



Homeland
Security

**Summer Research Team Program
For
Minority Serving Institutions**

*Policies, Practices and Procedures
Handbook*

2011



Homeland Security

Science and Technology Directorate Office of University Programs

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

<u>1.</u>	<u>INTRODUCTION TO DEPARTMENT OF HOMELAND SECURITY OFFICE OF UNIVERSITY PROGRAMS</u>	<u>1</u>
<u>2.</u>	<u>PROGRAM OVERVIEW</u>	<u>1</u>
2.1	PROGRAM GOALS	1
2.2	PROGRAM ADMINISTRATION	1
2.3	ACADEMIC INSTITUTION ELIGIBILITY	2
2.4	TEAM MEMBER ELIGIBILITY REQUIREMENTS	2
2.5	SUMMER RESEARCH TEAM PROGRAM REQUIREMENTS	2
<u>3.</u>	<u>AWARD DESCRIPTION</u>	<u>3</u>
3.1	STIPEND	3
3.2	TRAVEL AND HOUSING EXPENSES	3
3.3	LIVING EXPENSES AND ARRANGEMENTS	4
3.4	TRAVEL ARRANGEMENTS	4
3.5	FOLLOW-ON FUNDING	4
3.6	RESEARCH EQUIPMENT AND SUPPLIES	5
3.7	TIME OFF	5
3.8	ACCIDENT INSURANCE	5
3.9	SPECIAL ASSISTANCE CONSIDERATIONS	5
3.10	PROGRAM FUNDING	5
<u>4.</u>	<u>CONDITIONS OF THE AWARD</u>	<u>5</u>
4.1	PROGRAM OBLIGATIONS	5
4.2	CHANGE OF CENTER RESEARCH COLLABORATOR OR RESEARCH PROGRAM	6
4.3	CHANGE OF STATUS/INFORMATION	6
4.4	HEALTH INSURANCE	6
4.5	DHS CENTER POLICIES	6
4.6	REVOCAION OF THE APPOINTMENT AND/OR REPAYMENT	6
4.7	RESIGNATION	6
4.8	TAX POLICIES	7
4.9	BACKGROUND SUITABILITY CHECK	7
<u>5.</u>	<u>FACULTY TEAM MEMBER EXPECTATIONS AND RESPONSIBILITIES</u>	<u>7</u>

5.1	FACULTY TEAM MEMBER OVERVIEW	7
5.2	PROGRAM ORIENTATION	7
5.3	DHS CENTER EXPECTATIONS FROM FACULTY TEAM MEMBER	8
5.4	PROPERTY RESPONSIBILITIES	8
6.	<u>STUDENT TEAM MEMBER RESPONSIBILITIES</u>	8
7.	<u>DHS CENTER RESPONSIBILITIES</u>	9
7.1	DHS CENTER ORIENTATION	9
7.2	WORKING WITH THE CENTER RESEARCH COLLABORATOR	9
7.3	PROJECT EXPENSES	9
8.	<u>DHS UNIVERSITY PROGRAMS</u>	10
9.	<u>PUBLICATIONS, COPYRIGHTS, PATENTS AND MEDIA RELEASE</u>	10
9.1	PUBLICATION ACKNOWLEDGEMENTS	10
9.2	GUIDELINES	10
9.3	DHS AND ORISE MEDIA RELEASES (OPTIONAL)	11
9.4	PLAGIARISM	11
10.	<u>COMMUNICATING WITH DHS AND ORISE, AND ADDITIONAL RESOURCES</u>	11
10.1	COMMUNICATION	11
10.2	ADDITIONAL RESOURCES	11

1. Introduction to Department of Homeland Security Office of 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 related to this program.

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. Program Overview

2.1 Program Goals

The 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 DHS Center.
- Provide a knowledge-sharing opportunity between the Minority Serving Institution and the DHS 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.

2.2 Program Administration

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.

2.3 Academic Institution Eligibility

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>.

