



NOAA National Oceanic and Atmospheric Administration

Ernest F. Hollings Undergraduate Scholarship Program 2017 Online Application Instructions

Thank you for your interest in the National Oceanic and Atmospheric Administration (NOAA), Office of Education (OEd), Ernest F. Hollings Undergraduate Scholarship Program. The following instructions are provided to assist you with completing and submitting the Hollings Undergraduate Scholarship application.

Enclosed is an application checklist, application instructions, background information on the Hollings Undergraduate Scholarship Program, and program timeline.

If you have questions or require clarification please contact the NOAA Office of Education Scholarship Programs staff at: studentscholarshipprograms@noaa.gov, or (301) 628-2913.

APPLICATION CHECKLIST:

General Information *Complete Online*

Contact Information *Complete Online*

Education Information *Complete Online* (**Upload Official Transcript** for each university attended). Applicants selected for the Final Review process will be notified mid-March 2017.

Academic Awards, Honors, and Activities *Complete Online*

Essay: Statement of Proposed College Education Plan and Career Goals: Describe Your College Education Plan and Career Goals (describe how your career interests, talents, and initiatives are related to NOAA's mission and objectives) *Complete Online*

References (Complete Online) Professors or Academic Advisor or Department Chair must submit references via the online reference form by *11:59 p.m. (E.D.T.) **January 23, 2017** (to ensure they are received prior to the application deadline)*. Applicants must identify the reference's email in their online application. An email will be sent to the reference with a link to the online reference form.

**COMPLETED APPLICATION MUST BE SUBMITTED BY 11:59 p.m. (E.D.T.)
January 31, 2017**

Ernest F. Hollings Undergraduate Scholarship Program

2017 Applicant Instructions

Below please find instructions on how to complete the student scholarship application. You will also find examples of some sections of the application. Also note that Hollings applicants who are attending Minority Serving Institutions (MSIs)¹ are also eligible to apply for the EPP/MSI Undergraduate Scholarship Program (see the SUBMIT section).

All sections of the application must be complete prior to clicking <SUBMIT> including references. Once the application is submitted, the information is grayed out and cannot be modified. Applicants may check the status of the application at any time by clicking <MyAccount Status>.

The Hollings On-Line Application is designed to time out after 15 minutes of inactivity. We recommend completing the Reference section of the application first to give your academic faculty time to complete and submit the online recommendation forms. We also suggest that essays be created outside of the application in a Word document and copied into the ESSAY sections of the application.

