

AIR FORCE NATIONAL RESEARCH COUNCIL RESIDENT RESEARCH  
ASSOCIATESHIPS PROGRAMS

Website for the forms used to collect information from the public for application for the  
Air Force National Research Council Resident Research Associateships Programs:

<http://www.national-academies.org/rap>



DR. SCOTT SMITH  
Research Associate

Research Associateship Programs

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## Welcome to the Research Associateship Programs Postdoctoral and Senior Awards Homepage

### Important News

**\* 2007 FEBRUARY REVIEW \***  
**Electronic Application opens December 1, 2006**  
**Submission deadline is February 1, 2007 (5:00 p.m. EST)**  
 Transcripts (if applicable) and Reference Reports are due by February 15.

#### \* NEW FUNDING OPPORTUNITY \*

*The Joint Science and Technology Office (JSTO) of the Defense Threat Reduction Agency and the National Research Council announce a special focus area for research related to the Department of Defense (DoD) Chemical and Biological Defense Program. JSTO will provide funds directly to sponsoring DoD Laboratories/Centers to support selected NRC Postdoctoral Research Associates as Chemical and Biological Defense (CBD) Postdoctoral Fellows.*

#### NEW PROGRAM ANNOUNCEMENT

The National Institute for Occupational Safety and Health (NIOSH) announces a new Master's Level Program (MLP) for individuals with a Master's Degree in public health and related disciplines. MLP Fellowships are awarded for one year and renewable for one additional year. MLP Internships are awarded for twelve weeks, with an extension possible. The MLP Application and Support Document forms can be found at [APPLICATION INFORMATION](#). Individual NIOSH research and career development opportunities can be found at [NIOSH/MLP](#).

#### About the Research Associateship Programs:

The Resident Research Associateship Programs provide postdoctoral and senior scientists and engineers with opportunities to conduct research on projects, largely of their own choice, which are compatible with the research interests of the sponsoring laboratories, thereby contributing to the overall research efforts of the federal government.

#### Are you eligible? The Research Associateship awards are:

- for doctoral level scientists and engineers (U.S. and Foreign Nationals) who can apply their special knowledge and research talents to research areas that are of interest to them and to the host laboratories and centers.
- for Postdoctoral Associates (within 5 years of the doctorate) and for Senior Associates (normally 5 years or more beyond the doctorate).
- for the purpose of conducting research at one of our host laboratories chosen by the applicant.

**How to Apply:**

This section contains information to guide you through our application process. The Search Engine will allow you to identify research opportunities and Adviser(s) of interest in labs across the country.

**Associate Forms and Information:**

This section contains links to the forms Associates use during their tenure. There is a link to our web-based Discussion Forum where NRC Associates can communicate with each other and our Newsletters where we highlight research being done by NRC Associates.

**Sponsors Forms and Information:**

This section contains links to relevant documents used by Advisers and Participating Agencies. For example, the Adviser Nomination Form and the Base Stipend Increase form.

Guidelines and information for prospective Sponsors are also provided in this section.

If you would like to know more about the goals of RAP please see our [Mission Statement](#). See our [FAQ](#) for answers to Frequently Asked Questions.

## Contact Us

We hope you find this site convenient and useful. We encourage comments and suggestions on ways to improve access to information about the Research Associateship Programs. You may contact us by e-mail at [RAP@nas.edu](mailto:RAP@nas.edu), click on [RAP FEEDBACK](#) or call 202-334-2760.

[Express Delivery](#) is **HIGHLY RECOMMENDED**

Research Associateship Programs  
National Research Council  
500 Fifth Street, NW (Keck 568)  
Washington, DC 20001

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# Fellowships Office

POLICY AND GLOBAL AFFAIRS

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## How To Apply

### 2007 FEBRUARY REVIEW

Electronic Application opens **December 1, 2006**  
 Submission **deadline is February 1, 2007** (5:00 p.m. EST)  
 Transcripts (if applicable) & Reference Reports are due by February 15.

## Quick Links

- [Review Criteria](#), [Search Opportunities](#), [Participating Agencies](#),  
[Application Information and Support Document Forms](#),  
[Application Instructions](#), [Application Example](#), [Support Document Information](#), [Online Application](#)

\*\*\*\*\*

## Application Process Overview

- Search Opportunities, to identify Laboratories and Advisors that match your research interests and abilities.
- You **MUST** contact the Adviser(s) to ensure interest and funding availability.
- Complete the application starting with the registration page. After completing the initial registration page, your information will be retained and you may return to complete additional parts of the application at any time up until the close date for the current review. [Online Application](#)
- Submit hard-copies of Support Documents (current student issued transcripts if applicable and reference reports), directly to the Associateship Programs Office at the address below. Applicants are responsible for the submission of these documents and we highly recommend Express Delivery.

### Important:

Full directions for applying and instructions for searching research opportunities can be accessed here.  
 Information about the application review process can be accessed here.

### Highly Recommended - Express Delivery:

Research Associateship Programs  
 National Research Council  
 500 Fifth Street, NW (Keck 568)  
 Washington, DC 20001  
 (202) 334-2760

## Outreach

## NRC Associateship Programs - February Review 2007

### Main

**Application Submission Deadline is Feb 1 2007 5:00PM Eastern Time.**

**Welcome, Patricia Toppings**

**When you have completed ALL of the screens with the required information, you must click on SUBMIT (located on the left navigation bar) to be included in the review.**

The NRC Associateship Programs WebRAP system consists of two sections: Profile and Application.

The Profile section provides core information from the applicant that will be submitted with each completed application. To begin your application, click on the **Eligibility** link in the navigation bar on the left. You may access the remaining pages under Profile by clicking on the corresponding page name.

In the Application section, applicants complete one or more applications for selected research opportunities. An application consists of several forms on which applicants provide information specific to each Agency and their research opportunity, upload a research proposal, and identify referees.

**Applicants can return to the system as often as they like. It is not necessary to complete the Profile and all Application forms in one step. Also, Applicants can return after submission to check the status of supporting documents.**

*Applicants are responsible for submitting hard-copies of transcripts, reference reports, and other third party materials directly to the NRC. See the Supporting Docs link on the left navigation bar for instructions on submitting these documents.*

Information is provided in the sections below on the status of Support Documents as they arrive in the office. Please refer to this page often for the status of supporting documents.

