

**UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY**



**CULTURALLY DIVERSE
UNDERGRADUATE
FELLOWSHIP
APPLICATION KIT**

COMPLETE FELLOWSHIP APPLICATION PACKAGE
CHECK-OFF LIST

- **EPA Form 5770-2, (pages 1 and 2), Fellowship Application. Submit original and six copies**

- **EPA Form 5770-3, Fellowship Facilities and Commitment Statement**

- **EPA Form 5770-4, Fellowship Applicant Qualifications Inquiry. One from three separate faculty members**

- **EPA Form 5700-49, Debarment and Suspension Certification.**

- **Undergraduate Transcripts**

The applicant is responsible for assembling these materials and providing them to the U.S. Environmental Protection Agency in a single envelope.

The deadline for receipt of complete application is 4:00 p.m. EST on January 15, 1998. Applications determined to be incomplete will not undergo further consideration.

ADDITIONAL INSTRUCTIONS FOR YOUR FELLOWSHIP APPLICATION

Special emphasis for evaluation is being placed on certain components of this application. Therefore, the following additional information should be included where appropriate.

EPA Form 5770-3, Fellowship Facilities and Commitment Statement Item 11

A tailored program of courses in the environmental sciences should be developed for each applicant to identify specifically those courses that relate to the environmental sciences. Special emphasis should be placed on courses which address the student's career objectives in the environmental field.

A second major emphasis should be placed on **OUTLINING AN ACTIVITY OF ENVIRONMENTAL RESEARCH/TRAINING** that relates to the stated objective of the applicant.

EPA Form 5770-2, Objective Statement, Item 16

This item will be of paramount importance in evaluating your request for a fellowship. Your answer, therefore, should be well thought out and expressed in a clear and detailed but concise manner. The statement should be in the following format:

Introduction - Background information and a description of why you want to participate in this program.

Career Goal - Describe how you expect to be involved in the environmental field or describe how you will use your environmental training in your chosen career.

Previous Environmentally-Related Experience - Describe how work/volunteer/academic experiences gained relate to career goals.

Environmental Research/Training Project - In your own words, describe the research/training project which you have developed in conjunction with your sponsor.

Conclusion Statement

U.S. ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460 FELLOWSHIP APPLICATION <i>(Read Instructions before completing)</i>		"No fellowship may be awarded unless a completed application form has been received (40 CFR 46.120)."				
TO BE COMPLETED BY EPA ONLY						
DATE RECEIVED		FELLOWSHIP NUMBER				
1. TYPE OF FELLOWSHIP REQUESTED <i>(Check appropriate boxes)</i> <input type="checkbox"/> AGENCY <input type="checkbox"/> SPECIAL <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> AIR POLLUTION CONTROL <input type="checkbox"/> WATER POLLUTION CONTROL <input type="checkbox"/> DRINKING WATER SUPPLY <input type="checkbox"/> OTHER		2a. APPROXIMATE BEGINNING DATE _____ b. WILL YOU ACCEPT A LATER DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INDICATE DATE: _____				
3. NAME <i>(Last, first, middle, maiden)</i>		4. SOCIAL SECURITY NO.	5. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
6. MARITAL STATUS	7. DATE OF BIRTH <i>(Month, Day, Year)</i>	8. BIRTHPLACE <i>(City and state, if foreign born, city and country)</i>				
9. U.S. CITIZEN OR U.S. NON-CITIZEN NATIONAL <input type="checkbox"/> YES <input type="checkbox"/> NO IF "NO", VERIFICATION FROM THE IMMIGRATION AND NATURALIZATION SERVICE MUST BE SUBMITTED TO THE DIRECTOR, GRANTS ADMINISTRATION DIVISION, THAT YOU WERE LAWFULLY ADMITTED TO THE U.S. FOR PERMANENT RESIDENCE.						
10.a. PRESENT MAILING ADDRESS <i>(Street, City, State and Zip Code)</i>		11.a. PERMANENT MAILING ADDRESS <i>(Street, City, State and Zip Code)</i>				
b. TELEPHONE <i>(Include area code and extension)</i> BUSINESS: HOME:		b. TELEPHONE <i>(Include area code and extension)</i> BUSINESS: HOME:				
12. EDUCATION						
NAME AND LOCATION OF EDUCATIONAL INSTITUTION ATTENDED SUBSEQUENT TO HIGH SCHOOL <i>(Most recent)</i>	MAJOR FIELD OF STUDY	FROM		TO		DEGREE(S) OBTAINED
		MO	YR	MO	YR	
13. EMPLOYMENT						
NAME AND LOCATION OF EMPLOYERS <i>(including Military Service, Internship, and Residencies. Most recent.)</i>	OCCUPATION	FROM		TO		SALARY
		MO	YR	MO	YR	
14. SPONSORSHIP						
a. SPONSOR AT INSTITUTION <i>(Name, title, and mailing address)</i>			b. SPONSORING INSTITUTION <i>(School, Department, Street, City, State and Zip Code)</i>			
TELEPHONE <i>(Include area code and extension)</i>						
c. NAME AND ADDRESS OF INSTITUTION WHERE TRAINING WILL TAKE PLACE <i>(If different from 14b)</i>						