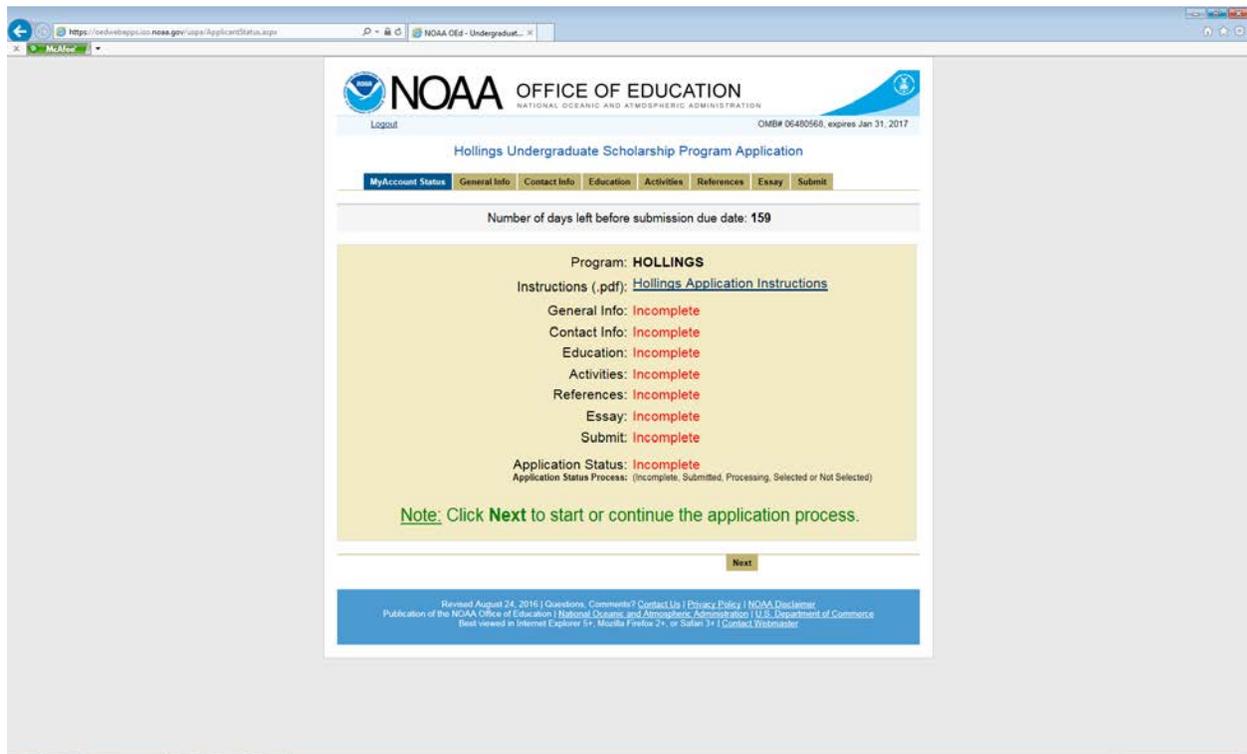
1. Each applicant is required to first login and create a User Account.
 - a. Go to <https://uspa.iso.noaa.gov>. Click on <Create Login Account>. The applicant will be redirected to a page to Setup Login Account.
 - b. The applicant is to enter their Name, E-mail account, and Password that will be used to enter the Application System. Confirmation e-mails will be sent to the applicant's e-mail account.
 - c. Enter a Security Question and the Answer. This will be used if the applicant forgets their password. If an applicant forgets their password click <Forgot Password> from the Sign In page. When prompted, enter the correct answer and your password will be sent in an e-mail to the account previously identified when setting up your Login Account.
 - d. Select the Undergraduate Scholarship Program that you would like to apply to.
 - e. Click <Create Login Account> or you may click <Back to main page> which will redirect you to the program background information where you may log out.

¹ Do you attend a Minority Serving Institution as defined by the U.S. Department of Education to include: Historically Black Colleges and Universities; Hispanic Serving Institutions*; Alaskan Native and Native Hawaiian institutions; and, Tribal Colleges and Universities?

* Applicants who attend Hispanic Serving Institutions must submit an official letter from their school verifying the institution is a U.S. Department of Education recognized Hispanic Serving Institution at the time of application. If an applicant transfers to another school during the scholarship period, verification of the institution's MSI status is also required.

The verification letter from the school must be uploaded to the application as an Adobe .pdf file, along with the transcript, as part of the scholarship application process.

- f. The applicant will be redirected to Verify the Login Information, if the information is not correct click <Back to Registration Form> to return to Setup Login Account. If the information is accurate click <Information Verified>.
 - g. The applicant will be redirected to the Login Account Confirmation Notice that indicates the applicant successfully setup their account.
 - h. The applicant should now click <Login page...>.
2. The applicant will be redirected to the login page at <https://uspa.iso.noaa.gov/>, enter the E-mail Account and Password previously created.
 3. The applicant will be redirected to the Eligibility Criteria. Answer each question accurately, click <Submit>. The applicant will be redirected to Verify Eligibility Information. If the responses are incorrect you may click <Back to Eligibility Form> to correct your responses. If the responses are correct click <Eligibility Information Verified>.
 4. The applicant will be redirected to the Application Status page. You will see the sections of the application are at the top page in the header: **GENERAL INFO, CONTACT INFO, EDUCATION, ACTIVITIES, REFERENCES, ESSAY, SUBMIT**. The number of days remaining until the application closes is displayed. The applicant may click <Next> or select the section along the top header and click.



5. As the applicant completes the application information in each section the applicant must <Save> the data before clicking <Next> or <Previous> at the lower right of each page or click on the next section heading. Either way of moving to the next section of the application, the applicant must first click <Save> or the information entered will not be saved.

