The purpose of the Student Scholarship Training Record (SSTR) is to document the scholar’s progress towards completing their research project during the summer internship. All scholars are required to complete a bi-weekly training record indicating the number of hours, tasks and/or activities they participated in during each week.

**INSTRUCTIONS FOR MENTORS:**

MENTORS are required to verify the SSTR by close of business beginning Thursday, May 30, 2019, and every other Thursday thereafter for the duration of the internship.

The mentor that the scholar has identified in the SSTR system will receive an e-mail (no login required) from StudentScholarshipPrograms@noaa.gov with a link to the online Mentor Verification Form to approve or disapprove the scholar’s hours and tasks/activities associated with their research project during the two week period indicated. The online Mentor Verification Form will contain the scholar’s name, NOAA e-mail address, the training period, number of hours reported, and weekly summary of tasks/activities. Co-mentors without a NOAA email address are unable to verify the scholar’s training records.

1. The mentor selects either APPROVE or DISAPPROVE. If the training record is DISAPPROVED, the mentor must enter comments and the Scholarship Team will contact the student to correct and re-submit the training record for the mentor’s approval. For both approved and disapproved training records, the mentor must click the “Training Record-Verified” button in order to submit the verification form. After the form has been submitted, the mentor will see a confirmation message.

To review the status of the approved/disapproved training record, the mentor may click on the link provided in the email.

**INSTRUCTIONS FOR SCHOLARS:**

Scholars starting the internship between May 19 and June 1, 2019:

Your first training record is due on Thursday, May 30, 2019, by 12:00 p.m. EDT. Record information for the training period May 20 thru May 31, 2019. Please project your activities and hours for Friday, May 31, 2019 (and project hours for every other Friday thereafter). The first stipend payment for this training period is June 7, 2019.

Scholars (quarter system) starting the internship the week of June 17, 2019:

Your first training record is due on Thursday, June 27, 2019, by 12:00 p.m. EDT. Record information for the training period June 16 thru 29, 2019 (do not enter activities/hours for previous training periods). Please project your activities and hours for Friday, June 28, 2019 (and every other Friday thereafter). Scholars on the quarter system and who start their internship on June 17th will receive their first stipend payment on July 5, 2019.
For all other approved start dates outside of the official start date of May 28, 2019, scholars will submit the training record for the training period that corresponds to their internship start date. Refer to schedule of training periods, submission dates, and stipend disbursements below.

The link to the SSTR system is listed below and also on the Ernest F. Hollings and EPP/MSI Undergraduate Scholarship Program websites. You must use your NOAA e-mail account to access the SSTR Online System. If you will not be at the internship site or will not have internet access (due to field activities, onboard NOAA vessel, etc.) when the training record is due, please submit the training record ahead of time. Scholars who submit the training record after the submission deadline may not receive their bi-weekly stipend payment on time. Please allow time for the mentor to verify the information that has been submitted. Without the mentor’s verification, the scholar may not receive their bi-weekly stipend payment on time. If the mentor will be out of the office/lab and unable to verify the training record, a secondary mentor (who must also have a NOAA email address) may be added to the SSTR system by the scholar.

