



Information for
Polar Programs Postdoctoral Fellowships

June 2009

Office of Polar Programs
National Science Foundation

IMPORTANT

This booklet outlines the terms and conditions of your National Science Foundation Polar Programs Postdoctoral Research Fellowship and provides general information for use during your tenure. Read it carefully and refer to it whenever you have a question about your Fellowship.

You may contact the Program via e-mail at: oppfellow@nsf.gov or directly via the cognizant NSF Program Officer.

If electronic correspondence or fax is unavailable, unless otherwise noted, address all forms and correspondence to:

Polar Programs Postdoctoral Fellowships
Office of Polar Programs
National Science Foundation
Room 755
4201 Wilson Boulevard
Arlington, VA 22230

The telephone number for the Office of Polar Programs is (703) 292-8030 and the FAX number is (703) 292-9081.

As a recipient of NSF funds, you are responsible for fulfilling the academic and fiscal obligations of your award.

Failure on the part of a Fellow to observe all the terms and conditions of a Fellowship award constitutes sufficient grounds for its revocation by the Foundation.

1. INTRODUCTION

Your National Science Foundation Polar Programs Postdoctoral Research Fellowship has been awarded by the National Science Foundation in recognition of your proposed research and education activities, and with the hope that the experience you obtain during your Fellowship tenure will enhance your development as a scientist and educator and contribute to the scientific and educational effort of the United States. Upon acceptance of an award under this program, the Foundation will issue an award notice based on the information submitted in your Fellowship application.

2. FELLOWSHIP INSTITUTION

During the entire Fellowship tenure a Fellow must, by law, affiliate with an eligible **United States** Institution, as described in the Program Solicitation for the Postdoctoral Fellowships in Polar Regions Research (08-501), and is responsible for making all arrangements for such affiliation with the Fellowship Institution. A clear relationship should be established with the chosen institution before beginning tenure, thus assuring both the Fellow and the Foundation that it will be possible to carry out the program for which the Fellowship was awarded.

If it becomes necessary or desirable to seek affiliation with an institution other than the one proposed at the time of application, the Fellow must request **in writing** permission from the Foundation, stating the reasons for the proposed change and explaining the appropriateness of the new institution for the proposed plan for research and education. **(See Section 5 of this document for more details.)** This must be done **before** final arrangements with the new Institution are completed. A Fellow may not enter on tenure until the Foundation approves all changes, including the new sponsoring scientist.

Before a Fellow enters on tenure at an institution at which a full-time position or appointment is presently held, the Foundation must receive a letter from an appropriate official stating that the Fellow will be relieved of all prior institutional duties during the tenure of the Fellowship.

3. SPONSORING SCIENTIST

Each Postdoctoral Fellow will arrange for a staff member at the Fellowship Institution to serve as his or her sponsoring scientist. Usually this individual will be a professor or staff scientist with whom you will be working closely in your Fellowship program. It is hoped that this individual will assist in the planning and initiation of your program of study and research, and will advise you from time to time. The sponsoring scientist will be the institutional representative responsible for your activities during tenure.

Starting and Termination Certificates used in connection with the Fellowship should be signed by the sponsoring scientist, or if absent, by an appropriate official of the Institution.

Any questions relating to your status at the Fellowship Institution which the sponsoring scientist cannot answer should be referred for resolution to other appropriate officials within the Fellowship Institution, such as a department chair, dean, or a designated institutional representative.

4. ENTRANCE UPON TENURE

You must advise the Office of Polar Programs of the date you will begin Fellowship activities using the Postdoctoral Fellowship Acceptance Form. A Fellow who is unable to begin tenure on the specified date must request a new start date from the Office of Polar Programs as soon as possible.

Before a Fellow may enter upon tenure of a Postdoctoral Fellowship, the Foundation must have on record the date on which the Ph.D. was received. If the Ph.D. is not received prior to the starting date of tenure, a Fellow, before beginning Fellowship tenure, must submit evidence that all the requirements for the degree have been completed. A certification form for this purpose (and all other Fellowship forms referenced in the booklet) are available electronically on the NSF website at: http://www.nsf.gov/od/opp/post_doc/pd_resources.