GENERAL INFORMATION:

The screenshot shows a web browser window with the URL <https://oedwebapps.noaa.gov/apply/ApplicantGeneral.aspx>. The page title is "NOAA OFFICE OF EDUCATION" and "Hollings Undergraduate Scholarship Program Application". The NOAA logo is on the left, and the OMB# 06480568, expires Jan 31, 2017 is on the right. Below the title is a navigation bar with tabs: MyAccount Status, General Info (selected), Contact Info, Education, Activities, References, Essay, and Submit. The form fields are as follows:

- First Name: Sand, Middle Initial: , Last Name: Samuels
- Citizenship: (Only U.S. citizens are eligible for this program)
 Yes, I am a U.S. citizen.
- Academic Status Eligibility:
 Yes, I will be an undergraduate with junior class status in the Fall term 2017.
- Field of Study: [Select Field of Study]
- Degree: [] Graduation Date: [] (mm/yyyy)
- Cumulative GPA: [] (0.00) GPA in Field of Study: [] (0.00)
- Health Insurance: (required for summer internship appointments)
Company Name: [] Effective Date: [] (mm/dd/yyyy)

At the bottom of the form is a "Save General Information" button. Below the form is a "Required Information" section with "Previous" and "Next" buttons. At the very bottom, there is a footer with the text: "Revised August 24, 2016 | Questions, Comments? Contact Us | Ethics Policy | NOAA Disclaimer. Publication of the NOAA Office of Education | National Oceanic and Atmospheric Administration | U.S. Department of Commerce. Best viewed in Internet Explorer 9+, Mozilla Firefox 24+, or Safari 3+ | Contact Us/Feedback."

6. When entering Current Contact Information, enter current address, telephone number, and e-mail account. When entering Permanent Contact Information, enter your home address, telephone number, and e-mail account.

EDUCATION:

7. In the EDUCATION section list each university attended and upload an Adobe .pdf version of an **official** transcript for each university. The on-line system cannot read a Word document. The applicant must convert the Word document to an Adobe .pdf file before it is uploaded. Once the **official** transcript(s) is uploaded, a graphic of a book and red **X** will appear. Click the book to view the document that was uploaded or click the red **X** to delete the document. *Please note: Applicants who attend Hispanic Serving Institutions must submit an official letter from their school verifying the institution is a U.S. Department of Education recognized Hispanic Serving Institution at the time of application. The verification letter from the school must be uploaded to the application as an Adobe .pdf file, along with the transcript, as part of the scholarship application process.*

ACTIVITIES:

8. Include lab and research experiences, tutoring, entrepreneurship, and leadership activities.

REFERENCES:

9. In the REFERENCES section enter the name, title, and e-mail account of each reference then click <Save References Information>. Click <Request Recommendation> beside each reference to send the Reference Form to your college professor or academic advisor to complete. The applicant may check the application

Status to see the Name of the Reference, and the Date and Time it was received. If a professor or academic advisor has not completed a Reference on your behalf, you may replace that professor by entering another professor's name, title, and e-mail account. Click <Save References Information> and then <Request Recommendation>. **Applicants are not allowed to use NOAA employees, family members, staff members of your academic institutions, or other students/friends as referees.** This will render your application ineligible for further review. *NOAA Education will accept references from Department Chairs, Academic Advisors, or any Professor, Visiting Professor or Lecturer who has taught you at the undergraduate level. You may use a reference from another undergraduate institution provided all the above criteria are met. Graduate Students, Teacher's Assistants, or University staff (Director of Sports, Foundations, Scholarships, etc.), are not considered eligible references. If you have questions regarding the reference eligibility, please contact studentscholarshipprograms@noaa.gov.* **NOAA Education will also accept references from NOAA employees ONLY if the employee is also a faculty member at your college/university. The NOAA employee MUST use a school e-mail account when submitting the reference form. Click the "Request Recommendation" button to send an email to the associated reference with instructions and a link to the Reference Form.** All Reference Forms must be submitted by **January 23, 2017**, to ensure they are received prior to the application deadline. **Completed** applications are due **January 31, 2017, 11:59 p.m. (Eastern Time).**

NOAA OFFICE OF EDUCATION
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
Logout OMB# 06480566, expires Jan 31, 2017

Hollings Undergraduate Scholarship Program Application

MyAccount Status General Info Contact Info Education Activities **References** Essay Submit

