

Appendix A – Application Materials

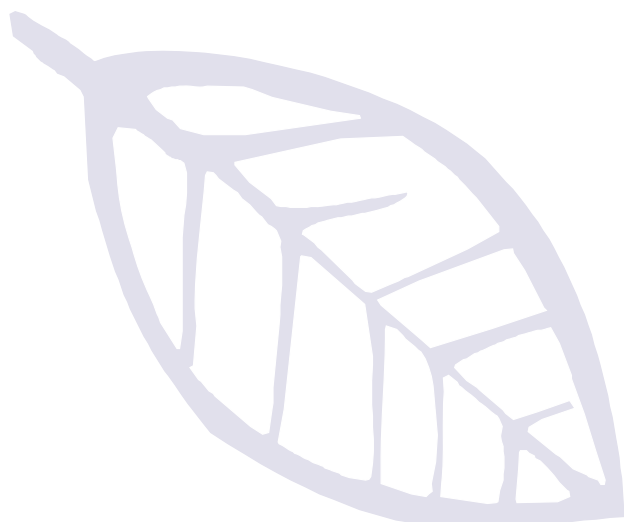
A complete set of application materials is included in this appendix. Electronic versions of the forms can be downloaded from EPA's Web site at www.epa.gov/education/students.html. The forms are available in an interactive portable document format (pdf) and can be completed online, then printed and mailed to EPA NNEMS Staff as described in the *How to Apply* section on page 5.

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Helpful Tips:

- Read the section, *How to Apply*, on page 5 for detailed instructions on applying for a NNEMS fellowship;
- Confirm that you meet all of the eligibility requirements described on pages 5 and 6;
- Include a transcript for each school attended;
- Indicate on the application whether the Reference Form(s) will be sent under separate cover;
- Type or complete online the application. If handwritten, write as neatly as possible;
- Review the application to check for typographical or grammatical errors;
- Mail the application so that it is postmarked on or before February 5, 2010.



An interactive PDF version of this form is available online at www.epa.gov/education/NNEMS/2010apply.html

Project Information

Project Number: 2010-_____

Project category: _____

- Environmental Policy, Regulation, and Law
- Environmental Management and Administration
- Environmental Science
- Public Relations and Communications

If you are applying for more than one NNEMS project, please indicate:

- _____ Total number of NNEMS projects for which you are applying
- _____ Order of preference for this project (1 = most preferred)

You must complete a separate application for each project for which you are applying.

Applicant Information

Name: _____

Please check the address to which you would like materials sent.

- Current Mailing Address

City _____ State _____ Zip _____

At Current Address Through _____ (month/year)

Current Phone: (_____) _____ - _____

Current E-mail: _____

- Permanent Mailing Address

City _____ State _____ Zip _____

At Permanent Address Through _____ (month/year)

Permanent Phone: (_____) _____ - _____

Permanent E-mail: _____

Current School/University: _____

Current Student Level:

- Undergraduate
 - Associate
 - Freshman
 - Sophomore
 - Junior
 - Senior
- Advanced
 - Graduate
 - Ph.D.

Current Major/Minor: _____

Expected Graduation Date: _____

Please list any additional universities attended:

School/University	Dates Attended	Transcript Enclosed
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Names of Individual(s) Providing Reference: _____

Eligibility

A NNEMS fellowship is available to any associate, undergraduate, or advanced student who is:

- A citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency
- Enrolled for academic credit at an accredited educational institution¹
- Pursuing an educational program directly related to pollution control or environmental protection for the duration of the fellowship

Please note: The following types of students are not eligible for a NNEMS fellowship:

- Federal employees, including those who are on "leave without pay" status
- Undergraduate and graduate students who will graduate before the NNEMS fellowship is completed. (Students who complete their undergraduate studies before the end of a fellowship may apply if currently accepted or enrolled to a graduate program.)

¹ The 2- or 4-year college, university, or distance-learning institution must be accredited by a regional or national accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (www.chea.org).