Supporting Documents are due on the following dates:

February Review - Feb 15th

May Review - May 15th

August Review - August 15th

November Review - November 15th

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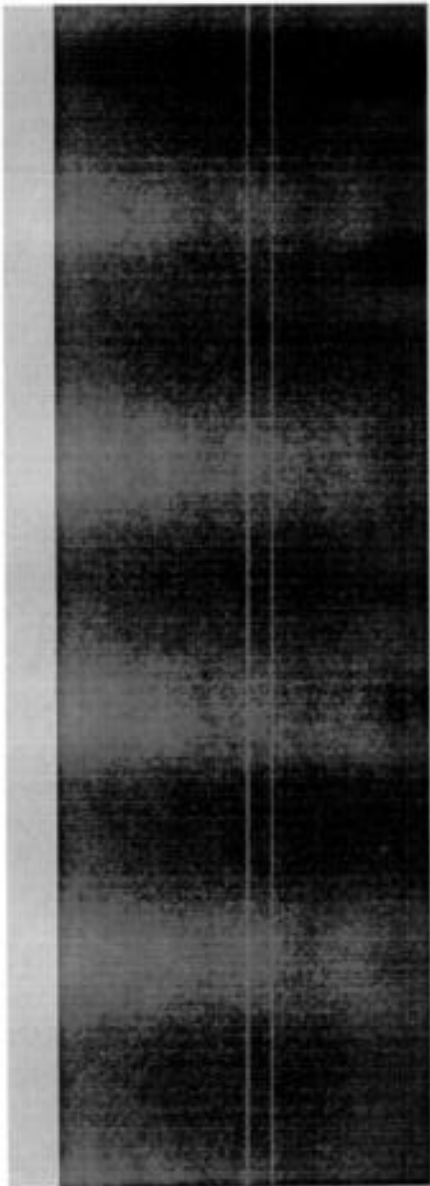
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### List of Applications

No applications have been entered.

### Transcripts

If you applied in the preceding review, your transcripts may be used again if the information on the transcript is up-to-date.

Receipt of new documents won't be listed until the application is 'submitted'.

No education records have been entered.

### Reference Reports

If you applied in the preceding review, your references may be used again.

Receipt of new documents won't be listed until the application is 'submitted'.

References not selected for the application (s)

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When you have completed ALL of the screens with the required information, you must click on **SUBMIT** (located on the left navigation bar) to be included in the review.

Please answer all of the questions listed below to determine your eligibility for the NRC Associateship program. Click on the **Save** button when you are finished. To undo your changes since the last save, click the **Reset** button. You cannot continue with the application process until you click **Save**.

**Note:** Failure to answer Yes to any of the eligibility questions might prevent your application from being processed by the NRC. For more information about a particular eligibility question, click the corresponding **More Details** link.

NRC encourages applications from all qualified scientists and engineers including women, minorities, veterans, and disabled persons.

### Eligibility Questions

1. Do you currently hold a doctoral degree or are you enrolled in a graduate program leading to a doctoral degree that will be completed prior to receiving an NRC Associateship award?

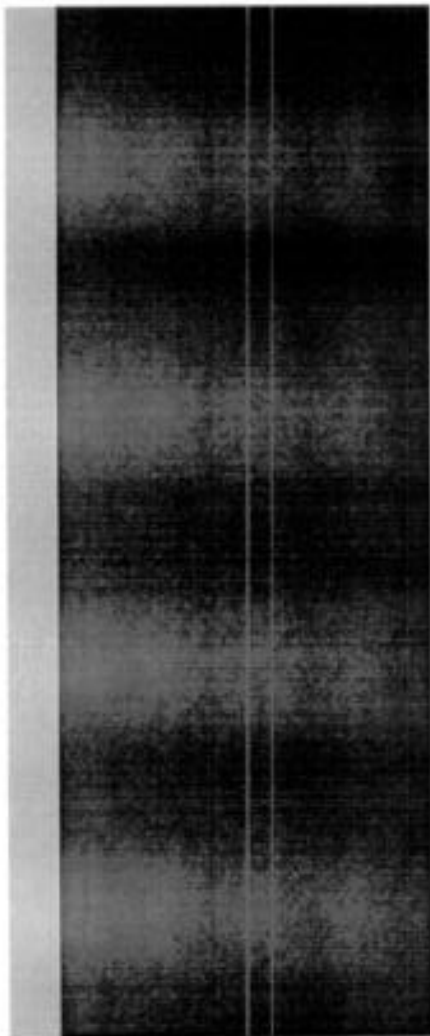
Yes  Not Applicable [More Details](#)

2. If you are not a citizen or permanent resident of the United States, have you verified your eligibility for the laboratory(s) to which you are applying?

Yes  Not Applicable [More Details](#)

3. If you are a Senior applicant, have you verified your eligibility for the laboratory(s) to which you are applying?

Yes  Not Applicable [More Details](#)



4. If you have had any prior affiliation with the Laboratory to which you are applying, have you verified your eligibility for NRC Associateship at this laboratory?

Yes  Not Applicable [More Details](#)

5. If you have previously applied for an NRC Associateship, have you verified your eligibility to apply at this time?

Yes  Not Applicable [More Details](#)

6. If you are a former NRC Associate have you verified your eligibility to apply for another award?

Yes  Not Applicable [More Details](#)

7. Have you searched the Associateship Programs Web site and contacted an Adviser to discuss your research?

Yes  Not Applicable [More Details](#)

**Save**

**Reset**

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When you have completed ALL of the screens with the required information, you must click on **SUBMIT** (located on the left navigation bar) to be included in the review.

Please provide your current and permanent mailing addresses in the sections below.

- avoid using post office boxes for mail addresses
- use an address that is acceptable for express delivery

If your permanent address is the same as your current address, clicking the **Copy your current address as your permanent address** link will fill in the Permanent Address fields with the same information as the Current Mailing Address fields.

When you have completed the form, click the **Save** button. To clear all changes since your last save, click the **Reset** button.

### Name

Prefix

Name





Last

First

Middle

Maiden/  
Other

Suffix

### Current Mailing Address

Line 1

Line 2

Line 3

Line 4





City

State

Zip or Postal Code

Country

### Permanent Address

[Copy your current mailing address as your permanent address](#)

Line 1

Line 2

Line 3

Line 4

City State Zip or Postal Code

Country

### Citizenship Information

Please provide your citizenship information.

Country of Citizenship

If you are a naturalized US citizen, enter your naturalization Date and Number

Date  /  /  (mm/dd/yyyy)

Naturalization Number

If you are a non-US citizen already in the US, enter the type of visa you hold and the date your visa expires

Visa Type

Date Status Expires  /  /  (mm/dd/yyyy)

If you are a legal permanent US resident, enter your Alien Registration Number

Alien Number

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When you have completed ALL of the screens with the required information, you must click on **SUBMIT** (located on the left navigation bar) to be included in the review.

Please complete all requested confidential information in the fields below. Please note that the information that you provide on this page will not be seen by the reviewers.

Before adding information to the Dependents section, click on the Save button to save data entered in the top three sections of the page.

### Applicant

This information is required by the NRC and Sponsors and will not be used or appear in the Panel Review process.

Gender  Female  Male

Marital Status  Single  Married

Social Security Number  -  -

Date of Birth  /  /  (mm/dd/yyyy)

Place of Birth  
City   
State   
Country

U.S. Office Phone  Extension

U.S. Home Phone

U.S.   
Fax   
Foreign   
Office   
Phone   
Foreign   
Home   
Phone   
Foreign   
Fax

**Statistical Information**

This information will NOT be used or appear in the evaluation process. It is for statistical purposes only and will remain confidential.

Race Check the box that best describes your racial group.

- African American/Black
- American Indian or Alaskan Native
- Asian
- Caucasian/White
- Native Hawaiian or other Pacific Islander

Ethnicity  Hispanic or Latino  Not Hispanic or Latino

**Spouse**

Spouse's Name      
Last First Middle Maiden/Other

Date of Birth  /  /  (mm/dd/yyyy)

Place of Birth City   
State   
Country

**Dependents**

To add a dependent, click the link below and complete the Dependent Editor form. Each dependent must be entered separately.