Institutions that meet at least one of the following criteria are eligible:

- a) Accredited two- or four-year institution of higher education whose enrollment of a single minority or a combination of minorities exceeds 50 percent of the total enrollment (20 U.S.C. 1067k(3)); or
- b) Accredited two- or four-year Historically Black College or University under Title III Part B of the Higher Education Act of 1965, as amended (20 U.S.C. 1060 et seq.); or
- c) Accredited two- or four-year Hispanic Serving Institution under Title V of the Higher Education Act of 1965, as amended (20 U.S.C. 1101 et seq.); or High Hispanic Enrollment Institution as defined by the Department of Education: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst-list-hisp-tab.html>; or
- d) Tribal College or University 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; or
- e) Alaska Native-serving institution and eligible as such in accordance with 20 U.S.C. 1058(b) and 20 U.S.C. 1059d(b)(2); or
- f) Native Hawaiian-serving institution and eligible as such in accordance with 20 U.S.C. 1058(b) and 20 U.S.C. 1059d(b)(4).

2.4 Team Member Eligibility Requirements

This award was made to each team member based on the eligibility requirements stated on the program website. See Attachment A for the published eligibility guidelines for the 2011 competition. DHS reserves the right to make exceptions to these guidelines to meet the agency strategic objectives.

2.5 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.
- Each faculty team member meets with representatives of the DHS Center *at the DHS Center* for a one-day pre-appointment orientation meeting in April. During the meeting, the research project and logistical issues, including summer housing, are discussed. Expenses for travel to this meeting are reimbursed by DHS.
- Each faculty team member attends a half-day DHS virtual orientation meeting via phone and/or internet. The meeting is tentatively scheduled for late April. During the meeting, DHS and ORISE provide information regarding program requirements and administration as well as an overview of the DHS Science and Technology Directorate.
- Each team member completes a 10 week full-time research experience at one of the DHS Centers.
- At the end of the summer, each team is expected to co-author a research proposal with the DHS Center. The proposal identifies a potential collaborative research opportunity between the team's institution and the DHS Center.
- Each team conducts a research briefing at the DHS Center near the completion of the summer research experience. The team may also be invited to conduct a briefing at the DHS Science and Technology Directorate in Washington, D.C. Student participants may be invited to the annual

DHS career development conference to be held in October 2011. Each team member completes a final DHS feedback form.

- Each team member submits to DHS (through ORISE) an eight to ten page summary report of his or her research experience.
- 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.

3. Award Description

3.1 Stipend

3.1.1 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 biweekly cycle via electronic deposit.

3.1.2 Stipend payments will be based on full-time work, 40 hours per week, Monday through Friday. Time off will be in accordance with Section 3.7 and will be prorated if participation is less than 40 hours per week. Research cannot be accomplished from home and must be performed on-site.

3.1.3 The first payment will be processed upon verification by the Center Research Collaborator that team members have reported to their assigned DHS Center as scheduled.

3.1.4 The final stipend payment is contingent upon meeting all requirements of participation in the program as detailed in Section 2.5.

3.1.5 Awards, prizes, scholarships, Veterans Administration benefits and other payments may be accepted, provided they do not represent dual payment for the same activity. Faculty may not, however, receive funds for their time during the 10 week appointment period from any other federally funded research program.

3.2 Travel and Housing Expenses

3.2.1 A housing allowance of \$150 per week will be provided to faculty team members who live more than fifty miles, one-way, from their assigned DHS Center. The housing allowance will be provided only if the faculty team member is living away from his or her home address and is paying for housing while at the DHS Center. If the housing allowance is provided, the faculty team member will receive reimbursement for limited round-trip travel expenses, with a maximum combined housing and travel allowance of \$2,000.

3.2.2 A housing allowance of \$100 per week will be provided to student team members who live or are attending an institution more than fifty miles, one-way, from their assigned DHS Center. The housing allowance will be provided only if students are living away from their home address and/or institution and are paying for housing while at the DHS Center. If the housing allowance is provided, the student team member will receive reimbursement for limited round-trip travel expenses, with a maximum combined housing and travel allowance of \$1,500.

3.2.3 Travel by the faculty team 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. If a team member wishes to receive reimbursement for travel expenses, travel plans must be approved by DHS/ORISE before travel begins. Travel expenses that have not been approved before travel begins will not be reimbursed by DHS/ORISE.

3.2.4 Pre-approval by ORISE is required for any foreign travel planned while on an ORISE-administered appointment. Team members must notify ORISE of any foreign summer travel plans no later than 60 days before the planned departure date. Foreign Travel Guidelines are given in Attachment B.