List two references Applicants are not allowed to use NOAA employees, family members, staff members of your academic institutions, or other students/friends as referees. This will render your application ineligible for further review.
NOAA Education will accept references from Department Chairs, Academic Advisors, or any Professor, Visiting Professor or Lecturer who have taught you at the undergraduate level. You may use a reference from another undergraduate institution provided all the above criteria are met Graduate Students, Teacher's Assistants, or University staff (Director of Sports, Foundations, Scholarships, etc.) are not considered eligible references. If you have questions regarding the reference eligibility, please contact studentscholarshipprograms@noaa.gov
NOAA Education will also accept references from NOAA employees ONLY if the employee is also a faculty member at your college/university. The NOAA employee MUST use a school e-mail account when submitting the reference form. Click the "Request Recommendation" button to send an email to the associated reference with instructions and a link to the Reference Form. All Reference Forms must be submitted by Jan. 23, 2017, to ensure they are received prior to the application deadline.

Name: Title: Email:

Note: Check the Status Page as the References section will remain Incomplete until both references are received by NOAA.

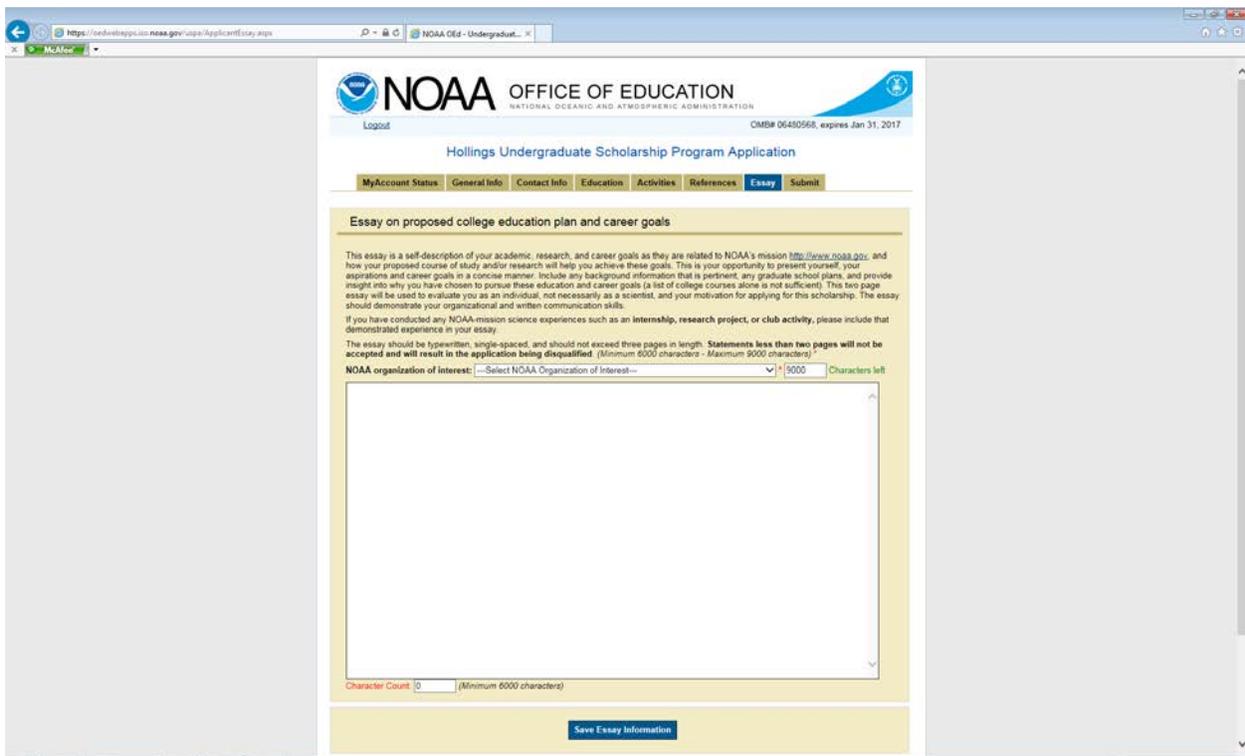
Below are the names of references who have submitted a Reference Form on your behalf.
No submitted recommendation.