- High school students

Additional requirements for associate, undergraduate, and advanced students include the following:

Associate and Undergraduate Students

- 3.0 cumulative grade point average (GPA) based on a scale of 4.0 at the time that the application is due (a GPA of 2.999, for example, is not sufficient)
- Completion of at least four courses related to the field of environmental studies

Advanced Students

- Currently enrolled in a graduate or Ph.D. program or can provide proof of acceptance and enrollment to a graduate or Ph.D. program at the time of fellowship award. Students who are awaiting notification of acceptance must submit verification of acceptance and enrollment at the time of fellowship award.
- Completion of one semester of graduate or Ph.D. work, or at least four undergraduate courses related to the field of environmental studies



Proposal

You may attach one additional page as necessary.

Proposed Research Plan: Describe how you would conduct your research on this project.

Relevant Information: Describe your academic, professional, or relevant experience that you believe qualifies you to conduct this research. For example, identify academic courses or research that enhances your qualifications.

Academic Goals: State how you expect this project to support your academic and professional goals.



Application Package Checklist

	Yes	No		Original	2 Copies	Mailed Separately
Are you a citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency (a lawful permanent resident must provide his or her green card number on his or her application)?	<input type="checkbox"/>	<input type="checkbox"/>	Students must submit three complete application packages for each project (one original and two copies). Please note that only one official transcript is required, which may be opened and copied, even if a student is applying for multiple projects. Please verify that you have included:			
Are you enrolled at an accredited school?	<input type="checkbox"/>	<input type="checkbox"/>	A completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a federal employee? Federal employees, including those who are on "leave without pay" status, are not eligible for a NNEMS Fellowship.	<input type="checkbox"/>	<input type="checkbox"/>	A completed Standard Form 424 (SF 424)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a minimum 3.0 GPA?	<input type="checkbox"/>	<input type="checkbox"/>	A résumé	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			An official college transcript from each school attended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			A Reference Form from a professor or advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidential Information	<u>Yes</u>	<u>No</u>	A completed NNEMS Disclosure and Waiver Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your application package contain information that you consider to be confidential?	<input type="checkbox"/>	<input type="checkbox"/>	Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be sure to clearly mark confidential information						

Complete application packages must be submitted for each NNEMS project.
Applications must be postmarked on or before **February 5, 2010.**

Mail or courier completed application package to:
NNEMS Fellowship Program
Tetra Tech EM Inc.
1881 Campus Commons Drive, Suite 200, Reston, VA 20191

Project Information

Project Number: 2010-XXX

Project category: _____

- Environmental Policy, Regulation, and Law
- Environmental Management and Administration
- Environmental Science
- Public Relations and Communications

If you are applying for more than one NNEMS project, please indicate:

3 Total number of NNEMS projects for which you are applying

1 Order of preference for this project (1 = most preferred)

You must complete a separate application for each project for which you are applying.

Applicant Information

Name: John Doe

Please check the address to which you would like materials sent.

Current Mailing Address

123 Hill Street

Anytown VA 22205

City State Zip

At Current Address Through May 2009 (month/year)

Current Phone: (123) 456 - 7891

Current E-mail: johndoe@e-mail.com

Permanent Mailing Address

City State Zip

At Permanent Address Through _____ (month/year)

Permanent Phone: (_____) _____ - _____

Permanent E-mail: _____

Current School/University: _____

Current Student Level: State University

Undergraduate

Associate

Freshman

Sophomore

Junior

Senior

Advanced

Graduate

Ph.D.

Current Major/Minor: Environmental Policy

Expected Graduation Date: June 2011

Please list any additional universities attended:

School/University	Dates Attended	Transcript Enclosed
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

School/University	Dates Attended	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------	----------------	--

School/University	Dates Attended	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------	----------------	--

Names of Individual(s) Providing Reference: Dr. Jane Doe

Eligibility

A NNEMS fellowship is available to any associate, undergraduate, or advanced student who is:

- A citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency
- Enrolled for academic credit at an accredited educational institution¹
- Pursuing an educational program directly related to pollution control or environmental protection for the duration of the fellowship

Please note: The following types of students are not eligible for a NNEMS fellowship:

- Federal employees, including those who are on "leave without pay" status
- Undergraduate and graduate students who will graduate before the NNEMS fellowship is completed (Students who complete their undergraduate studies before the end of a fellowship may apply if currently accepted or enrolled to a graduate program.)