NAME (Last, first, middle, maiden)		FELLOWSHIP NO. (Leave Blank)	
15. LIST NAMES OF 3 INDIVIDUALS (Other than your sponsor) YOU HAVE REQUESTED TO SUBMIT QUALIFICATIONS INQUIRY FORMS			
NAME	TITLE	ADDRESS (Include Zip Code)	
(a)			
(b)			
(c)			
16. APPLICANT'S STATEMENT OF OBJECTIVES (See instruction sheet)			
CERTIFICATION			
<p>I certify that the foregoing statements are true and complete to the best of my knowledge and belief, and understand that any willfully false statement is sufficient cause for rejection of this application or, if a fellowship has been awarded, for the termination of the fellowship.</p> <p>I further agree that if a fellowship is awarded on the basis of this application or any revision or amendment thereof, I will comply with all applicable statutory provisions and with the applicable terms, conditions, and procedures of the U.S. Environmental Protection Agency grant regulations (40 CFR Chapter 1, Subchapter B) and of the fellowship agreement.</p>			
SIGNATURE OF APPLICANT			DATE

PRIVACY ACT NOTICE FOR FELLOWSHIP APPLICATION

GENERAL. This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals seeking fellowships from the U.S. Environmental Protection Agency.

AUTHORITY. 40 C.F.R. 46-120

PURPOSES AND USES. Individuals seeking fellowships from the U.S. Environmental Protection Agency are required to use this form in applying for such fellowships. Completed applications are submitted to the administering office of the U.S. Environmental Protection Agency. The information provided on this form will be furnished to EPA personnel authorized to administer the program and to make evaluative determinations on the award of Agency fellowships.

EFFECTS OF NONDISCLOSURE. Disclosure of the information is voluntary; however, applicants who fail to complete the application will not be eligible for EPA fellowship consideration.

INSTRUCTIONS FOR EPA FORM 5770-2, FELLOWSHIP APPLICATION

THESE INSTRUCTIONS SHOULD BE READ AND FOLLOWED CAREFULLY. AN APPLICATION WILL BE CONSIDERED COMPLETE ONLY AFTER ALL THE INFORMATION, INCLUDING ANY ADDITIONAL INFORMATION, HAS BEEN RECEIVED. FINAL RECOMMENDATION OF AN APPLICATION WILL BE DELAYED UNTIL THE APPLICATION IS COMPLETE.

The Application Kit consists of:

1. EPA Form 5770-2, Fellowship Application
2. EPA Form 5770-3, Fellowship Facilities and Commitment Statement
3. EPA Form 5770-4, Fellowship Applicant Qualifications Inquiry (3 sets in duplicate)
4. EPA Form 5770-5, Agency Fellowship Certification
5. EPA Form 5700-8, Grant Application/Proposal Receipt
6. Excerpt from Federal Register (40 CFR Part 46)
7. Two self-addressed envelopes (postage to be added)
8. Three envelopes for applicant qualifications inquiry.
9. Address label.

All items on the application should be answered unless otherwise indicated in the instructions. If the answer is "no," "none," "not applicable," etc., state so. The Fellow's name should be typed in the appropriate block on each page.