* Required Information

Revised August 24, 2016 | Questions, Comments? Contact Us | Privacy Policy | NOAA Disclaimer
Publication of the NOAA Office of Education | National Oceanic and Atmospheric Administration | U.S. Department of Commerce
Best viewed in Internet Explorer 9+, Mozilla Firefox 24+, or Safari 3+ | Contact Webmaster

ESSAY:

10. The ESSAY section consists of one essay that describes your College Education Plan and Career Goals as they relate to NOAA. If you have conducted any NOAA-mission science experiences such as an internship, research project, or club activity, please include that demonstrated experience in your essay. Develop the Essay as a Word document and copy and paste the essay in the appropriate ESSAY section. The essay must contain a minimum of 6,000 characters but not more than 9,000 characters including spaces. There is a character counter that indicates the number of characters remaining at the top right (green) of the essay and another character counter in the bottom left (red) that indicates the number of characters used. The essay accounts for 30% of the application evaluation. The applicant's organizational and written communication skills will be evaluated along with its relevance to NOAA's mission.



The screenshot shows a web browser window displaying the NOAA Office of Education application page. The page title is "Hollings Undergraduate Scholarship Program Application". The user is logged in as "NOAA OEd - Undergraduat...". The page has a navigation menu with tabs for "MyAccount Status", "General Info", "Contact Info", "Education", "Activities", "References", "Essay", and "Submit". The "Essay" tab is selected.

The main content area is titled "Essay on proposed college education plan and career goals". It contains the following text:

This essay is a self-description of your academic, research, and career goals as they are related to NOAA's mission <http://www.noaa.gov>, and how your proposed course of study and/or research will help you achieve these goals. This is your opportunity to present yourself, your aspirations and career goals in a concise manner. Include any background information that is pertinent, any graduate school plans, and provide insight into why you have chosen to pursue these education and career goals (a list of college courses alone is not sufficient). This two page essay will be used to evaluate you as an individual, not necessarily as a scientist, and your motivation for applying for this scholarship. The essay should demonstrate your organizational and written communication skills.

If you have conducted any NOAA-mission science experiences such as an internship, research project, or club activity, please include that demonstrated experience in your essay.

The essay should be typewritten, single-spaced, and should not exceed three pages in length. Statements less than two pages will not be accepted and will result in the application being disqualified. (Minimum 6000 characters - Maximum 9000 characters)

NOAA organization of interest: 9000 Characters left

Character Count: 0 (Minimum 6000 characters)

At the bottom of the form is a "Save Essay Information" button.

11. Once the applicant has completed the application information sections, the essay, the unofficial transcript(s) has been uploaded, and both references have been received, they must go to the SUBMIT section. The applicant is required to read the Certification of Accuracy of Information Provided Clause. Applicants are required to check the box indicating that they read the clause. Click <Submit>. NOAA strongly recommends you **DO NOT WAIT UNTIL JANUARY 31st to complete and submit the application.**

NOAA OFFICE OF EDUCATION
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Logout OMB# 06480568, expires Jan 31, 2017

Hollings Undergraduate Scholarship Program Application

MyAccount Status General Info Contact Info Education Activities References Essay Submit

CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

I am aware that this program is supported by funding from the United States Government and, therefore, is subject to Federal law regarding false statements and fraud, particularly the criminal provisions of 18 U.S. Code Section 1001. I certify, under penalty of law, that the submitted student application contains no false or fraudulent representations, statements, or entries. An individual receiving a scholarship under this program shall be required to repay the full amount of the scholarship to the National Oceanic and Atmospheric Administration if it is determined that the individual, in obtaining or using the scholarship, engaged in fraudulent conduct or failed to comply with any term or condition of the scholarship.

The information requested on the application materials will be used in connection with the selection of qualified applicants and may be disclosed to qualified reviewers and staff assistants as part of the review process; to the institution the applicant is attending or is planning to attend or is employed by for the purpose of facilitating review or award decisions, or administering the awards; to government contractors, experts, volunteers and researchers and educators as necessary to complete assigned work; to other government agencies needing data regarding applicants or as part of the review process, or in order to coordinate programs; and to another Federal agency, court or party in a court or Federal administrative proceeding if the government is a party. Information from this system may be merged with other computer files to carry out statistical studies, the results of which do not identify individuals. Disclosure may be made of awardees' names, home institutions, and fields of study for public information purposes. Submission of the information is voluntary; however, failure to provide full and complete information may reduce the possibility of receiving an award.