Fellowship tenure starts on the date a Fellow begins Fellowship activities and terminates on the date Fellowship activities are completed at the Fellowship Institution, as indicated on the Starting and Termination Certificates, both of which must be signed by the sponsoring scientist or by an appropriate official of the institution. This is a requirement that the Foundation must ask Fellows to fulfill in order to comply with governmental accounting regulations. If a Fellow interrupts tenure or

affiliates with more than one Institution, Starting and Termination Certificates are required for each portion of tenure. Instructions for completion of the Starting and Termination Certificates are described later in this brochure. Stipend payments (with the exception described in section 6c below) will not be authorized until a Starting Certificate has been received by the Foundation (see Section 6.b.1).

5. PROGRAM CHANGES

Any major change in the program of research or education from that proposed at the time of application, and any change in tenure or in the institution(s) with which a Fellow is associated, must receive the **prior** approval of the Foundation. Although it is expected that each Fellow will carry out the program as approved at the time of application, **minor** changes may be made at the discretion of the Fellow and with concurrence by the sponsoring scientist. However, any **major** changes must be outlined and justified in full in writing so that a determination may be made by the Foundation as to whether the new program falls within the intent of the award.

The likely impact of both the sponsoring scientist and the Fellowship Institution on the professional development of the Fellow is an important factor in the proposal evaluation process; thus, the selection of these, especially for the first year of fellowship tenure, will normally be viewed as a commitment on the part of the applicant to fulfill the plan for research and education as outlined in the original proposal. However, changes in the Fellowship Institution may be approved by the Foundation following review of the potential impacts on the Fellow's research and education activities. Approval of the change will be contingent on the qualifications and suitability of the proposed Fellowship Institution to provide the resources, facilities, and mentoring needed to support the Fellow's research and education activities and professional development.

Requests to change the Fellowship Institution should be submitted in writing to the cognizant Program Officer at least three months prior to the requested start date at the new Fellowship Institution, and should provide a detailed justification that: (1) addresses how the change impacts the Fellow's research and educational activities; including facilities and resources required for the work; (2) identifies the proposed sponsoring scientist and other collaborating scientist(s) and educational mentor(s); (3) relates the Fellow's work to current research and educational efforts at the host institution; and (4) describes the suitability of the host institution.

6. STIPENDS

a. Amount

The stipend will be paid at a monthly rate which totals \$50,000 for each 12-month period of Fellowship tenure.

b. Payments

Stipend payments will be authorized after submission of a properly completed Fellowship Starting Certificate, NSF Form 349 (06/2009), and a completed FastStart Direct Deposit Form 1379 (6/01/09). Instructions for submission of these forms are provided below.

(1) *Fellowship Starting Certificate, NSF Form 349 (06/2009)*. The fellow must complete and submit to the cognizant Program Officer the Fellowship Starting Certificate, NSF Form 349. This form will serve as the authority to begin your stipend payments and will provide the Fellow's statement of tenure information. The form is countersigned by your sponsoring scientist, or other appropriate official at your Institution.

(2) *FastStart Direct Deposit Form, NSF Form 1379 (6/01/09)*. In order to receive payments from the Fellowship, the Fellow must complete the [Faststart Direct Deposit Form](#), NSF Form 1379. The form must be signed and submitted to the NSF Division of Financial Management (DFM) by: email (NSFForm1379@nsf.gov), fax (703) 292-9006; or mail to:

National Science Foundation
DFM Accounts Payable Section
4201 Wilson Blvd., Stafford II, Rm. 605
Arlington, Virginia 22230

The Fellow should insert the name of the cognizant Program Officer at the top of the form. The Fellow's home address should be provided, as well as the name of their bank located in the United States. The form **must be accompanied by a voided check** to ensure that the banking information is correct. The Fellow's signature is required as it certifies the accuracy of the information contained on the form and states that the individual has read the Privacy Act Statement.