3.3 Living Expenses and Arrangements

3.3.1 All living expenses, including local transportation, room, board and entertainment, are the responsibility of each faculty and student team member. Participants are responsible for securing their own living space and determining their means of local transportation prior to arriving at the designated institution. In addition, it is the responsibility of each team member to pay all bills associated with living expenses by the departure date from the DHS Center. Prior to committing to this award, applicants are encouraged to research housing options and cost of living factors for their potential placement locations.

3.4 Travel Arrangements

3.4.1 Travel arrangements between home or home institution and the DHS Center will be arranged by ORISE. Travel arrangements will be based on the most direct and expeditious mode of transportation. Each team member will submit an Appointment and Travel Information form with travel preferences and research appointment start and end dates. The team member will return the form to ORISE by the date indicated on the form.

3.4.2 If a team member chooses to travel by plane or train, ORISE will make the travel arrangements and purchase the plane or train tickets. The team member will have an opportunity to review the itinerary before the ticket is purchased. Once the team member has approved the itinerary, an e-ticket will be issued. Airfares will be prepaid by ORISE. Tickets will be nonrefundable. After tickets have been purchased, team members will be responsible for any non-emergency costs related to any changes made to their itineraries.

3.4.3 If a team member chooses to travel between the home institution and DHS Center by personal vehicle, he or she will be reimbursed at the current government reimbursement rate for personal vehicle use. After completion of each leg of the trip, the team member will complete a Travel Certificate Form to claim mileage reimbursement. Separate Travel Certificate Forms must be submitted for the inbound and outbound portions of the trip. Travel Certificate Forms must be returned to ORISE within seven business days of arrival at the destination. Travel Certificate Forms cannot be submitted before the travel has occurred.

3.4.4 Reimbursement will not be made for the cost of taxi fare or mileage to and from the airport or train station, luggage, shipping, car insurance, parking, meals, car rental, lodging or other expenses related to getting to the appointment site.

3.5 Follow-on Funding

3.5.1 DHS may provide funding of up to \$50,000 for follow-on collaborative research between the DHS Center and the Minority Serving Institution during the 2011-2012 academic year, or later if approved by DHS.

3.5.2 At the end of the summer, each team is expected to co-author a research proposal with the DHS Center to identify a potential collaborative research opportunity between the team's institution and the DHS Center. The proposal is to be completed by the end of the summer research experience. The research proposal will be reviewed by the DHS Center and DHS for potential follow-on research and possible eligibility for follow-on funding for up to one year.

3.6 Research Equipment and Supplies

The DHS Center will be responsible for providing the research equipment and supplies required for the team's project. DHS will reimburse the Center up to \$3,000 for supplies required for the team's project if the Center submits adequate documentation of expenses (including receipts) to ORISE. Team members are not expected to purchase materials needed to complete their research project.

3.7 Time Off

3.7.1 Since faculty and student team members are not employees, annual or sick leave is not accumulated. At the discretion of the Center Research Collaborator, a team member may be excused from participation for brief periods due to illness, emergencies, or other personal circumstances.

3.7.2 The team member is responsible for notifying the Center Research Collaborator 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 Center Research Collaborator must be notified in advance, when possible.

3.7.3 For holidays, both faculty and student team members must follow the same schedule as the DHS Center.

3.8 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 referred to in Section 4.4.

3.9 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.

3.10 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.

4. Conditions of the Award

4.1 Program Obligations

During the appointment, both faculty and student team members are a part of the professional community of the DHS 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.

4.2 Change of Center Research Collaborator or Research Program

Approval by the Center Research Collaborator and DHS/ORISE is necessary for a major change in an approved research project.

4.3 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 the home or e-mail address.

4.4 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 DHS 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.

4.5 DHS Center Policies

As a guest of the DHS Center, both faculty and student team members are expected to conform to all established policies, rules, regulations and procedures of the facility as they pertain to guest researchers. Faculty and student team members are expected to follow the policies of the hosting facility regarding intellectual property rights, dissemination of research information, facility access, professional conduct, and drug and alcohol use or possession.

4.6 Revocation of the Appointment and/or Repayment

4.6.1 If a team member fails to meet any of the terms of the program detailed in his or her letter of appointment, *ORISE Terms of Appointment* and this document, DHS reserves the right to revoke an appointment and may require repayment to the U.S. Treasury for funds expended by the government for the participation in this program.