Accessing the SSTR:
1. The website for the SSTR online system is: https://oedwebapps.iso.noaa.gov/sstr/. The scholar must first register. Click on CREATE LOGIN ACCOUNT, complete the information requested. The scholar may select SUBMIT or RESET. If RESET is selected, the information will be deleted and the scholar may begin again. If the scholar is satisfied with the information on the form, select SUBMIT. The scholar will be re-directed to a screen to VERIFY INFORMATION. If the scholar is not satisfied with the information, select BACK which will take you back to the SSTR Registration Form. If the information is correct, select VERIFIED. The scholar will receive an e-mail CONFIRMATION NOTICE containing the Registration Status. The System Administrator receives the CONFIRMATION NOTICE that a scholar has registered. The System Administrator will activate the new account and send the scholar an e-mail from StudentScholarshipPrograms@noaa.gov stating that the SSTR login account is now active.
2. Once the scholar receives the e-mail from the System Administrator, return to the SSTR link, go to SIGN IN. Scholars cannot access the SSTR Online System without a NOAA e-mail account. Enter your NOAA e-mail account, enter your newly created SSTR password, and select LOGIN. Scholars will be re-directed to the online TRAINING RECORD.
3. The current Training Period will be indicated on the form. The Training Period will change bi-weekly to reflect the dates of the current Training Period. Scholars will record activities and hours for the current training period only. Record your internship start date in the Summary boxes along with a description of your tasks and activities.
4. If the NOAA mentor will not be available to verify the SSTR, please indicate a secondary mentor (must have NOAA email address).
5. Entering hours and activities: Enter the number of hours (whole numbers) for Monday through Friday, for the appropriate week as indicated. Scholars will not be paid overtime. We encourage scholars and mentors to limit activities to 8 hours per day. If a scholar does participate in activities that are project related during the weekend, they should be allowed the same amount of time off during the week. The program understands that research cruises and field activities may often exceed 8 hours per day. Each week’s total number of hours should not exceed 40 hours.
6. **Monday, May 27, 2019, and Thursday, July 4, 2019, are observed as Federal holidays, however, please enter 8 hours for both dates.** Scholars are not required to work on their projects or report to the internship site on either of these days as Federal offices will be closed.

7. **Enter a description of the tasks and/or activities performed that relate to your project in the Week One and Week Two Summary boxes.** There is a character limit on each text box of 2,000 characters.

8. The scholar may select **SAVE, SUBMIT, or RESET if you’ve entered your information.** If RESET is selected this will clear the entire document of all information and the scholar may begin again. The scholar may select SAVE if they are unable to complete the Training Record at this time. The training record status will reflect NONE until SUBMIT is selected. **If the scholar is satisfied with the information included on the form, select SUBMIT, and the status will change to PENDING.** Scholars must select **SUBMIT** in order for the mentor to receive and verify the training record. The scholar will receive a confirmation e-mail from StudentScholarshipPrograms@noaa.gov thanking them for using the SSTR Online System. The scholar may contact the mentor to ensure they are aware the Training Record has been submitted for their verification.

9. The System Administrator and the scholar will receive an e-mail notification that the SSTR was submitted. **The NOAA mentor will receive an email with a Verification Link containing the scholar’s training record.**

10. **The scholar will receive a confirmation e-mail from StudentScholarshipPrograms@noaa.gov when the training record has been Verified (approved or disapproved) by the mentor.** If the training record is disapproved, the scholar should contact StudentScholarshipPrograms@noaa.gov immediately.

**TRAINING PERIODS:**

**Note:** The first bi-weekly stipend payment will not be disbursed until June 7, 2019, for scholars beginning on or before May 28, 2019.

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<thead>
<tr>
<th>Training Period Dates</th>
<th>Submit SSTR On:</th>
<th>Stipend Disbursed On:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 19-June 1, 2019</td>
<td>May 30, 2019</td>
<td>June 7, 2019</td>
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<tr>
<td>June 2-15, 2019</td>
<td>June 13, 2019</td>
<td>June 21, 2019</td>
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<tr>
<td>June 16-29, 2019</td>
<td>June 27, 2019</td>
<td>July 5, 2019</td>
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<tr>
<td>June 30-July 13, 2019</td>
<td>July 11, 2019</td>
<td>July 19, 2019</td>
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<tr>
<td>July 14-27, 2019</td>
<td>July 25, 2019</td>
<td>August 2, 2019</td>
</tr>
<tr>
<td>July 28-August 10, 2019</td>
<td>August 8, 2019</td>
<td>August 16, 2019</td>
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<tr>
<td>August 11-24, 2019</td>
<td>August 22, 2019</td>
<td>August 30, 2019</td>
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