No funds will be released to the fellow without submission of this information.

(3) The first stipend will be paid as soon as possible after the completed forms are received by the Foundation. Although every effort will be made to process the first payment immediately upon receipt of the Starting Certificate and Form 1379, it may not be received until five to seven weeks after the start of the Fellowship tenure. It will therefore be necessary for the Fellow to make full financial provision for this interim period. Fellows are encouraged to make arrangements for accounts prior to the start of their fellowship tenure, so that initial processing may proceed without delay. In addition, **Fellows are requested to use the same account for the entire period of their fellowship tenure, as any changes may involve significant delays in the processing of stipends.**

(4) Any changes or interruptions in stipend payment or any other miscellaneous actions should be requested and described on the Fellowship Action Form, NSF Form 383 (06/2009), also made available with the starting materials.

c. Initial Stipend Advance

Because Starting Certificates are not to be submitted until after tenure begins, Fellows may request payment of the first month's stipend in advance, in order to receive assistance during the processing period. A form to request this advance, Request for Stipend Advance, NSF Form 929, (06/2009), will be made available with the starting materials. In order to be processed, requests for advances must be preceded by submission of the FastStart Direct Deposit Form, NSF Form 1379, which is

described above. **If you receive an advance and do not subsequently begin tenure as planned, the amount of the advance must be returned to NSF immediately.**

d. Delayed or Lost Stipend Payment

If an anticipated stipend or other Fellowship payment is not received on time, the Fellow should notify the cognizant NSF Program Officer immediately. If the payment in question has posted for payment but was not received, inquiry should be made at the Fellow's bank to see if the payment can be traced. If it is still missing after a week, the Fellow should write the Foundation via email or at the address given on page one of this booklet requesting that the payment be stopped and that a replacement be processed. The Foundation will forward the appropriate fiscal information to the Treasury Department. In addition, an official of the bank should also write the Foundation stating that the bank did not receive the stipend payment. Such replacement payments usually require at least two months for processing. If the stipend is paid in the meantime, the Foundation should be notified immediately.

7. OTHER ALLOWANCES

a. Research Allowance

As soon as possible after the Foundation receives the Starting Certificate and the NSF Form 1367, each Fellow will be sent a Research Allowance of up to \$11,000 for each of the first two years of the Fellowship as a lump sum. This allowance also will be paid electronically. This sum is intended to aid in defraying allowable costs of general research and education expenses, special equipment, computing, subscription fees, recovery costs for databases, travel, such as short-term visits to other institutions or laboratories or attendance at scientific meetings, or publication costs during the Fellowship tenure. The research allowance may be augmented to defray costs related to Arctic or Antarctic fieldwork described in Section 8. The Allowance is expendable at the Fellow's discretion. Fellows, however, are responsible for maintaining an accounting of the expenses and should retain receipts along with their accounting records in case of an audit.

If a third year of Fellowship has been awarded, an additional annual research allowance of up to \$11,000 will be disbursed at the beginning of the third year directly to you, subject to the submission and approval by the cognizant program officer of annual project reports.

If a Fellowship is terminated early, the uncommitted portion of the research allowance must be returned to the National Science Foundation.

b. Institutional Allowance

On behalf of each Fellow, the Foundation will provide the Fellowship Institution with an allowance of \$5,000 for each year of the Fellowship, for partial reimbursement for expenses incurred in support of the research (such as space, supplies, equipment, secretarial assistance, etc.) and fringe benefits exclusive of health insurance. Fellowship Institutions must request their payments using a Host Institutional Request for Allowance, NSF Form 220 (06/2009). The payment to the Fellowship Institution will be awarded as a lump sum for the first two years of the Fellowship, and, if a third

year of Fellowship has been awarded, the \$5,000 Institutional Allowance must be requested at the beginning of the third year.