If the space provided in the application is insufficient for any particular item, plain white bond paper may be used. Items continued on supplemental pages must be numbered to correspond to the appropriate item on the application form. Margins should be at least one-half inch on the sides and one inch at the top and bottom. Forms and diagrams should be drawn in heavy black lines. Do not staple. The applicant's name must be typed at the top of all supplemental pages.

Mailing. The completed application material including transcripts should be forwarded by first-class mail to:

U.S. Environmental Protection Agency
Grants Administration Division (PM-216)
Washington, D.C. 20460

A self-addressed mailing label is enclosed for use in mail the application; postage must be paid by applicant.

The EPA Form 5770-2, Fellowship Facilities and Commitment Statement, which is completed by officials at the sponsoring institution should arrive at the EPA not later than 10 calendar days after the application is submitted.

The EPA Form 5770-3, Grant Application/Proposal Receipt. Individuals desiring EPA notification that their application has been re-

ceived should not the postage requirement on the acknowledgment postcard. Insert type of fellowship (Agency/Special) on card in lieu of "Title of Proposed Project." Be sure to give your name and address on both the upper and lower half of the card.

Status of Materials Submitted. The Fellowship Application and related documents such as transcripts become the property of EPA and cannot be returned.

Item (s)

1. **Agency** fellowships are awarded to present or prospective employees of a regional, State or local environmental pollution control or regulatory agency to provide training for and upgrading of personnel in the areas of pollution abatement and control. Applicants for this type of fellowship must also complete the EPA Form 5770-5, Agency Fellowship Certification, enclosed with this application kit.
Special fellowships are awarded to individuals for education and training in pollution control science, engineering, and technology, and in specialty areas which are supportive of pollution abatement and control efforts.
Full-time is defined as a minimum of 12 semester or quarter hours for credit or an academic workload otherwise defined by the institution as a full-time curriculum.
Part-time is defined as being duly enrolled in an educational program with at least three (3) credit hours per academic term.
2. This date should indicate the date that applicant desires to begin his fellowship.
- 3 THRU 5 Self-explanatory.
6. **SINGLE**(Includes widowed, separated, or divorced) or married.
- 7 AND 8 Self-explanatory.
9. At the time of application a noncitizen must have been lawfully admitted to the United States for permanent residence. No proof of citizenship is required if you are a citizen or noncitizen national of the United States.
10. Indicate the address at which you may be reached at any time prior to the beginning date of the requested fellowship. Future changes should be reported promptly.
11. If the information given in Item 10 is not your permanent address, state the address and telephone number through which you can always be contacted. Any future changes should be reported promptly.
12. List most recent training first and continue in descending order. If you are currently working toward a degree, state the date you expect to obtain it.

Item(s)

All applicants need to submit transcripts for that portion of their undergraduate or graduate course work completed within the past 10 years. Registrar's offices should be requested to send official transcripts of grades to:

U.S. Environmental Protection Agency
Grants Administration Division (PM-216)
Grants Operations Branch
Washington, D.C. 20460

- 13 List most recent employment first and continue in descending order. Account for all time, including time unemployed, subsequent to completion of college. State under occupation the actual work performed, or your position title. If not presently employed, state so under "most recent."
- 14a Refers to the individual(s) under whom applicant will obtain training or who will be responsible for its direction. Telephone number must be given.
- 14b Refers to the institution(s) (whether academic or not) at which your training will be obtained. State the particular school, if any, from which you will receive your degree and/or with which you will be associated.
- 14c Complete only if different from Item 14b. This applies to an individual who will be training in an institution or location other than at that which his sponsor works.
- If there are any unusual circumstances involved in your training situation or if you are seeking a degree from an institution other than the one in which the training will take place, give a detailed description under Item 16.