¹ The 2- or 4-year college, university, or distance-learning institution must be accredited by a regional or national accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (www.chea.org).

- High school students

Additional requirements for associate, undergraduate, and advanced students include the following:

Associate and Undergraduate Students

- 3.0 cumulative grade point average (GPA) based on a scale of 4.0 at the time that the application is due (a GPA of 2.999, for example, is not sufficient)
- Completion of at least four courses related to the field of environmental studies

Advanced Students

- Currently enrolled in a graduate or Ph.D. program or can provide proof of acceptance and enrollment to a graduate or Ph.D. program at the time of fellowship award. Students who are awaiting notification of acceptance must submit verification of acceptance and enrollment at the time of fellowship award.
- Completion of one semester of graduate or Ph.D. work, or at least four undergraduate courses related to the field of environmental studies

Proposal

You may attach one additional page as necessary.

Proposed Research Plan: Describe how you would conduct your research on this project.

Some well-placed phone calls can save a lot of time in the library, so my investigation would begin with a week or two of phone interviews with a range of people already familiar with (1) wetland protection issues, and (2) the impact of USAID, World Bank and IUCN policies on environmental media. I would include USAID and World Bank program officers, UNEP officers, UNEP officials, public interest organizations with international environmental programs, and academic specialists, as well as people within EPA.

(continued on attached sheet)

Relevant Information: Describe your academic, professional, or relevant experience that you believe qualifies you to conduct this research. For example, identify academic courses or research that enhances your qualifications.

Though I do not have a background in wetlands or water issues in general, I have been working for the past five years on international pesticide issues. I am already familiar with some of the mechanisms currently in place at the World Bank and USAID to regulate how their funds are used for pesticides. Last year, I wrote Problem Pesticides, Pesticide Programs and Analysis of the International Code of Conduct on the Distribution and Use of Pesticides approved in November 1986 by the FAO, as well as a guide on how to monitor for compliance with the code.

Academic Goals: State how you expect this project to support your academic and professional goals.

I would expect my end project to be a report summarizing the impacts these agencies are having on wetlands, along with a substantive analysis of the legal and political factors driving these impacts. The report would also include specific recommendations for policy changes. This project would allow me to gain hands-on experience in international policy as it relates to environmental issues, which dovetails with the Environmental Management program I am pursuing. This real world experience would reinforce the topics I have studied in school, allow me to explore wetlands issues in more depth, and give me crucial background experience to help me find a job in the environmental public policy field upon graduation.

Application Package Checklist

	Yes	No		Original	2 Copies	Mailed Separately
Are you a citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency (a lawful permanent resident must provide his or her green card number on his or her application)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students must submit three complete application packages for each project (one original and two copies). Please note that only one official transcript is required, which may be opened and copied, even if a student is applying for multiple projects. Please verify that you have included:			
Are you enrolled at an accredited school?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A completed Application Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you a federal employee? Federal employees, including those who are on "leave without pay" status, are not eligible for a NNEMS Fellowship.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A completed Standard Form 424 (SF 424)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			A résumé	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			An official college transcript from each school attended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you have a minimum 3.0 GPA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A Reference Form from a professor or advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confidential Information	Yes	No				
Does your application package contain information that you consider to be confidential?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A completed NNEMS Disclosure and Waiver Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Be sure to clearly mark confidential information

Complete application packages must be submitted for each NNEMS project.

Applications must be postmarked on or before **February 5, 2010.**

Mail or courier completed application package to:
 NNEMS Fellowship Program
 Tetra Tech EM Inc.
 1881 Campus Commons Drive, Suite 200, Reston, VA 20191

Standard Form 424 – Application for Federal Assistance

Following are instructions for completing the Standard Form 424 (SF-424) Application for Federal Assistance. An interactive pdf version of this form is available online at www.epa.gov/education/NNEMS/2010apply.html. Please note, fields on the SF-424 that are shaded should be left blank.