The Foundation is not responsible for any charges incurred by or in behalf of the Fellow by the Institution. If a Fellowship is terminated early the uncommitted portion of the Institutional Allowance must be returned to NSF.

c. Health Insurance Allowance

An annual health insurance allowance will be paid either directly to you or to the host Institution, as specified in your proposal. The allowance is in the amount requested for health insurance in your proposed budget, but shall not exceed \$3600 for Fellows with no dependents, \$6000 for a Fellow with one dependent, and \$9000 for a Fellow with two or more dependents. Health insurance is anticipated to include basic health insurance and dental insurance provided through either a group plan offered by the host organization or an individual plan secured by the Fellow. You should contact the Foundation in the event that the amount of your budgeted health insurance allowance needs to be adjusted during the Fellowship tenure.

8. FIELDWORK

a. Funding

Authorized Antarctic or Arctic fieldwork, included in a Fellowship award, will be supported in part by the U.S. Antarctic Program or the Arctic Research Support and Logistics program. Antarctic operational support will be provided directly by the logistics contractor, except for the costs of medical and dental screening, per diem and travel costs to and from Antarctica (other than airline tickets), and incidental field expenses. Arctic fieldwork that requires services of a logistics contractor will have operational support provided directly by the contractor, except for per diem and travel costs to and from the field and incidental field expenses. Fieldwork expenses not covered by a logistics contractor will be disbursed directly to the Fellow. These funds will be in addition to the standard research allowance as discussed in Section 7a, and are expendable at the Fellow's discretion.

b. Logistics Planning

If your fieldwork is part of your host scientist's program, you should work closely with your host scientist to ensure that the logistics plan for the program includes all your requirements. For stand-alone fieldwork programs in the Antarctic, you will need to put together a detailed logistics plan via the Operational Requirements Worksheets (ORW) described in the [Antarctic Research solicitation \(NSF 09-536\)](#). The final PDF should be emailed to the cognizant program officer at the email address on page 3. Contact OPP staff for questions on developing your logistics plans. Investigators new to fieldwork in the Antarctic are strongly encouraged to allow extra time for deployment preparations on the ice. For specific information on support in the field and other resources, please check the U.S. Antarctic web portal (<http://www.usap.gov>) and review the "Information for Proposers" page (<http://www.usap.gov/proposalInformation/>).

c. Field Assistants

Funds for hiring a field assistant will be disbursed directly to the Fellow, unless NSF can arrange for assistance in the field through a logistics support contractor. These disbursed funds may only be used to hire and pay the salary costs and, if needed, fringe benefits for an assistant in the field. The intent of the field assistance is to ensure the safety of the fieldwork. Experienced field assistants for Antarctic work may be available for hire through the U.S. Antarctic Program contractor's mountaineer corps.

d. Professional Conduct

NSF-funded researchers in the Arctic and the Antarctic are expected to conduct themselves in a highly professional manner and to comply with Arctic and Antarctic research policies and codes of conduct. Failure to meet this expectation is grounds for termination of the fellowship. Guidelines for U.S. Antarctic Program (USAP) participants can be found in [the USAP Participant Guide](http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541) (<http://www.usap.gov/travelAndDeployment/contentHandler.cfm?id=541>). Guidelines for researchers in the Arctic can be found in [the Principles for the Conduct of Research in the Arctic](http://www.nsf.gov/od/opp/arctic/conduct.jsp) (<http://www.nsf.gov/od/opp/arctic/conduct.jsp>).

9. DATA MANAGEMENT

Fellows must comply with the Office of Polar Program's [Guidelines and Award Conditions for Scientific Data](http://www.nsf.gov/publications/pub_summ.jsp?ods_key=opp991) (http://www.nsf.gov/publications/pub_summ.jsp?ods_key=opp991). OPP, in conformance with NSF policy, expects investigators to share with other researchers, at no more than incremental cost, and within a reasonable time, the data, derived data products, samples, physical collections, and other supported materials gathered or created in the course of a research project. Additional information on NSF's data sharing policy is described in Section 13.f. below.

