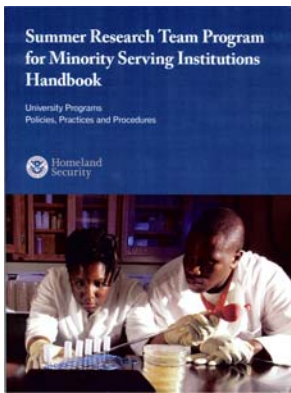
12 Appendix

12.1 Preparing for Your Research Appointment Check List

- Make housing arrangement prior to arrival to your appointed DHS Center of Excellence
- Coordinate arrival times with your Faculty Team Member (Students)
- Contact your Research Mentor to arrange start times, location of research experience (Faculty)
- Contact your ORISE representative with arrival dates (Faculty)
- Arrange, with your Research Mentor, any DHS Center of Excellence orientations, access requirements or equipment.

12.2 Summer Research Team Exit Check List

- Complete co-authored Team and DHS Center of Excellence paper
- Complete one-to-two page plan that addresses how Faculty Team Member will integrate the DHS summer research experience into classroom teaching
- Complete and return the Program Exit Form to the ORISE POC
- Follow through with any necessary income tax obligations
- Follow exit procedures with Research Mentor, including any security procedures and return of equipment
- Finalize housing arrangements, including any financial obligations
- Contact ORISE for return travel arrangements from the Center
- Notify ORISE of any change of address, e-mail or personal information.



2008 Addendum

This addendum contains replacement or additional sections for the Summer Research Team Program for Minority Serving Institutions. All other terms and conditions detailed in the Handbook remain the same.

3.9 Time Off

Since Faculty and Student Team Members are not employees, annual or sick leave is not accumulated. At the discretion of the DHS Center of Excellence Research Mentor, a team member may be excused from participation for brief periods due to illness, emergencies, maternity or similar circumstances.

The team member is responsible for notifying the Research Mentor immediately of any absence. ORISE must be notified of any absence for more than three consecutive days. Time away from the program due to illness or personal emergencies will be considered on a case-by-case basis. The Research Mentor must be notified in advance, when possible.

For holidays, both Faculty and Student Team Members must follow the same schedule as the Center.

3.10 Resignation Notification

If you decide to resign your participation before the official ending date, you must inform ORISE, in writing, as soon as possible, stating your reasons for doing so. If a team has only one student team member and the student team member resigns, the faculty member cannot continue to participate in the program.

3.11 Repayment for Resignation

DHS reserves the right to require repayment to the U.S. Treasury for funds expended by the government for your participation under the DHS Summer Research Team Program if you resign before the official ending date.

3.12 Revocation and/or Repayment

If you fail to meet any of the terms of the program detailed in your Letter of Appointment, ORISE Terms of Appointment and this document, DHS reserves the right to either revoke your participation and/or require repayment to the U.S. Treasury for funds expended by the government for your participation in this program.

3.13 Termination

If the student's performance is deemed unacceptable by the faculty member and/or the Center, ORISE will be notified immediately. DHS will review the situation and determine if repayment is required as described in Section 3.12.

4.2.1. Payment

The Summer Research Team Program appointment provides a stipend for each Faculty and Student Team Member with amounts indicated in the "Letter of Appointment." Payments will be made on a bi-weekly cycle via electronic deposit. Payment will be based on full-time work, 40 hours per week, Monday through Friday. Time off will be in accordance with Section 3.9 and will be prorated if work is less than 40 hours per week. Research cannot be accomplished from home and must be performed on-site.

7.3 Project Expenses

The Center will be responsible for funding research equipment needs or other expenses related to the Team's summer research project. DHS Office of University Programs will not reimburse for any research equipment needs or other expenses without approval prior to purchase.

Notes



Homeland
Security