Under certain circumstances (such as an internship at a Government-funded facility), the U.S. Government conducts background investigations to establish that individuals are eligible for a required security clearance. The background investigations for national security positions are conducted to develop information to show whether you are reliable, trustworthy, of good conduct and character, and loyal to the United States. In addition to filling out a form (such as the Standard Form 86 which may be viewed at: <http://www.gpm.gov/form86.html>), inquiries also may be made about a person's adherence to security requirements, honesty and integrity, vulnerability to exploitation or coercion, falsification, misrepresentation, and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal.

NOTE: Application will be copied and used solely for the purpose of selecting scholarship recipients and administering the Undergraduate Scholarship Program. Disclosure of the information is subject to Public Law 93-579 (Privacy Act of 1974) and NOAA regulations.

Yes, I have read the above information and certify the accuracy of the information in my application.*

Date certified (mm/dd/yyyy)*

Please Note: Once you submit your application, you will no longer be able to make any changes.

Submit Application

* Required Information

Previous

- Applicants selected for the Final Review process** will be contacted mid-March 2017 to submit via email an **Official transcript** of their entire undergraduate career including coursework and grades/credit earned for the fall 2016 academic term, and courses in progress for the spring/winter (quarter system applicants) 2017 academic term.

PROGRAM CONTACT INFORMATION:

NOAA Office of Education
Ernest F. Hollings Undergraduate Scholarship Program
1315 East-West Highway
Room 10734
Silver Spring, MD 20910
Email: StudentScholarshipPrograms@noaa.gov
Office: (301) 628-2913

Ernest F. Hollings Undergraduate Scholarship Program

BACKGROUND INFORMATION

Purpose of the Hollings Scholarship program

The Ernest F. Hollings Undergraduate Scholarship program was established through the Consolidated Appropriations Act, 2005 (PL 108-447) to honor retiring Senator Ernest F. Hollings (Democrat, South Carolina). The purposes of the program include to: (1) increase undergraduate training in oceanic and atmospheric science, research, technology, and education and foster multidisciplinary training opportunities; (2) increase public understanding and support for stewardship of the ocean and atmosphere and improve environmental literacy; (3) recruit and prepare students for public service careers with the National Oceanic and Atmospheric Administration and other natural resource and science agencies at the federal, state and local levels of government; and (4) recruit and prepare students for careers as teachers and educators in oceanic and atmospheric science and to improve scientific and environmental education in the United States.

Hollings Scholarship Award

The Hollings Scholarship program provides selected undergraduate applicants with awards that include academic assistance (up to a maximum of \$9,500) per academic year for full-time study; housing assistance for scholars who do not reside at home during the summer internship; a 10-week, full-time internship position (\$700/week) during the summer at a NOAA or partner facility. The internship during the summer of 2018 provides “hands-on” multidisciplinary educational training experience involving scholars in NOAA-related science, research, technological, policy, management, and education activities. Awards also include reimbursement for round-trip travel to the internship site, and travel expenses for attendance and participation at a mandatory Hollings Scholarship program orientation May 29-June 2, 2017, and mandatory science and education symposium at the completion of the internship.

Hollings Scholarship Eligibility

To be eligible to receive a Hollings Scholarship, at the time of application students must be:

- A U.S. citizen.
- Enrolled full-time in an accredited college or university within the United States or U.S. territories
- Will be a junior-level, full-time student in the Fall of 2017 in an accredited college or university within the United States or U.S. territories.
- Have a cumulative 3.0 grade point average on a 4.0 scale (or equivalent on other identified scale) in all completed undergraduate courses and in the major field of study.
- Have declared a major in a discipline including, but not limited to, oceanic, environmental, biological, and atmospheric sciences, mathematics, engineering, remote sensing technology, physical and social sciences including geography, physics, hydrology, geomatics, or teacher education that support NOAA's programs and missions.

Related discipline areas of study may include: biological, social, and physical sciences; mathematics; engineering; computer and information sciences; and teacher education.

Hollings Scholarship Major Requirements

Awards are limited to the areas of discipline identified, but not limited to the majors listed under those areas of discipline. In their application, the program asked that the applicant select a field of study title that most closely describes their field of study and identify their exact academic program title or select "other". The program recognizes that the titles of academic programs vary greatly among colleges and universities, and that a wide variety of general undergraduate academic programs can be applicable to NOAA's mission. Application reviewers will look specifically at the academic plan and career interest essay to assess how their particular course of study relates to NOAA mission-critical sciences and how well their training has prepared them for a NOAA-related career. Please refer to the NOAA website (<http://www.noaa.gov/>) for additional information.