10. ANNUAL & FINAL PROJECT REPORTS

a. Annual Project Reports

1. Submission Requirement. Fellows are required to submit an annual project report.
2. Content of Annual Project Reports. Fellows are required to submit annual reports electronically via the Project Reporting System in FastLane. The NSF FastLane system may be accessed at <https://www.fastlane.nsf.gov/fastlane.jsp>. The content requirements for annual project reports are specified in the FastLane system and may be supplemented in the award document.
3. Timing of Annual Project Reports. Unless otherwise specified in the award, annual project reports shall be submitted at least three months prior to the end of each 12-month award period. It should be noted that the final annual report serves as the project's final report and must be submitted in accordance with paragraph b below. Continued funding for the second and third years of the Fellowship will be contingent on the approval of annual project reports, and it is

the Fellow's responsibility to ensure that annual reports are submitted in a timely fashion so that stipend payments are not interrupted.

b. Final Project Report

1. Submission Requirement. Unless otherwise specified in the award, the Fellow shall submit a Final Project Report within 90 days following the expiration date of the award.

2. Content of Final Project Report. Unless otherwise specified in the award, the Fellow shall submit a final report electronically via the Project Reporting System in FastLane. The NSF Fastlane system may be accessed at: <https://www.fastlane.nsf.gov/fastlane.jsp>.

3. In addition, at the end of the Fellowship tenure period, Fellows must submit (by fax or email) to the cognizant NSF Program Officer the *[Fellowship Termination Certificate and Grant Fiscal Report](#)*, NSF Form 453 (06/2009).

4. The Foundation would be pleased to receive an account of the Fellow's progress at any time, especially if there are particularly significant developments during a given Fellowship year. Fellows may use the Interim Project Report capability in FastLane to submit such updates.

11. CHANGE OF ADDRESS

A change in postal and/or electronic mail address should be reported promptly to the Foundation via electronic mail or in writing at the address on the first page of this booklet. Fellows are also expected to maintain updated contact information in FastLane at <http://www.fastlane.nsf.gov>, both as the Principal Investigator and Authorized Organizational Representative (AOR) on the fellowship award. Award amendments will be mailed electronically to the AOR email address on file in FastLane.

12. FOREIGN TRAVEL

All travel to be reimbursed from Federal funds must be made via use of U.S. flag carriers if such service is available. Details are given below. **No exceptions can be made to these regulations.** Due to the complexity of the travel requirements, Fellows are encouraged to consult with their Institution's Sponsored Projects Office – or equivalent – regarding any travel issues.

a. Allowability of Travel Expenses

1. Expenses for transportation, lodging, subsistence and related items incurred by fellows (see Award & Administration Guide (AAG) Chapter V.B.4) who are in travel status on business related to an NSF-supported project are allowable as prescribed in the governing cost principles. The requirements for prior approval detailed in the governing cost principles are waived.

2. Except as provided in the governing cost principles, the difference between economy airfare and a higher-class airfare is unallowable. A train, bus or other surface carrier may be

used in lieu of, or as a supplement to, air travel at the lowest first-class rate by the transportation facility used. If such travel, however, could have been performed by air, the allowance will not normally exceed that for jet economy airfare.

b. Use of U.S.-Flag Air Carriers

1. In accordance with the Fly America Act (49 USC 40118), any air transportation to, from, between, or within a country other than the U.S. of persons or property, the expense of which will be assisted by NSF funding, must be performed by or under a code-sharing arrangement with a U.S.-flag air carrier if service provided by such a carrier is available (see Comptroller General Decision B-240956, dated September 25, 1991). Tickets (or documentation for electronic tickets) must identify the U.S. flag air carrier's designator code and flight number.

2. For the purposes of this requirement, U.S.-flag air carrier service is considered available even though:

(a) comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier;

(b) foreign-flag air carrier service is preferred by, or is more convenient for, NSF or traveler; or

(c) service by a foreign-flag air carrier can be paid for in excess foreign currency.

3. The following rules apply unless their application would result in the first or last leg of travel from or to the U.S. being performed by a foreign-flag air carrier:

(a) a U.S.-flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.