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When you have completed ALL of the screens with the required information, you must click on **SUBMIT** (located on the left navigation bar) to be included in the review.

Please provide complete and accurate information listing ALL post-secondary (undergraduate and graduate) institutions where you have studied. Indicate degrees or diplomas received, or expected, with dates attended.

All Postdoc applicants are responsible for submitting hard-copies of all transcripts to the NRC. Transcripts are not required for Seniors. See the Support Docs link on the left navigation bar for instructions on submitting transcripts.

Each education record must be entered separately. To add an education record, click on the **Add Education Record** link. To make changes to an education record that you have already added, click on the **Edit** link. To delete an education record in your list, click on the **Delete** link.

### Education

#### [Add Education Record](#)

No education records entered

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### Education History Editor

Enter education history information in the Education History Editor below. Click on the **Select...** button to search a standardized list of institutions. To save your changes click on the **Save** button. Click the **Cancel** button to return to the Education page without saving changes.

School



Institution Name

City

State

Country

Enrollment  
Dates


(YYYY-YYYY)

Degree  
Earned
Awarded  
or  
Expected  
Date


(mm/yyyy)

Degree  
Discipline



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When you have completed ALL of the screens with the required information, you must click on **SUBMIT** (located on the left navigation bar) to be included in the review.

If applicable, please provide information on any honors, awards, fellowships, scholarships, prizes, or other recognition of achievement received since entering college or a university. Include any fellowships or scholarships held at the present time.

To add an honor or award, click on the **Add Honor or Award** link.

To make changes to an honor or award record that you have already added, click on the **Edit** link.

To delete an honor or award in your list, click on the **Delete** link.

### Honors and Awards

[Add Honor or Award](#)

No honors have been entered.

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If **applicable**, please provide information on any honors, awards, fellowships, scholarships, prizes, or other recognition of achievement received since entering college or a university. Include any fellowships or scholarships held at the present time.

Enter honors and awards information in the Honors and Awards Editor below. To save your changes, click on the **Save** button. Click the **Cancel** button to return to the Honors and Awards page without saving changes.

#### Honors and Awards Editor

 Honor
 

 Institution /  
 Organization
 

If this is an honor or award, please enter start year only. If this is a Scholarship or Fellowship, please enter start and end years.

 Start Year
 

 End Year
 



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When you have completed ALL of the screens with the required information, you must click on **SUBMIT** (located on the left navigation bar) to be included in the review.

Please provide information on professional, scientific, administrative, and other professional positions held since entering college or a university. Include any positions held at the present time.

To add a position, click on the **Add Position** link.

To make changes to a position that you have already added, click on the **Edit** link.

To delete a position in your list, click on the **Delete** link.

### Employment History

#### Add Position

No positions have been entered.

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Enter employment history information in the Employment History Editor below. To save your changes, click on the **Save** button. Click the **Cancel** button to return to the Employment page without saving changes.

### Employment History Editor

Do you currently hold this position?  Yes  No

Title

Name of  
Organization



City

none selected

State

none selected

Country

Inclusive  
Dates of  
Employment

 / 

to  /

Start Date (mm/  
yyyy)

End Date (mm/  
yyyy)

Employment  
Sector

none selected

**Save**

**Cancel**

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### Previous and Current Research

In the Previous and Current Research document, please provide a concise description of all research investigations conducted within the past five years. This document should include information on where, when, and with whom these investigations were carried out.

Your Previous and Current Research document should be no longer than **1200** words (approximately **2** single-spaced pages). Observe the following formatting requirements for the document:

- All submissions must be prepared separately in RTF or Microsoft Word (.doc) format using a word processing program in a standard typeface no smaller than 12-point font.
- Include your full name at the top of each page.
- Number the pages in the body of the document.
- Do not include headers or footers in your document. This will be done by the application generation system.

To upload your Previous and Current Research document, click on the **Browse...** button to locate the file. Select the file and click on the **Open** button. Then, click on the **Upload** button to upload the file to the Web server. You can view your uploaded Previous and Current Research document on the Data Review page. In order to edit the file, you must make the changes on your own computer and then re-upload the file.

**Note:** If you are using Netscape, change the "Files of type:" drop-down list box to "All Files (\*.\*)" after clicking on the **Browse...** button below in order to find your .rtf files.

If you are having difficulty with file uploads, [click here](#) for additional information.

To view a previously uploaded file, click on the **View File** link to the right of the file. To delete a file, click the **Delete** link to the right of the file. Uploading a new file will automatically replace the previously uploaded file.



|                                       |  |
|---------------------------------------|--|
| <input type="text"/>                  | <input type="button" value="Browse..."/> |
| <input type="button" value="Upload"/> |  |

| File Uploaded    | Date Uploaded | Options |
|------------------|---------------|---------|
| No File Uploaded | N/A           |         |

### Publications

In the Publications document, include a list of publications for the past five years, listed in the following order: 1) refereed journal articles; 2) books; 3) published proceedings; 4) non-refereed articles; and, 5) patents. Citations should include the following: a) author(s); b) year of publication; c) title; d) full name of journal, e) volume number; and f) page number(s). If you find your Publications document exceeds the maximum specified length, please only include the most important publications.

Your Publications document should be no longer than **1800** words (approximately **3** single-spaced pages) . Observe the following formatting requirements for the document:

- All submissions must be prepared separately in RTF or Microsoft Word (.doc) format using a word processing program in a standard typeface no smaller than 12-point font.
- Include your full name at the top of each page.
- Number the pages in the body of the document.
- Do not include headers or footers in your document. This will be done by the application generation system.

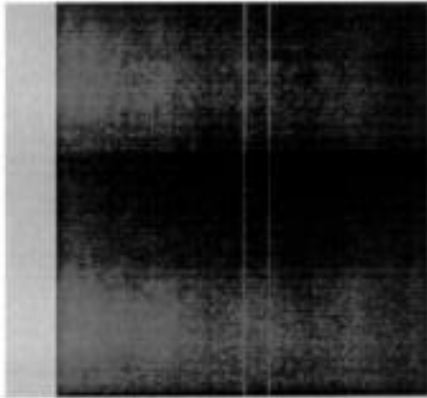
To upload your Publications document, click on the **Browse...** button to locate the file. Select the file and click on the **Open** button. Then, click on the **Upload** button to upload the file to the Web server. You can view your uploaded Publications document on the Data Review page. In order to edit the file, you must make the changes on your own computer and then re-upload the file.

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Browse...

**Upload**

| File Uploaded    | Date Uploaded | Options |
|------------------|---------------|---------|
| No File Uploaded | N/A           |         |

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### Supporting Docs.

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When you have completed ALL of the screens with the required information, you must click on **SUBMIT** (located on the left navigation bar) to be included in the review.

No respondents may be employed in any capacity at any location of the Agency to which you are applying.

Please provide information on individuals who are acquainted with your academic and professional background. Please note that Postdoctoral and Senior applicants must provide four reference reports and Summer Faculty applicants must provide three reference reports. At least two of these referees should be persons with whom you have recently worked in your major field.