Item(s)

- 15 It is most important that your references be carefully selected. Graduate school references are preferred over those from undergraduate schools. However, students enrolled in a graduate degree program may use undergraduate references. List scientists or faculty members (other than your sponsor), include, if applicable, your M.S. and Ph.D thesis advisors whose knowledge of you and your work permits them to give meaningful answers to the questions asked. Your sponsor should provide this type of information on the EPA Form 5770-3, Fellowship Facilities and Commitment Statement. Where possible, you should select a respondent who is not in the department where you are now studying but is knowledgeable as to your qualifications. Also, if applicable, have your immediate supervisor submit one of these forms.
- Reference reports should be requested only from individuals who will be able to submit them on your behalf in time to be utilized by EPA. Bear in mind any factor (e.g., illness or extended vacation, etc.) which might cause an inordinate delay in the response.
- 16 THIS ITEM WILL BE OF PARAMOUNT IMPORTANCE IN EVALUATING YOUR REQUEST FOR A FELLOWSHIP. YOUR ANSWER, THEREFORE, SHOULD BE WELL THOUGHT OUT AND EXPRESSED IN A CLEAR AND DETAILED BUT CONCISE MANNER. State your reasons for desiring academic training in environmental subjects. Include a statement of your career objectives, your plans for specialization within the environmental field and your expectation of the contribution which your fellowship training can make to your personal development and career advancement. Discuss your past experience and education and its relationship to your proposed study. Indicate any features of your past academic record or work experience which you feel may need explanation. Include information of any nature which you feel would be helpful in evaluating your application.

U.S. ENVIRONMENTAL PROTECTION AGENCY
 WASHINGTON, D.C. 20460
FELLOWSHIP APPLICANT QUALIFICATIONS INQUIRY
(Privileged Communication - Read reverse side)

Form Approved.
 OMB No. 2030-0020.
 Approval expires 12-31-92

INSTRUCTIONS

Applicant completes the first three items and forwards two copies to each of the persons listed in Item 15 of the EPA Form 5770-2, Fellowship Application. Please use as respondents those individuals, other than your sponsor who can make the most meaningful comments about your qualifications. Respondents should return this form to the applicant in the enclosed envelope. Applicant must return the unopened envelope with the application to EPA.

1. APPLICANT'S NAMES	2. TYPE OF FELLOWSHIP REQUESTED	3. SPONSORING INSTITUTION
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NOTE TO RESPONDENTS: The above named applicant has selected you as a reference relative to his request for an EPA fellowship. Your cooperation in completing and returning this inquiry to the applicant would be appreciated.

4. DESCRIBE ANY QUALIFICATIONS YOU CONSIDER OF SPECIAL SIGNIFICANCE IN JUDGING THE APPLICANT'S FITNESS FOR A CAREER IN POLLUTION CONTROL AND ABATEMENT. PLEASE INDICATE APPLICANT'S STRONG AND WEAK POINTS, LEADERSHIP POTENTIAL AND CREATIVITY, ACADEMIC STRENGTH AND APTITUDE, WORK EXPERIENCE IN NON-ACADEMIC ORGANIZATIONS, MOTIVATION FOR THE STUDY OF ENVIRONMENTAL SCIENCE, AND WILLINGNESS TO ATTACK COMPLEX SITUATIONS.

5. SUMMARY EVALUATION:

HOW DO YOU RATE THE APPLICANT IN OVERALL ABILITY AND PROMISE IN COMPARISON WITH OTHER INDIVIDUALS OF SIMILAR AGE, EXPERIENCE AND CAREER ORIENTATION?

- | | |
|--|---|
| <input type="checkbox"/> QUESTIONABLE WHETHER FELLOWSHIP SHOULD BE AWARDED
<input type="checkbox"/> PERFORMANCE SHOULD BE UP TO THE AVERAGE OF MOST GRADUATE STUDENTS
<input type="checkbox"/> EQUAL TO THE BEST OF INDIVIDUALS I KNOW | <input type="checkbox"/> QUALIFICATIONS MARGINAL, BUT DESERVES SUPPORT WITH LOW PRIORITY
<input type="checkbox"/> WILL PERFORM AT A SUPERIOR LEVEL
<input type="checkbox"/> NOT ABLE TO JUDGE |
|--|---|

6. ASSOCIATED WITH APPLICANT FOR PERIOD:

FROM _____ TO _____
 DATE DATE

7. ASSOCIATED WITH APPLICANT IN FOLLOWING CAPACITY

- TEACHER ADVISOR SUPERVISOR
 OTHER (Specify):

8. NAME AND TITLE OF RESPONDENT

9. ADDRESS

10. SIGNATURE

11. PHONE (Incl. Area Code)

12. DATE



EPA Project Control Number

United States Environmental Protection Agency
Washington, DC 20460

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.