1. Enter "Preapplication."
2. Enter "New."
3. Leave blank.
4. Leave blank.
5. Federal Entity Identifier: Leave blank.
Federal Award Identifier: Leave blank.
6. Leave blank.
7. Leave blank.
8. Legal Name: Enter your legal name in this order: last name, first name, middle initial/name.
Employer/Taxpayer Identification Number (EIN/TIN): Enter "123456789."
Organizational DUNS: Leave blank.
Address: Enter the address (including street, city, state, and zip code) you are currently using to receive United States Postal Service mail.
Organizational Unit: Leave blank.
Name and contact information of person to be contacted on matters involving this application: Enter your name, telephone number, and e-mail address. Your middle name, suffix, and fax number are optional.
9. Enter "P. Individual."
10. Enter "Environmental Protection Agency."
11. Enter "66.952."
12. Enter "EPA-EED-10-01."
13. Leave blank.
14. Leave blank.
15. Enter the project title of the fellowship for which you are applying.
16. List your Congressional District under "Applicant." Under "Program/Project," list the Congressional District for the fellowship project location. To identify the appropriate Congressional District, go to **www.house.gov** and enter your nine digit zip code to identify your representative and district.
17. Enter the project start and end dates for the fellowship for which you are applying.
18. Leave blank.
19. Enter "c. Program is not covered by E.O. 12372."
20. Self-explanatory.
21. Enter your name, title, telephone number and e-mail address. "Student" or "Graduate Student" is an appropriate title. Print a hard-copy of the SF 424 and sign the pre-application.

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

P. Individual

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (specify):

*10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.952

CFDA Title:



*12. Funding Opportunity Number: EPA-EED-10-01

*Title:

NNEMS Fellowship Program

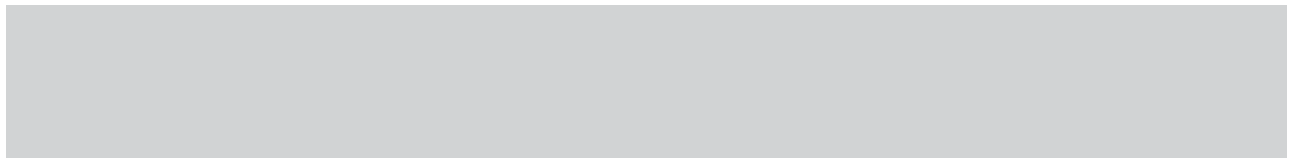
13. Competition Identification Number:



Title:



14. Areas Affected by Project (Cities, Counties, States, etc.):



*15. Descriptive Title of Applicant's Project:



Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date:

*b. End Date:

18. Estimated Funding (\$):

*a. Federal

*b. Applicant

*c. State

*d. Local

*e. Other

*f. Program Income

*g. TOTAL

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Title:

*Telephone Number:

Fax Number:

*Email:

*Signature of Authorized Representative:

Date Signed:

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission		*2. Type of Application		*If Revision, select appropriate letter(s):	
<input checked="" type="checkbox"/> Preapplication		<input checked="" type="checkbox"/> New			
<input type="checkbox"/> Application		<input type="checkbox"/> Continuation		* Other (Specify)	
<input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> Revision			

*3. Date Received:	4. Application Identifier:
[Redacted]	[Redacted]

5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
[Redacted]	[Redacted]

State Use Only:

6. Date Received by State:	7. State Application Identifier:
[Redacted]	[Redacted]

8. APPLICANT INFORMATION:

* a. Legal Name: Doe, John H.	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 123456789	*c. Organizational DUNS: [Redacted]

d. Address:

*Street1: 123 Hill Street	
Street 2:	
*City: Anytown	
County:	
*State: VA	
Province:	
Country: USA: United States	*Zip/ Postal Code: 22205

e. Organizational Unit:

Department Name:	Division Name:
[Redacted]	[Redacted]

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	First Name: John
Middle Name:	
*Last Name: Doe	
Suffix:	
Title: Student	

Organizational Affiliation:
[Redacted]

*Telephone Number: (123) 456-7891	Fax Number:
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*Email: johndoe@e-mail.com

Sample SF-424

OMB Number: 4040-0004
Expiration Date: 01/31/2012

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

P. Individual

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (specify):

*10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.952

CFDA Title:



*12. Funding Opportunity Number: EPA-EED-10-01

*Title:

NNEMS Fellowship Program

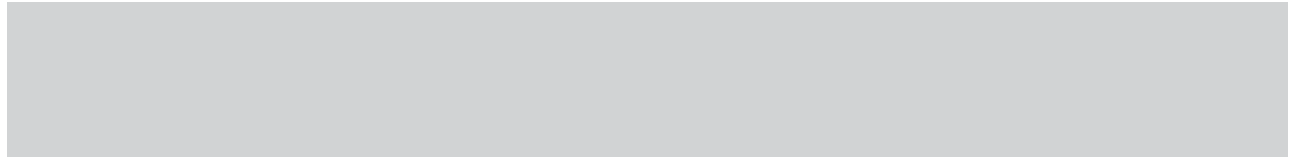
13. Competition Identification Number:



Title:



14. Areas Affected by Project (Cities, Counties, States, etc.):



*15. Descriptive Title of Applicant's Project:

Development of a Risk Management Training Program

Application for Federal Assistance SF-424

Version 02

*Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Instructions for the Reference

Thank you for providing a reference for a NNEMS fellowship applicant. Before you begin, please note that this reference is not intended to be confidential. Please submit the completed form to the applicant identified below, to be included in the application package. You may submit the reference under separate cover at the address provided below, but it must be postmarked on or before **February 5, 2010**:

NNEMS Fellowship Program
Tetra Tech EM Inc.
1881 Campus Commons Drive, Suite 200
Reston, VA 20191

To be Completed by Applicant

Project Number: 2010- _____ Current Phone: (____) ____ - _____
 Applicant's Name: _____ Current E-mail: _____
 Current Mailing Address: _____ School/University: _____
 _____ Current Major/Minor: _____
 _____ Expected Graduation Date: _____

 _____ City _____ State _____ Zip _____

To be Completed by the Reference

Name of Individual Providing Reference: _____ Current Phone: (____) ____ - _____
 Current Mailing Address: _____ Current E-mail: _____
 _____ Position or Title: _____
 _____ Department: _____
 _____ Institution: _____

 _____ City _____ State _____ Zip _____

 _____ Signature _____ Date _____

(Reference Form continued on next page)

Reference Form

Reference

The applicant named above is applying for a NNEMS fellowship. What are your personal impressions of the candidate's ability to perform the proposed fellowship? Include how the fellowship relates to and will further the student's academic goals. Please comment on the quality of his or her work, and promise of productive scholarship. Please explain in what capacity you have known the applicant and for what time period.

Rating:

Please rate this student in overall promise in comparison with other individuals with whom you have known at similar stages in their academic studies by checking the appropriate boxes.

	Outstanding	Excellent	Good	Fair	Poor	Not Applicable
Academic Performance						
Motivation for Proposed NNEMS Research Plan						
Research and Writing Ability						
Leadership Skills and Written Communication Skills						

NNEMS Disclosure and Waiver Statement

Please complete and submit with NNEMS application package. This form may be photocopied.

I understand that the National Network for Environmental Management Studies (NNEMS) Program fellows are not employees of the U.S. Environmental Protection Agency (EPA) or the U.S. government. Thus, if selected to be a NNEMS fellow, I will not receive typical federal employee benefits including, but not limited to, health insurance, life insurance, annual leave, and sick leave.

In addition, I understand that in the event of an accident causing injury to myself while either performing my assigned functions or traveling, the U.S. government is not liable for any injury or harm I may incur. Further, I understand that the U.S. government is not liable for any injury or harm I may cause another person or persons while performing my assigned functions or traveling for EPA. As such, I understand that I am responsible for any injury or harm I cause to myself or others as a result of my actions.

By signing this form, I acknowledge that I fully understand the provisions contained in this statement regarding my status as a NNEMS fellow and the consequences of my actions while working as a NNEMS fellow. As a result, I have considered the possibility of obtaining personal insurance during my NNEMS fellowship.

Name: _____ School: _____

Home Address: _____ Project # Applied For: 2010 - _____

_____ Project Category: _____

Home Phone Number: _____

Signature: _____ Date: _____