For Postdoctoral applicants, one thesis adviser must be added and used as one of your four references. For Postdoctoral applicants, click on the **Add a Thesis Adviser to your Reference List** to add a thesis adviser. Please note that the thesis adviser can be also added from and will appear in the Ph.D. Information section of the Previous Research page.

To add a referee, click on the **Add and Individual to your Reference List** link. To make changes to a referee record that you have already added, click on the **Edit** link. To delete a referee record in your list, click on the **Delete** link.

Click on the Supporting Docs link on the left navigation bar for instructions on submitting Reference Reports.

### Names of Individuals Submitting Reference Letters

#### Add an Individual to your Reference List

There are no individuals on your reference list.

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National Academy of Sciences  
National Academy of Engineering  
Institute of Medicine  
National Research Council

# THE NATIONAL ACADEMIES

*Advisers to the Nation on Science, Engineering, and Medicine*

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### Reference Editor

Please provide complete and accurate information for your reference. Please note that your submission of this information authorizes the NRC Associatorship Office to contact the reference writer for the purpose of requesting and verifying the letter of reference.

Name     
Last First Middle

Email

Office Phone

Mailing Address  
Line 1   
Line 2   
Line 3   
Line 4

City State Zip or Postal Code

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## Electronic Application Instructions

If you have any questions that are not addressed in our Instructions please feel free to contact our office by e-mail [rap@nas.edu](mailto:rap@nas.edu) or RAP Feedback, or call 202-334-2760 or fax 202-334-2759. Return to the [Online Application](#).

February Review/Deadline February 1  
 May Review/Deadline May 1  
 August Review/Deadline August 1  
 November Review/Deadline November 1

EPA/SFFP participates ONLY in the February and November Reviews  
 NIH/NIST Joint Postdoctoral Program participates ONLY in the August Review  
 NIOSH/SFFP participates in all Reviews  
 NIST participates ONLY in the February and August Reviews  
 NRL participates ONLY in the February, May and August Reviews

**Applicants will be notified of their status approximately 8 weeks after the application deadline.**

|                          |             |                     |
|--------------------------|-------------|---------------------|
| Profile                  | Application | Upload Instructions |
| Eligibility              | Opportunity | Data Review         |
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**Once you register, you may return to the system as often as you like. It is not necessary to complete all forms in one step. Also, you can return after you submit to check the status of receipt of your Support Documents.**

### Profile

The Profile section consists of the Eligibility through References screens. On these screens, applicants provide core information that will be submitted with each completed application.

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### Eligibility

You are eligible to apply for a National Academies Research Associateship award only if you meet one of the following criteria: 1) you hold the Ph.D., Sc.D., M.D. or another earned research doctoral degree that is recognized in the United States as equivalent to the Ph.D.; or 2) you can present acceptable evidence of

having completed *all the formal academic requirements for one of these degrees before tenure begins.*

**Special Notes:**

- Applicants who were not offered awards may reapply in the following Review.
- Applicants who are not approved by the Board must wait one year before they can reapply.
- When an Associate ends their tenure, they must wait two years before they can reapply.

Additional eligibility requirements apply to some or all Research Opportunities. Please read the Eligibility questions carefully and respond accordingly. If your answers to any of the questions are 'Not Applicable', you will still be eligible to apply. If your answers to any of the questions are 'NO'; then you are not eligible to apply to this program.

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**Address/Citizenship**

Provide your current and permanent mailing addresses in the sections provided. If at all possible avoid using post office boxes for mail addresses. Please use an address that is acceptable for express delivery.

Provide all information on citizenship. If you are in the United States and are not a U.S. citizen, please indicate what visa you now hold. Be sure to verify that the Agency to which you are applying accepts applications from foreign nationals. In general, the NRC awards are open to foreign nationals who hold permanent resident, F-1 and J-1 status only, as determined by the policy of the relevant Agency.

Also see the [Support Documents](#) section

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**Confidential Information**

Most of the information requested in this section is required for the NRC to process your application. Information on race and ethnicity is optional, but it is valuable to the NRC and its sponsors in determining how effectively we meet our objectives of participation among underrepresented groups.

Spouse and dependent information is required for the NRC to estimate the cost of relocation and health insurance should you be offered an award.

Note that the information you provide here will not be seen by the reviewers.

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**Education**

Provide complete and accurate information listing all post-secondary (undergraduate and graduate) institutions attended. Indicate degrees or diplomas, received or expected. List these beginning with the most recent.

Also see the [Support Documents](#) section.

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## Honors and Awards

Provide information on any honors, awards, fellowships, scholarships, prizes, or other recognition of achievement received since entering college or a university. Include any fellowships or scholarships held at the present time. List these beginning with the most recent.

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## Employment

Provide information on scientific, administrative, and other professional positions held since entering college or a university. Include any positions held at the present time. List these beginning with the most recent.

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## Previous Research (Includes Current Research and Publications)

Postdoctoral applicants only - PhD information: provide the name of your Thesis Adviser, title and status of your Dissertation. Upload an abstract of your Dissertation (maximum of 350 words).

### *Previous and Current Research*

All applicants must provide Previous and Current Research information to reflect the last **five years** of their professional career. Upload a maximum of 1200 words, keeping the amount of graphs and pictures to a minimum. Include information on where, when, and with whom these investigations were carried out.

### *Publications*

All applicants must provide a list of publications from the last **five years**. Upload a maximum of 1800 words.

Publications should be listed in the following order: (1) refereed journal articles; (2) books, (3) published proceedings; (4) non-refereed articles; and (5) patents. Include the (a) author(s); (b) year of publication; (c) title; (d) full name of journal; (e) volume number; and (f) page number(s). If your list exceeds the maximum length, please only include the most important publications.

Carefully follow the [upload instructions](#) located below.

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## References (listing)

**No respondents may be employed in any capacity at any location of the Agency to which you are applying.**

### **Only two exceptions -**

- for applicants to the NIH/NIST Joint Postdoctoral Program - if you are currently at NIH or NIST on another fellowship, then we will allow one respondent to be from NIH or NIST; however, the others must be from non-NIH/non-NIST scientists.
- for applicants to the NIH Postdoctoral Program - if you are currently at NIH on another fellowship, then we will allow one respondent to be from NIH; however, the others must be from non-NIH scientists.



Provide information on individuals who are acquainted with your academic and professional background. Please note that applicants must provide four reference reports (Summer Faculty applicants must provide three reference reports). At least two of these referees should be persons with whom you have recently worked in your major field. For Postdoctoral applicants, your thesis adviser must be used as one of your four references.

**Postdoctoral applicants:** List the doctoral thesis adviser as the first respondent. Reference Reports are available on our website. You can distribute hard copies to your respondents or you may direct them to our website to complete the form electronically. The completed electronic forms may be sent from the respondent directly to our office ([rap@nas.edu](mailto:rap@nas.edu)) as email attachments. If each respondent returns the Reference Report to you-- it must be completed, signed, and in a sealed envelope with the respondent's signature clearly written across the envelope flap and then you submit the Reference Reports (and transcripts) to our office in one envelope.