(b) if a U.S.-flag air carrier does not serve an origin or interchange point, a foreign-flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.

c. Use of Foreign-Flag Air Carriers

There are limited circumstances under which use of a foreign-flag air carrier is permissible. These circumstances are outlined below:

1. *Airline "Open Skies" Agreements:* A foreign flag air carrier may be used if the transportation is provided under an air transportation agreement between the United States and a foreign government, which the Department of Transportation has determined meets the requirements of the Fly America Act. For example, in 2008, the U.S. entered into an "Open Skies" Agreement with the European Union. This Agreement gives European Community airlines (airlines of Member States) the right to transport passengers and cargo on flights funded by the U.S. government, when the transportation is between a point in the United States and any

point in a Member State or between any two points outside the United States. In accordance with the Agreement, however, a U.S.-flag air carrier must be used if: (a) transportation is between points for which there is a city-pair contract fare in effect for air passenger transportation services; or (b) transportation is obtained or funded by the Secretary of Defense or the Secretary of a Military Department. The conditions for use of a Member State airline apply to non-Federal employees as well (e.g., fellows). So, even though fellows are ineligible for city-pair contract fares, they must still use a U.S.-flag air carrier if a city-pair contract fare exists. For information on other "open skies" agreements in which the United States has entered, please refer to GSA's website:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=24833&noc=T

2. *Involuntary Rerouting:* Travel on a foreign-flag carrier is permitted if a U.S.-flag air carrier involuntarily reroutes the traveler via a foreign-flag air carrier, notwithstanding the availability of alternative U.S.-flag air carrier service.

3. *Travel To and From the U.S.*

Use of a foreign-flag air carrier is permissible if the airport abroad is:

- (a) the traveler's origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag air carrier; or
- (b) an interchange point, and use of U.S.-flag air carrier service would increase the number of aircraft changes the traveler must make outside of the U.S. by two or more, would require the traveler to wait four hours or more to make connections at that point, or would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.

4. *Travel Between Points Outside the U.S.*

Use of a foreign-flag air carrier is permissible if:

- (a) travel by a foreign-flag air carrier would eliminate two or more aircraft changes en route;
- (b) travel by a U.S.-flag air carrier would require a connecting time of four hours or more at an overseas interchange point; or
- (c) the travel is not part of the trip to or from the U.S., and use of a U.S.-flag air carrier would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.

5. *Short Distance Travel.* For all short distance travel, regardless of origin and destination, use of a foreign-flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a foreign-flag air carrier is three hours or less and service by a U.S.-flag air carrier would double the travel time.

13. ADDITIONAL FELLOWSHIP PROVISIONS

a. Length of Tenure and Leaves of Absence

These Postdoctoral Fellowships are generally awarded for a 24-month or 36-month continuous period, subject to satisfactory progress on the research and educational programs proposed. The tenure of a Fellowship may be interrupted (e.g., for parental or sick leave) with prior approval of the Foundation. Interruptions may be approved with written justification for a period or periods of up to 12 months in total. **The total elapsed time of the Fellowship must not exceed 48 months.** In general, approval will not be given for support for portions of calendar-year intervals of durations less than three full-time months.

The Fellowship is subject to termination if the Fellow discontinues his/her research and educational activities for any reason without Foundation approval prior to the end of Fellowship tenure. If a Fellow does not conform to the administrative requirements of the Fellowship Institution, the Foundation reserves the right to withhold all stipend payments, pending a full explanation.

b. Extension of Tenure and Requests for No Cost Extensions

Requests for extensions of tenure will not be granted. If, however, additional time beyond the established expiration date of the award is required by the Fellow to assure adequate completion of the original scope of work within the funds already made available, a formal request must be submitted to NSF via FastLane at: www.fastlane.nsf.gov. The request must be submitted to NSF at least 45 days prior to the expiration date of the Fellowship. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. The plan must adhere to the previously approved objectives of the project, and as noted above, the total duration of the award may not exceed 48 months. Before requesting a No-Cost Extension, note that Fellows may not receive additional compensation while on active Fellowship tenure (see Section 11.j below).