4.6.2 If the student's performance is deemed unacceptable by the faculty member and/or the DHS Center, ORISE should be notified immediately. DHS will review the situation and determine if termination and repayment is required.

4.6.3 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.

4.7 Resignation

4.7.1 If a team member decides to resign from his or her participation before the official ending date, participant must inform ORISE, in writing, as soon as possible, stating the 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.

4.7.2 DHS reserves the right to require repayment to the U.S. Treasury for funds expended by the government for team member participation under the DHS Summer Research Team Program if he or she resigns before the official ending date.

4.8 Tax Policies

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

4.8.2 Participants in ORISE administered programs receive award payments (stipends) from ORAU. All stipend and housing allowances received by participants are considered taxable by the U.S. Federal government and should be reported by the participant annually. Stipend payments are not considered wages and should not be reported as such. ORAU is not responsible for withholding taxes or reporting award payments to the IRS. Therefore, participants should consider filing Form 1040-ES on a quarterly basis and pay estimated federal income taxes in order to avoid late payment penalties. In February 2012, ORAU will provide participants with a Statement of Payments Form detailing all taxable payments made to them by ORAU during 2011.

4.9 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.

5. Faculty Team Member Expectations and 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 should 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 Center Research Collaborator and DHS 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 DHS Center policies
- Assuring that each team member completes the program requirements as outlined in Section 2.5
- Performing research tasks with scientific integrity and professionalism.

5.2 Program Orientation

Faculty team members are required to attend a half-day DHS virtual orientation meeting via phone and/or internet. This meeting is tentatively scheduled for late April. During the meeting, DHS and ORISE will provide information regarding program requirements and administration as well as an overview of the DHS Science and Technology Directorate.

Faculty team members are also required to meet with representatives of the DHS Center *at the DHS Center* for a one-day pre-appointment orientation meeting in April. During the meeting, the research project and logistical issues, including summer housing, will be discussed. Expenses for travel to this meeting will be reimbursed by DHS.

5.3 DHS Center Expectations from Faculty Team Member

Faculty team members are expected to:

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

5.4 Property Responsibilities

If property or equipment is issued by the DHS 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.

6. Student Team Member Responsibilities

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, Center Research Collaborator and DHS 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 2.5
- Following the faculty team member's guidance on the research project, interactions with the DHS Center and Center Research Collaborator
- 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.

7. DHS Center Responsibilities

DHS Centers of Excellence (also referred to as the DHS 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.

7.1 DHS Center Orientation

The DHS Center and the Center Research Collaborator are committed to providing an interactive and stimulating research environment for the team members. The DHS 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, Center Research Collaborators and the DHS Center
- General conduct of operations and safety topics
- Obtaining student ID cards, library cards and usage, parking information, etc.
- Housing options for visiting faculty and students

7.2 Working with the Center Research Collaborator

Center Research Collaborators 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 DHS Center. Center Research Collaborators will communicate the expectations of the team for the summer research experience. The Center Research Collaborator 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 Center Research Collaborator is not available
- Guidance for the team's research proposal, research brief and final report, if needed
- An encouraging and stimulating intellectual atmosphere.

The Center Research Collaborator will assist with educating both faculty and student Research team members on the established DHS Center guidelines for the safety and health of individuals working in the facility, including building emergency procedures and research-specific safety procedures.

7.3 Project Expenses

The DHS Center will be responsible for funding research equipment needs or other expenses related to the team's summer research project. DHS will reimburse the Center up to \$3,000 for supplies required

for the team's project if the Center submits adequate documentation of expenses (including receipts) to ORISE. Team members are not expected to purchase materials needed to complete the assigned project.

8. DHS University Programs

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 DHS Center.

The DHS Program Representative is responsible for:

- Conducting faculty team member orientations
- Conducting 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
- Coordinating the review and final outcomes for the follow-on funding proposals
- Facilitating an enriching and positive research experience for each team member.

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 Center Research Collaborator at the start of the appointment. Faculty and student team members must follow the policies of the DHS Center regarding intellectual property rights and dissemination of research information.