**Senior applicants:** your respondents may elect to write Letters of Reference instead of using the Reference Report forms. They may send their Letters of Reference or Reference Reports directly to our office ([rap@nas.edu](mailto:rap@nas.edu)) as email attachments. If they return them to you then they must be completed, signed, and in a sealed envelope with the respondent's signature clearly written across the envelope flap and then you submit them to our office in one envelope.

*All Reference Reports (and/or Letters of Reference) if sent as a hard copy, must be in English, must have a current date, and must bear the original signatures of the respondents who are listed on your Application.*

Also see the Support Documents section.

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## Application

The Application section consists of the Research Opportunity Number (for each Agency) through the Reference Screens. Each Application consists of several screens on which applicants provide information specific to each research opportunity (for each Agency), and uploads a research proposal.

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## Opportunity (Research Opportunity Number)

To begin an Application, enter the Research Opportunity Number (example: 13.24.36.B1790) that corresponds to the Proposed Research Adviser you have selected and contacted. Enter **only one** Research Opportunity Number for each Agency to which you are applying.

Carefully read the information that describes the Agency of interest to you. Check eligibility requirements and restrictions. Certain Agencies are open only to United States citizens; some are open only to Postdoctoral applicants; and some Agencies do not participate in all reviews.

The **Agency** is a major federal agency, such as the U.S. Environmental Protection Agency (EPA) or the Naval Research Laboratory (NRL). You may apply for a maximum of 3 **different** Agencies, an example would be:

1. U.S. Environmental Protection Agency (EPA)
2. Air Force Research Laboratory (AFRL), and
3. Naval Research Laboratory (NRL).

You may not apply to multiple locations, Laboratories or Centers within the same Agency.

### *Adviser*

Select the Adviser name that corresponds with the Research Opportunity Number chosen. You **MUST** contact the Adviser to verify interest and funding for your research.

### *Previous Affiliation*

Include information about any affiliation with the Agency to which you are applying.

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### **Tenure**

Estimate the length of tenure and proposed start date for your award. Note that many agencies make awards for 12 months, and renewal for a second or third year is contingent on satisfactory progress. Unless otherwise specified in the Program Description for your Research Opportunity, indicate 12 months as the Initial Period of Tenure. Senior applicants may request a minimum of three months.

Although your start date is negotiable, based on completion of your degree and agency funding, you should indicate a date that you consider reasonable to begin your award.

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### **Proposal**

Your Research Proposal is a major component of your Application.

Complete the Statement of Anticipated Research Needs by listing any of the following: special facilities; computer resources and time; travel related to your proposed research; observatory time; animal care or human subject approvals; or other special activities. Questions regarding the availability of equipment or facilities should be discussed with your prospective Adviser.

Your proposal :

- (1) should address a problem of your choice that is within the scope of the research interests of the Agency to which you are applying
- (2) must represent your own intellectual effort. Proposed Research Advisers are free to suggest revisions to improve a proposal's scientific or technical quality or to complement the ongoing research at an Agency or Center.
- (3) should be double spaced and limited to a **total of 3000 words** (including citations), keeping the amount of graphs and pictures to a minimum.
- (4) must include the following: a) statement of problem; b) background and relevance to previous work; c) general methodology and procedure(s) to be followed; d) explanation of new or unusual techniques; e) expected results and their significance and application; and, f) literature citations where appropriate (use complete citations including titles).

Guidelines for Preparation of the Research Proposal provides additional guidance on preparation of your research

proposal.

Carefully follow the [Upload Instructions](#) located below.

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### **References (selecting)**

Select the names of individuals who will be providing Reference Reports for this Research Opportunity. Please note that Postdoctoral and Senior applicants must provide four reference reports, Summer Faculty applicants must provide three reference reports.

For Postdoctoral applicants, the thesis adviser (TA) must be added and used as one of the four referees.

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### **Upload Instructions**

To ensure error free uploading of documents please follow the instructions below:

Uploads must be in RTF or Microsoft Word format, no smaller than 12-point font

Include your name

Do NOT include headers, Footers or page numbers

Remove all 'Endnotes'

Keep the amount of graphs and pictures to a minimum

PhD Dissertation - maximum of 350 words

Previous & Current Research - maximum of 1200 words

Publications - maximum of 1800 words

Research Proposal - maximum of 3000 words

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### **Data Review**

The Data Review page outlines all information you have entered and all documents you have uploaded. You may use the page links at the top of each section to navigate through the application.

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### **Data Validation**

The Data Validation page provides the validation status of all pages of your application. Before you can submit your application, it must pass a series of validation checks to ensure all required fields have been completed and all necessary documents have been uploaded.

A yellow exclamation mark under Status is alerting you of incorrect or missing information in a particular section but will still allow you to submit your application. A red check with a line drawn through it will not allow you to submit until that particular section is corrected.

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## Submit

After you have reviewed the content of your applications, made any changes, and completed a final data validation, click on the Submit button and proceed through the dialog box to submit your application(s).

Once submitted, you will no longer be able to add, edit, or delete data or files. To review and print a copy of your application after submission, click on the View/Print Data link on the Main page.

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## Support Documents

Support Documents consist of Transcripts (if applicable) and Reference Reports.

### *Transcripts*

Postdoctoral applicants must provide a record (transcripts) of courses and grades from **all** post-secondary (undergraduate and graduate) institutions attended. Transcripts and other documents in a foreign language **must** be accompanied by a certified translation into English. (Transcripts are not required of Senior applicants).

Postdoctoral applicants, who hold a doctoral degree from a non-U.S. institution that does not issue transcripts, **must** request an official statement to this effect; in addition, the university statement **must** confirm that you are currently in a doctoral program or have been awarded the doctorate. Furthermore, when transcripts are not available, you must provide the National Academies with a complete listing of all courses and grades for your undergraduate and graduate studies. These listings are to be signed and dated on each page.

Student Issued transcripts or photo copies are acceptable at the time of application but if you are selected for an award, official transcripts bearing the university seal must be sent from the institution directly to the National Academies.

### *Reference Reports*

All applicants must obtain Reference Reports (or Letters of Reference for Senior applicants) from their referees. The NRC does **not** request these for you. To expedite the processing of your file please refrain from submitting two-sided documents.

If not being sent electronically from your referees directly to our office then all Reference Reports or Letter of Reference should be completed, signed, and placed in their own sealed envelope with the respondent's signature clearly written across the envelope flap.

### *Immigration Documents*

All non-U.S. citizens who are in the United States now, or who have recently held J-1 status in the United States, must send legible copies of their immigration documents. Depending on your status, these may include:

- passport, showing personal data and dates of validity
- visa(s)
- I-94 Departure Card
- DS-2019 or I-20 form
- Employment Authorization Document (EAD)
- Permanent Resident Alien card

All Support Documents should be mailed by Express Delivery to:

Research Associateship Programs  
National Research Council  
500 Fifth Street, NW (Keck 568)  
Washington, DC 20001

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### **Page Help**

Each screen has a Page Help link for explanations of all required fields.

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### **E-mail Support**

You can send questions, comments or suggestions to our office mailbox using the E-mail Support link.

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### **Logout**

Logout will take you out of the electronic application.