c. Rights to Inventions or Writings

NSF claims no rights to any inventions or writings that may result from its fellowship awards. However, Fellows should be aware that NSF, other Federal agencies, or private parties may acquire such rights through other grant support. Fellows at foreign institutions should be aware that specific provisions regarding allocations of intellectual property rights apply to particular countries, and Fellows should be cognizant of any such provisions before commencing work.

d. Publications

Fellows are responsible for assuring that an acknowledgment of NSF support:

1. is made in any publication (including World Wide Web pages) of any material based on or developed from the fellowship-supported research, in the following terms:

"This material is based upon work supported by the National Science Foundation under Award No. (NSF award number)."

2. is orally acknowledged during all news media interviews, including popular media such as radio, television and news magazines.

Fellows are responsible for assuring that every publication of material (including World Wide Web pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:

"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

Fellows are responsible for assuring that the cognizant NSF Program Officer is provided access to, either electronically or in paper form, a copy of every publication of material based on or developed under this award, clearly labeled with the award number and other appropriate identifying information, promptly after publication.

e. Liability

NSF cannot assume any liability for accidents, illnesses or claims arising out of any work supported by the Fellow's award or for unauthorized use of patented or copyrighted materials. The Fellow is advised to take such steps as may be deemed necessary to insure or protect themselves and their property.

f. Sharing of Findings, Data and Other Research Products

Fellows are expected to agree to complete and open sharing of data and material in an expeditious manner. Fellows are responsible for compliance with the following NSF guidelines on sharing of findings, data, and other research products:

NSF expects significant findings from research and education activities it supports to be promptly submitted for publication, with authorship that accurately reflects the contributions of those involved. It expects fellows to share with other researchers, at no more than incremental cost and within a reasonable time, the data, samples, physical collections and other supporting materials created or gathered in the course of the work. It also encourages fellows to share software and inventions or otherwise act to make the innovations they embody widely useful and usable.

Adjustments and, where essential, exceptions may be allowed to safeguard the rights of individuals and subjects, the validity of results, or the integrity of collections or to accommodate legitimate interests of NSF-supported fellows.

g. Government Permits and Activities Abroad

1. For awards that include activities requiring permits from appropriate Federal, state, or local government authorities, the Fellow should obtain any required permits prior to undertaking the proposed activities.
2. The Fellow must comply with the laws and regulations of any foreign country in which research is to be conducted. Areas of potential concern include: (1) requirements for advance approval to conduct research or surveys; (2) special arrangements for the participation of foreign scientists and engineers; and (3) special visas for persons engaged in research or studies. NSF does not assume responsibility for the fellow's compliance with the laws and regulations of the country in which the work is to be conducted.
3. The Fellow also should assure that activities carried on outside the U.S. are coordinated as necessary with appropriate U.S. and foreign government authorities and that necessary licenses, permits or approvals are obtained prior to undertaking the proposed activities.

h. Income Taxes

No income tax will be withheld from any stipend. Provision therefore must be made by the Fellow for payment of any tax, domestic or foreign, when due. Final authority as to the taxability of awards rests with the Internal Revenue Service and the courts. Specific questions should be referred to the Internal Revenue Service.

Fellows are not in any sense employees of the National Science Foundation. Therefore, no funds will be deducted from the stipends; no Social Security taxes will be paid by the Foundation; no W-2 forms will be issued; and provision must be made by the Fellow for the filing of any necessary estimate of taxes due and for payment of all income taxes which may become due. A statement of funds received (including special allowance) will be issued by the Division of Financial Management of the Foundation upon written request of the Fellow.