9.3 DHS and ORISE Media Releases (optional)

9.3.1 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. Signature on these forms authorizes DHS and ORISE to use film, photographs or other materials only for the legitimate promotion of ORISE, the work of DHS or a DHS-designated representative.

9.3.2 DHS and ORISE reserve the right to use the name and academic institution of participants in media releases and other promotional materials without prior consent.

9.3.3 DHS and ORISE will not release other information to a third party without participant's consent.

9.4 Plagiarism

9.4.1 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.

9.4.2 Plagiarism is not acceptable, and DHS will not condone plagiarism. Any infraction is basis for revoking an award and be subjected to the termination of the award detailed in Section 4.6.

10. Communicating with DHS and ORISE, and Additional Resources

10.1 Communication

10.1.1 The primary means of communication between team members and ORISE will be via e-mail. Therefore, participants must notify ORISE promptly of changes to e-mail address.

10.1.2 For administrative questions about the DHS Summer Research Team Program, contact:
Patti Obenour
Patti.Obenour@orau.org
(865) 574-1447

10.1.3 For DHS-specific questions, email ORISE. ORISE staff will forward questions to the appropriate person within DHS.

10.1.4 For general information about DHS, visit www.dhs.gov and for ORISE, visit www.orise.orau.gov.

10.2 Additional Resources

10.1.1 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: www.dhs.gov/xres/.

10.1.2 Faculty and student team members may be eligible to participate in other DHS-sponsored programs. Visit www.orau.gov/dhseducationprograms for more information about DHS education programs.

Attachment A

APPLICANT ELIGIBILITY

Faculty team members are subject to the following criteria:

- United States citizenship by the application deadline
- Full-time position at an eligible institution as defined above; tenure-track position if the eligible institution has a tenure system
- Available to participate for 10 weeks full-time in the program; not receiving compensation for faculty time during the 10-week appointment period from any other federally-funded research program
- Coverage under a health insurance plan before arriving at the appointment site and maintenance of coverage during the appointment
- PhD or Master's degree (if teaching at an eligible community college) in a discipline, major or concentration directly related to a homeland security science, technology, engineering or mathematics (HS-STEM) research area of importance to DHS, namely:
 - Advanced Data Analysis and Visualization
 - Biological Threats and Countermeasures
 - Border Security
 - Chemical Threats and Countermeasures
 - Communications and Interoperability
 - Community, Commerce and Infrastructure Resilience
 - Emergency Preparedness and Response
 - Explosives Detection, Mitigation and Response
 - Food and Agriculture Security
 - Human Factors
 - Immigration Studies
 - Infrastructure Protection
 - Maritime and Port Security
 - Natural Disasters and Related Geophysical Studies
 - Risk, Economics and Decision Sciences
 - Social and Behavioral Sciences
 - Transportation Security
- Preference given to early career faculty (though all faculty will be considered), with early career defined as one of the following:
 - No more than seven years since receipt of a PhD degree as of the application deadline
 - No more than seven years since receipt of Master's degree if teaching at an eligible community college as of the application deadline
 - If more than seven years since receipt of graduate degree, then less than seven years of teaching experience at a postsecondary institution as of the application deadline

Student team members are subject to the following criteria:

- United States citizenship by the application deadline
- At least 18 years of age at the start of the internship period
- Cumulative GPA of 3.0 on a 4.0 scale as of the application deadline, with GPA verified by official transcripts. **GPA requirements will be strictly enforced. Faculty team members should ensure that all student team members meet the GPA requirement.**
- Available to participate full-time for the same period as the faculty team member
- Coverage under a health insurance plan before arriving at the appointment site and maintenance of coverage during the appointment
- Eligible academic standing defined as one of the following:
 - Undergraduate students who are enrolled full-time as a sophomore or junior as of the application deadline and plan to be enrolled full-time as of fall 2011 at an eligible 4-year minority serving institution
 - Undergraduate students who:
 - Are enrolled full-time at an eligible 2-year minority serving institution as of the application deadline
 - Will be enrolled full-time in fall 2011 as a junior at a 4-year U.S. accredited college or university and able to show proof of transfer with two years of credit before the summer assignment begins
 - Rising graduate students who:
 - Are enrolled full-time as a senior at an eligible minority serving institution as of the application deadline
 - Will be accepted into graduate school by May 2, 2011
 - Will be enrolled full-time in graduate school in fall 2011
 - Graduate students who are enrolled full-time as of the application deadline and plan to be enrolled full-time as of fall 2011 at an eligible minority serving institution
- Majoring in a discipline related to a homeland security science, technology, engineering or mathematics (HS-STEM) [Research Area](#) of importance to DHS

Faculty and student team members may not participate in more than two competition cycles.