Rev 6/2006

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## Review Criteria of the National Research Council Associateship Programs Panel Review

Applications for awards from the NRC Research Associateship Programs are reviewed by panels of experts in 6 broad discipline areas: Chemistry; Earth and Atmospheric Sciences; Engineering, Applied Sciences and Mathematics; Life Sciences; Physics; and Space Sciences. Each application is read by a minimum of 3 panelists. Panelists assess the quality of an application, the likelihood for success and the contribution of the research to the mission of the sponsoring federal laboratory. Postdoctoral applicants are evaluated on the basis of demonstrated ability as a student and on their potential for making contributions as an independent scientist. Senior applicants, including applicants to Summer Faculty programs, are evaluated on the basis of proven ability and demonstrated research accomplishments. Evaluations are made without regard to age, sex, marital status, national origin, creed, racial group, or ethnic group.

Each application is assigned a numerical score and the applicant's final score is an average of all reviews. Scoring is on a 10-point scale and only applicants scoring 7.5 or above are considered for awards. Sponsoring laboratories offer awards to the highest scoring applicants first and continue to make awards until available slots are filled. In the review process each applicant is evaluated on four major elements with the approximate weighting as indicated:

### Scientific merit of the proposed research (40%)

The research proposal is the most important element of the application and as such is weighted most heavily in the review. The proposal is evaluated for: importance of the proposed research area, clearly stated objectives, technical soundness of the work plan, innovative aspects of the proposal, feasibility of success, timeliness (can the proposal be completed in the allotted time), likelihood that the research will result in publication, and contribution of the research to the mission of the sponsoring laboratory.

### Reference reports or letters of recommendation (20%)

Reference Reports or letters of reference contain opinions of persons who should have had a close professional relationship with an applicant; references provide reviewers with important information regarding the applicant's scholarly abilities. Reference reports are given greater weight for Postdoctoral applicants, where a publication record may not be as extensive as that of a Senior applicant.

### Academic and research record (20%)

Panelists review the appropriateness of the applicant's training for the proposed research, previous research experience and record of publication. For Postdoctoral applicants only, a transcript of the academic record is required.

### Laboratory technical evaluation (20%)

The Laboratory/Center Review form includes comments of the prospective Adviser and the disposition of the Laboratory/Center's program committee or representative concerning the suitability of the applicant's proposed



research. This information aids reviewers in determining the value of the proposed research to the sponsoring agency.

Applications for awards from the NRC Research Associateship Programs are reviewed by panels of experts in 6 broad discipline areas: Chemistry; Earth and Atmospheric Sciences; Engineering, Applied Sciences and Mathematics; Life Sciences; Physics; and Space Sciences. Our [Review Criteria](#) explains how the applications are evaluated.

Entering various information on the [RAF Search](#) screen will help determine which [Participating Agencies](#) have the research opportunities available in your field of interest and you can then contact the individual Advisers to discuss your eligibility, research and their available funding.

You can also find specific information about each Agency (stipend, eligibility etc) at [Participating Agencies](#). Once there, choose the Agency name, then click on 'Associateship Programs at {the Agency name}'.

On our [Application Information](#) screen, you will find [Application Instructions](#), an [Application Example](#) and [Support Document Information](#) and forms.

After discussing your research with the Adviser at the Agency of your choice, you can register using our electronic application at [WebRAF](#).

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DR. LES DUPUY  
Research Associate

Research, Association Programs

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## Support Documents Information

Supporting Documents are due on the following dates:

February Review - Feb 15th

May Review - May 15th

August Review - August 15th

November Review - November 15th

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[Transcripts](#)  
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### References

No respondents may be employed in any capacity at any location of the Agency to which you are applying.

Only two exceptions -

- for applicants to the NIH/NIST Joint Postdoctoral Program - if you are currently at NIH or NIST on another fellowship, then we will allow one respondent to be from NIH or NIST; however, the others must be from non-NIH/non-NIST scientists.
- for applicants to the NIH Postdoctoral Program - if you are currently at NIH on another fellowship, then we will allow one respondent to be from NIH; however, the others must be from non-NIH scientists.

There are several ways of transmitting Reference Reports to your referees:

Reference Report forms are available on our [Web Site](#). You may access and use these forms in the following ways:

Hard Copy from our [web Site](#)

A form in PDF can NOT be completed electronically by your referees.

Click on the 'PDF' link.

A blank Reference Report will appear.

Click on 'File', 'Print' and distribute hard copies to your referees for completion.

Include your abstract.

Electronically from our [Web Site](#)

You need to complete the 'Applicant' section of the Reference Report form.

Save it as a Word document and send it as an email attachment to your referee.

Attach your abstract as a separate document.

They should complete the form, save and forward it to our office (RAP@nas.edu)

You can also copy the URL and send your referees directly to our [Web Site](#). Instruct them to complete the 'Reference Report'. They should then save and send it to our office (RAP@nas.edu)

If not being sent electronically from your referees directly to our office then all Reference Reports or Letter of Reference should be completed, signed, and placed in their own sealed envelope with the respondent's signature clearly written across the envelope flap.

To guarantee delivery, Transcripts (if applicable) and Reference Reports must be mailed by Express Delivery to:

Research Associateship Programs  
National Research Council  
500 Fifth St, NW (Keck 568)  
Washington, DC 20001  
(202) 334-2760

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### Transcripts

Postdoctoral applicants must provide a record (transcript) of courses and grades from **all** post-secondary (undergraduate and graduate) institutions attended. Transcripts and other documents in a foreign language **must** be accompanied by a certified translation into English. (Transcripts are not required of Senior applicants).

Postdoctoral applicants, who hold a doctoral degree from a non-U.S. institution that does not issue transcripts, **must** request an official statement to this effect; in addition, the university statement **must** confirm that you are currently in a doctoral program or have been awarded the doctorate. Furthermore, when transcripts are not available, you must provide the National Academies with a complete listing of all courses and grades for your undergraduate and graduate studies. These listings are to be signed and dated on each page.

Student Issued or photo copies are acceptable at the time of application but if you are selected for an award, official transcripts bearing the university seal must be sent from the institution directly to the National Academies.

### Immigration Documents

All non-U.S. citizens who are in the United States now, or who have recently held J-1 status in the United States, must send legible copies of their immigration documents. Depending on your status, these may include:

- passport, showing personal data and dates of validity
- visa(s)
- I-94 Departure Card
- DS-2019 or I-20 form
- Employment Authorization Document (EAD)
- Permanent Resident Alien cards

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# Laboratory/Center Review

(Instructions for Electronic Copy)

## To the Proposed Research Adviser:

Complete your portion of this form, sign, date and forward it to the Laboratory or Center Program Representative.

*Please respond to all inquiries even if it is not possible to recommend the proposal for review by the NRC panels. Your critical comments on the scientific content of the research are necessary for the evaluation process.*

## To the Laboratory or Center Program Representative:

Complete your portion of this form, sign, date and forward it to the Associateship Programs.



***LABORATORY/CENTER REVIEW***

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*Applicant Last or Family Name*

*First Name*

1) Are the proposed objectives realistic? 2) Does the proposal reflect innovative thinking? 3) Is the technical work plan sound, and does it incorporate state-of-the-art methods? 4) Can the research be accomplished in the proposed timeframe? Please also comment on the relevance of the proposed research to the mission of your agency. If specialized equipment or facilities are needed for the proposed research, please address the availability of these. If animal or human subjects will be used in the proposed research, indicate if an IACUC or IRB approval has been or will be obtained.