The Foundation is unable to supply information concerning the income tax or other tax provisions of any foreign country. Inquiries should be directed to the authorities in the appropriate countries.

i. Supplementary Activities

During the tenure of the Fellowship the Fellows are expected to devote full time to the program of scientific research and educational activities outlined in their proposal, for which the award was granted. A Fellow may not engage in activities for compensation (except for brief military obligations) or receive another Fellowship or similar award while pursuing Fellowship activities without **prior** approval of the Foundation. Such approval may be granted only under exceptional circumstances.

j. Federal and/or Armed Forces Employees

If, during any part of a Fellowship tenure a Fellow will be a member of the Armed Forces or on leave from a position in the Federal Service, a statement must be filed from a cognizant official of the Government organization involved specifying (1) the funds, if any, that will be made available to the Fellow during tenure and the purpose for which they will be provided, and (2) the funds, if any, that will be made available to the Fellowship Institution on the Fellow's behalf. The Foundation and the Fellow's organization must reach a mutually satisfactory agreement regarding the Fellow's support during tenure before any funds can be provided under the Fellowship.

k. Vacations

NSF Fellowships do not provide a vacation period, as such, during the Fellowship tenure. Fellows are expected to maintain a full-time commitment to their fellowship activities throughout tenure and to respect vacation periods that would be customary for employees of similar status at the host institution.

l. Future Employment

The award and acceptance of a Postdoctoral Fellowship does not obligate a Fellow, the National Science Foundation, or the United States Government with regard to future employment or future service of any kind.

m. Military Status

Brief interruption of a Fellowship for duly authorized military service or training will be permitted with prior Foundation approval. Requests for such interruptions of tenure should be directed to the Foundation in writing as soon as plans are final. Interruptions of less than four days do not require approval.

In the case of a longer interruption resulting from active military service or from certain activities in lieu of service with the regular U.S. Armed Forces, provision can be made for reservations of a Fellowship (or the balance of it), and reinstatement of the unused portion at a later date. In such cases Fellows should notify the Foundation immediately in writing of their plans, and request further instructions.

n. Veterans' Benefits

As a result of the enactment of P.L. 91-219, effective March 26, 1970, educational benefits payments from the Veterans Administration may now be received concurrently with and supplementary to Fellowship payments from the National Science Foundation.

o. Special Considerations

A number of situations frequently encountered in the conduct of research require special information and supporting documentation before starting tenure. Among these are the following, some mandated by Federal law.

1. research which has an actual and/or potential impact on the environment;
2. research at a registered historic or cultural property;
3. research involving the use of in vitro generated recombinant DNA molecules;
4. research involving the use of human subjects, hazardous materials, vertebrate animals, or endangered species.

Fellows must provide information on the status of any special permissions, clearances or provision related to the above items before beginning tenure. Assessment of environmental impact will be required when appropriate. Specific guidance on the need for such additional documentation may be obtained from the Fellowship Institution's Research Administration Office or the NSF Award & Administration Guide.

14. TERMINATION OF FELLOWSHIP

A Fellowship Termination Certificate, NSF Form 453 (6/2009), will be included in the materials sent with the award notice. This certificate must be signed by an appropriate official at the Fellowship Institution, and should show the date the Fellow actually completed Fellowship activities; the Fellowship will be considered to have terminated as of that date. When a Fellow affiliates with more than one institution, a Termination Certificate is required from each institution. Submission of this certificate is necessary to comply with governmental accounting procedures. In the event the certificate is not submitted the Fellow may be requested to return to the Foundation all Fellowship funds which were received during Fellowship tenure.

15. ASSOCIATED FORMS AND DOCUMENTS

The following documents will be made available with the award notice, and are referred to in this document. These forms should be faxed or electronically mailed to NSF at the address given at the beginning of this document, at the appropriate time in the tenure of the Fellowship, as described above.

Certification of PhD Receipt

Fellowship Starting Certificate, NSF Form 349 (06/2009)

FASTSTART DIRECT DEPOSIT FORM, FORM 1379 (6/01/09)

Request for Stipend Advance, NSF Form 929 (06/2009)

Fellowship Payment Schedule, NSF Form 1367 (06/2009)

Host Institutional Request for Allowance, NSF Form 220 (06/2009).

Fellowship Action Form, NSF Form 383 (06/2009)

Fellowship Termination Certificate, NSF Form 453 (06/2009)
All forms referenced in this booklet are available electronically at
http://www.nsf.gov/od/opp/post_doc/pd_resources.