Faculty and student team members may not participate at their home institution.

There is no limitation on the number of team applications from any single institution.

Attachment B

IMPORTANT NOTICE

Revised Foreign Travel Guidelines from the Oak Ridge Institute for Science and Education

November 3, 2010

The Oak Ridge Institute for Science and Education (ORISE) is a Department of Energy (DOE) institute that is authorized to operate science education programs for DOE and other federal agencies. As part of the operation of these programs, ORISE is responsible for obtaining DOE approval for participant foreign travel according to the directives contained in DOE Order 551.1C. The order states that:

"...all official foreign travel requests must be documented in the Foreign Travel Management System (FTMS) 30 calendar days before the proposed departure date..."

While this order (including the above directive) has been long standing, it was recently reissued in its entirety by Secretary of Energy Steven Chu with instructions that it be strictly enforced. DOE Oak Ridge Office (ORO), the organization that approves ORISE participants' foreign travel requests, is taking this directive seriously and expects ORISE to enforce it. Therefore, in order to comply, we are asking that foreign travel requests be submitted according to the **following strict deadlines**:

- Non-sensitive countries – **NO LATER THAN 35 calendar days** before the proposed travel date
- Sensitive countries* – **NO LATER THAN 50 calendar days** before the proposed travel date

This means that we must have correctly and completely filled out Request for Foreign Travel Form and all supporting documentation no later than 35 calendar days (or 50 calendar days for travel to a sensitive country) before the date of travel.

In general, travel requests that are submitted less than 35 days in advance for non-sensitive countries or 50 days for sensitive countries will **not** be processed. Some exceptions may be granted, however, but these will not be routine. A foreign travel request that needs to be considered for an exception must be accompanied at the time of submittal by a compelling justification for why the travel could not be requested earlier. Each justification will be subject to multiple approvals. Examples of compelling justifications include:

- Replacement of original traveler due to illness
- Short notice deployments for mission critical activities
- No-notice or late-notice exercises or experiments
- High visibility program requirements that are critical for meeting programmatic objectives

Some Additional Reminders Regarding Foreign Travel

- No traveler is authorized to embark on a trip until DOE approval is received.
- Every traveler is required to comply with the Fly America Act. This means that an airline ticket must be ticketed with the U.S. carrier's two-digit flight code in order to be compliant. (Example: Delta flight DL 1234 is compliant; Lufthansa flight LH 4567 is not).
- Once a trip is complete, DOE requires that the traveler submit an abstract of the major highlights, benefits, and results of the trip.

Applicability of DOE Order 551.1C

ORO interprets DOE Order 551.1C to apply to ORISE program participants when any part of their travel costs, stipends, honorarium or other travel cost reimbursement is covered by government funds under the ORISE contract. Therefore, for all official foreign travel, DOE approval is required and must be obtained in advance of the commencement of travel if the answer to any of the following questions is YES:

- Will any portion of the travel costs be charged to your ORISE program?
- While on foreign travel, will any portion of the salary, stipend, or honorarium be charged to your ORISE program?
- Will the traveler be representing DOE or conducting business for the U.S. Government?

References

DOE Order 551.1c: <http://www.directives.doe.gov/cgi-bin/explcgi?551.1c%3Cin%3E+id+OR+551.1c;maxdocs=1000;APP=onixdoe;collection=neword,newguide,newmanual,newpolicy,newnotice,old,oldordguide,oldordmanual,oldordpolicy,oldordnotice;UP=current.html;INTERFACE=1WINDOW>

ORISE Travel Site: <http://www.ornl.gov/travel>

Fly America Act: Title 14, Code of Federal Regulations and Federal Travel Regulations section **§301-10.135**.

*Countries may appear on the sensitive country list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. The Office of Defense Nuclear Nonproliferation maintains the list at <http://www.emcbc.doe.gov/ORP/Documents/Attachment%201%20-%20List%20of%20Sensitive%20Countries.pdf>