**Enter or Attach**





# REFERENCE REPORT

OFFICE USE ONLY

ID#

continued

---

*Applicant Last or Family Name*

*First Name*

---

6) Please comment on the Applicant's scientific and technical abilities, both in comparison with other scientists and engineers with similar training and experience and with respect to the proposed research (see attached Abstract). Include in your assessment the following: a) knowledge of the field; b) skill in experimental design; c) technical abilities; d) innovative abilities; e) ability to work independently; f) analytical abilities; and, g) skills in interpreting and reporting research.

# REFERENCE REPORT

OFFICE USE ONLY

continued

ID# \_\_\_\_\_

Applicant Last or Family Name

First Name

**RESPONDENT:** Your response below is necessary if applicant requests information from the file.

I ask the National Academies to maintain the confidentiality of my identity to the extent permitted by law.  
I further ask the National Academies to maintain the confidentiality of these comments to the extent permitted by law.

I ask the National Academies to maintain the confidentiality of my identity to the extent permitted by law.  
I do not ask the National Academies to hold my comments in confidence.

My preparation of this Reference Report is not conditioned on the request that the National Academies hold my identity or comments in confidence.

Signature of Respondent .....

Date \_\_\_\_\_

Please also print your name .....

**Respondent for a Senior Applicant may write a Letter of Reference instead of completing the Reference Report form, but should also address the points listed on this form.**

**The Reference Report or Letter of Reference must be in English, must have a current date, and IF sending a hard copy, must bear the *original* signature (not photocopy, fax, or electronic) of the respondent who is listed on the Application.**

**Respondent *may* return the Reference Report or Letter of Reference to the applicant -- completed, signed, and in a sealed envelope with the respondent's signature clearly written across the envelope flap.**

OR

**Respondent *may* send the completed Reference Report or Letter of Reference directly to the Associateship Programs office (rap@nas.edu) as an e-mail attachment. It must come directly from the Respondent so we can accept the name on the 'From' line as the official signature.**

Supporting Documents are due on the following dates:

February Review – February 15

May Review – May 15

August Review – August 15

November Review – November 15

| OFFICE USE ONLY |  |
|-----------------|--|
| ID#             |  |
| NIOSH MA        |  |
| Fellowship      |  |
| Internship      |  |

## NIOSH Master's Level Program APPLICATION

|   |  |                                    |                          |
|---|--|------------------------------------|--------------------------|
| <i>Applicant Last or Family Name</i>  |  | <i>First Name</i>                  |                          |
| <i>Middle Name</i>  |  | <i>Maiden Name (if applicable)</i> |                          |
| <i>CURRENT Address</i>  | <i>Home or Institution, MailCode/Stop, Bldg./Room, Number/Street</i> | <i>City</i>                        | <i>Zip (Postal) Code</i> |
|   |  | <i>State / Province</i><br>/       | <i>Country</i>           |
| <i>PERMANENT Address</i>  | <i>Home or Institution, MailCode/Stop, Bldg./Room, Number/Street</i> | <i>City</i>                        | <i>Zip (Postal) Code</i> |
|   |  | <i>State / Province</i><br>/       | <i>Country</i>           |
| <i>CITIZENSHIP</i>  | <i>Indicate ALL countries of which you are a citizen.</i>            | <i>Passport Expiration Date(s)</i> |                          |
|   |  | <i>Date Month Day, Year</i>        | <i>Number</i>            |
| <i>If you are a naturalized US citizen, enter your naturalization date and number.</i>  |  | <i>Alien Registration Number</i>   |                          |
| <i>If you are a US legal permanent resident, enter your alien registration number and enclose a copy of your alien registration (green) card.</i> |  |                                    |                          |

**EDUCATION – List in order, beginning with the most recent degree awarded or expected.**

| <i>Complete Name of University or College including City, State/Province, Country</i> | <i>Inclusive Dates Year to Year</i> | <i>MA Degree</i> | <i>Awarded Month / Year</i> | <i>Degree Discipline / Field Code refer to Field Reference List</i> |
|---|-------------------------------------|------------------|-----------------------------|---|
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |

**HONORS AND AWARDS**

| <i>Title</i> | <i>Complete Name of Institution including City, State/Province, Country</i> | <i>Inclusive Dates Year to Year</i> |
|--------------|---|-------------------------------------|
|              |   | -                                   |
|              |   | -                                   |
|              |   | -                                   |

*Title of Research Proposal / Statement of Purpose*

# NIOSH Master's Level Program

## APPLICATION

continued

OFFICE USE ONLY

Last Name

ID

### EMPLOYMENT – Professional, Scientific, Administrative, etc. List in order, beginning with most recent.

| <i>Name of Organization<br/>including City, State/Province, Country</i> | <i>Employment Sector</i> | <i>Title or<br/>Academic Rank</i> | <i>Inclusive Dates<br/>Year to Year</i> |
|---|--------------------------|-----------------------------------|---|
|   |                          |                                   | -                                       |
|   |                          |                                   | -                                       |
|   |                          |                                   | -                                       |
|   |                          |                                   | -                                       |

### PROGRAM INFORMATION

| <i>Agency</i>  | <i>Laboratory</i>  | <i>Proposed Adviser</i> | <i>NRC Opportunity Number</i> |
|--|--|-------------------------|-------------------------------|
| <b>NIOSH</b>   |  |                         |                               |
| <i>Field of Proposed Research / Statement of Purpose</i> |  |                         | <i>Field Code</i>             |
| <i>Proposed Length of Tenure</i>                         | <i>Proposed Starting Date (Month Day, Year--e.g., May 1, 2006)</i> |                         |                               |
| <b>Months</b>  |  |                         |                               |

### REFERENCES – Professional, Scientific, Administrative, etc.

Enter the names, titles, and professional addresses of three (3) respondents who are familiar with you. The first name listed should be that of your thesis adviser.

| <i>Full Name of Respondent</i> | <i>Complete Professional Mailing Address of Respondent</i> |
|--------------------------------|--|
| 1)                             |  |
| 2)                             |  |
| 3)                             |  |

# NIOSH Master's Level Program

## APPLICATION

continued

OFFICE USE ONLY

ID# \_\_\_\_\_

This information is used by the NRC and sponsors to process awards. Optional information on race and ethnicity is for statistical purposes. Information on this page is not seen by reviewers or NIOSH management.