How will my application be evaluated?

Evaluation will be based on the following merit criteria:

1. Relevant course work (30%).
2. Education plan and statement of career interest essay (30%).
3. Recommendations and/or endorsements (reference forms) from professors (20%).
4. Additional relevant experience related to extracurricular activities; honors and awards; non-academic and volunteer; entrepreneurship; and writing skills (20%).

Hollings Scholarship Selection Process

An initial administrative review of applications will be conducted to determine compliance with requirements and completeness of applications. Only complete applications in compliance with the requirements will be considered for review. All complete and eligible applications will be included in a merit review by a panel of experts in the areas of study related to the Hollings Scholarship. The panel members will rate applications based on the evaluation criteria. A numerical score will be assigned to each application based on the average of the panelist's ratings. The Selecting Official, the Director of Education, will award in rank order unless the application is justified to be selected out of rank order based on one or more of the selection factors.

The Orientation Program

The Office of Education will host a mandatory orientation program the last week of May to welcome the newly selected Student Scholarship recipients from the Ernest F. Hollings and Educational Partnership Program (EPP) Undergraduate Scholarship Programs. The audience will consist of approximately 150 scholarship recipients and NOAA Line Office/Staff Office representatives. The student scholars will meet with NOAA leadership and staff, learn about the programmatic and research objectives of NOAA offices, program support activities, and career options in STEM fields that support NOAA's mission.

In addition to the comprehensive orientation, students will participate in tours of NOAA laboratories and operational facilities in the metropolitan area and attend NOAA career fairs and participate in professional development training.

Hollings Summer Internship Requirements

Hollings scholars are required to visit the selected summer internship site during their winter or spring break, and complete a 10-week paid internship during the summer of 2018. The purpose of this internship is to provide "hands-on" multidisciplinary educational training experience in NOAA-related scientific, research, technological, policy, management, and education activities. Opportunities to complete the internship are available throughout the United States and U.S. territories. NOAA offices, programs, and laboratories offer a wide variety of options for the internship experience. Hollings Scholars receive information about the various options and assistance to identify or develop an appropriate internship opportunity to help fulfill their academic and career objectives during Fall 2017. If that opportunity requires the scholar to relocate for the summer, they will be eligible to receive travel and housing subsidies under the terms of their scholarship award.

Science and Education Symposium

The program requires that every scholar attend the final presentations week and give an oral or poster presentation of their summer research project at NOAA Headquarters in Silver Spring, Maryland, during the 10th week of their summer internship.

Hollings Application Selection Process

Submit completed application online no later than January 31, 2017, by 11:59 p.m. (Eastern Time). Two references from professors must be completed online by the professors and received by NOAA January 23, 2017. **Official transcripts** from each college and university attended must be uploaded in the application prior to clicking SUBMIT. An official transcript is needed only if your application is selected for the Final Review process. Applicants selected for the Final Review process will be notified mid-March 2017 via e-mail to submit an official Fall 2016 transcript with grades.

Hollings Scholarship Award Notification

Selected applicants can expect to receive e-mail confirmation of their awards on April 3, 2017.

Ernest F. Hollings Scholarship Program Timeline

Sep. 1 – Jan. 31, 2017:	Application Period
March 2017:	Internal application review process and recipient selections finalized.
April 3, 2017:	Scholarship recipients notified
May 29, 2017:	Scholarship recipients travel to mandatory one-week NOAA Orientation Program in Silver Spring, MD
June 2, 2017:	Scholarship recipients depart Silver Spring, MD
September 2017:	Academic stipend payments begin
October 2017:	Scholarship recipients begin selection process of summer internship site
Dec. 2017- Mar. 2018:	Scholarship recipients travel to visit site of proposed internship to finalize selection
May 28, 2018:	Summer internship begins, bi-weekly stipends begin
Mid-June 2018:	Mid-term assessment
July 29 – Aug. 2, 2018:	Scholarship recipients travel to mandatory Presentation Program in Silver Spring
September 2018:	Academic stipend payments begin
May – June 2019:	Completion of scholarship program