|                  |  |   |   |             |                  |
|------------------|--|---|---|-------------|------------------|
| <b>APPLICANT</b> | <i>Applicant Last or Family Name</i>   |   | <i>First Name</i>   |             |                  |
|                  | <i>Date of Birth (Month Day, Year)</i> |   | <i>Place of Birth (City, State/Province, Country)</i>                                     |             |                  |
|                  | <i>U.S. Social Security Number</i>     | <i>Sex</i><br><input type="checkbox"/> Male <input type="checkbox"/> Female | <i>Marital Status</i><br><input type="checkbox"/> Single <input type="checkbox"/> Married | <i>Race</i> | <i>Ethnicity</i> |

|                            |                     |  |                   |  |  |
|----------------------------|---------------------|--|-------------------|--|--|
| <b>CONTACT INFORMATION</b> | <i>Office Phone</i> |  | <i>Home Phone</i> |  |  |
|                            | <i>Fax</i>          |  | <i>E-mail</i>     |  |  |

|               |  |   |                   |  |  |
|---------------|--|---|-------------------|--|--|
| <b>SPOUSE</b> | <i>Spouse's Last or Family Name</i>    |   | <i>First Name</i> |  |  |
|               | <i>Date of Birth (Month Day, Year)</i> | <i>Place of Birth (City, State/Province, Country)</i> |                   |  |  |

| <i>Dependent Full Name</i> | <i>Date of Birth (Month Day, Year)</i> | <i>Place of Birth (City, State/Province, Country)</i> |
|----------------------------|--|---|
|                            |  |   |
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# NIOSH Master's Level Program

## APPLICATION

OFFICE USE ONLY

continued

Last Name

ID#

To assist us in making information available to a greater number of potential applicants, it is important for us to learn how you initially heard about the National Research Council (NRC) Programs.

Please check **ONLY ONE** of the following:

- colleague or fellow graduate student
- Master's Degree thesis adviser or other professor
- university placement office
- former or current NRC Research Associate
- Adviser or other scientific staff at the federal Laboratory
- NRC Research Associateship Programs' staff member at professional scientific meeting

*Title of Meeting*

*Date of Meeting (Month / Year)*

Advertisement in professional publication

*Name of Publication*

- Other  
*Please Specify*

**To which review are you applying?**

- March Review (deadline February 1)
- June Review (deadline May 1)
- September Review (deadline August 1)
- January Review (deadline November 1)

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# THE NATIONAL ACADEMIES

Advisers to the Nation on Science, Engineering, and Medicine

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## NIOSH Master's Level Program

### PREVIOUS AND CURRENT PROFESSIONAL EXPERIENCE

|   |   |                                    |
|---|---|------------------------------------|
| <i>Applicant Last or Family Name</i>                  |   | <i>First Name</i>                  |
| <i>Middle Name</i>                                    |   | <i>Maiden Name (if applicable)</i> |
| <i>Date of Master's Degree<br/>Month / Year<br/>/</i> | <i>Complete Name of University or College</i> | <i>Thesis Adviser</i>              |

*Title of Master's Degree Thesis / Project Report*

*Status of Master's Degree Thesis / Project Report*

Published       Accepted for publication       In preparation for publication       Not to be published

Attach a list of publications in the following order: 1) refereed journal articles; 2) books; 3) published proceedings; 4) non-refereed articles; and, 5) patents. Citations should include the following: a) authors; b) year of publication; c) title; d) full name of journal; e) volume number; and f) page number(s).

(Maximum of 1800 words, double-spaced, 12-point font)

Attach a concise description of all relevant professional experiences within the past five years, stating where, when, and with whom.

(Maximum of 1200 words, double-spaced, 12-point font)

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# THE NATIONAL ACADEMIES

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## NIOSH Master's Level Program REFERENCE REPORT

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**APPLICANT: attach a brief abstract of your Research Proposal / Statement of Purpose.**

Maximum of 350 words per abstract

|  |                        |                   |
|--|------------------------|-------------------|
| <i>Applicant Last or Family Name</i>                     | <i>First Name</i>      |                   |
| <i>Field of Proposed Research / Statement of Purpose</i> | <i>Agency</i><br>NIOSH | <i>Laboratory</i> |
| <i>Title of Research Proposal / Statement of Purpose</i> |                        |                   |

**RESPONDENT: return the Reference to the applicant—**

**completed, signed, in a sealed envelope with respondent's signature across the envelope flap.**

|  |                                  |               |
|--|----------------------------------|---------------|
| <i>Full Name &amp; Title of Respondent</i> | <i>Institutional Affiliation</i> |               |
| <i>Address</i>                             | <i>Office Phone</i>              | <i>E-mail</i> |

1) I have known this applicant in the following capacities (you may check more than one)

- as an undergraduate
- as a graduate student
- as a teaching/research assistant
- as my thesis advisee
- as a professional colleague
- by reputation only

2) I was acquainted with the professional work of this applicant from \_\_\_\_\_

Month / Year

to

Month / Year

3) I had a  poor  fair  good  excellent opportunity to observe the quality of this applicant's work.

4) If the applicant is/was a student, how does he/she compare with students currently in your department?

- Lower half  Upper half  Top 25%  Top 10%  Top 1%

5) Please indicate on this scale, your overall impression of this applicant. (Check ONLY one.)

Below Average

Average

Above Average

Excellent

Outstanding

Inadequate Opportunity to Observe

**NIOSH Master's Level Program**  
***REFERENCE REPORT***

OFFICE USE ONLY

ID# \_\_\_\_\_

continued

---

*Applicant Last or Family Name*

*First Name*

---

We recognize applicants with one of two different approaches:

Research experience

Public Health experience

You will find attached an Abstract of the applicant's Proposed Research / Statement of Purpose. Please comment on the specific skills and abilities of the applicant in the following areas, where relevant: a) knowledge of the field; b) skill in experimental design; c) technical ability; d) innovation; e) ability to work independently; f) analytical ability; g) skill in interpreting and reporting results; h) oral and written communication skills.

NIOSH Master's Level Program  
**REFERENCE REPORT**

OFFICE USE ONLY

ID# \_\_\_\_\_

continued

Applicant Last or Family Name

First Name

**RESPONDENT:** Your response below is necessary if applicant requests information from the file.

- I ask the National Research Council (NRC) to maintain the confidentiality of my identity to the extent permitted by law, and to maintain the confidentiality of these comments to the extent permitted by law.
- I ask the NRC to maintain the confidentiality of my identity to the extent permitted by law.
- I do not ask the NRC to hold my comments in confidence.
- My preparation of this Reference Report is not conditioned on the request that the NRC hold my identity or comments in confidence.

Signature of Respondent \_\_\_\_\_ Date \_\_\_\_\_

Please also print your name \_\_\_\_\_

**The Reference Report or Letter of Reference must be in English, must have a current date, and if hard copies, must bear the *original* signature (not photocopy, fax, or electronic) of the respondent who is listed on the Application.**

**Respondent may return the Reference Report or Letter of Reference to the applicant—completed, signed, and in a sealed envelope with the respondent's signature clearly written across the envelope flap.**

**OR**

**Respondent may send the completed Reference Report or Letter of Reference directly to the Associateship Programs office ([rap@nas.edu](mailto:rap@nas.edu)) as an e-mail attachment. It must come directly from the Respondent so we can accept the name on the 'From' line as the official signature.**

Supporting Documents are due on the following dates:

February Review – February 15

May Review – May 15

August Review – August 15

November Review – November 15

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## NIOSH Master's Level Program

ID# \_\_\_\_\_

### **RESEARCH PROPOSAL / STATEMENT OF PURPOSE**

|  |               |                                    |  |
|--|---------------|------------------------------------|--|
| <i>Applicant Last or Family Name</i>                     |               | <i>First Name</i>                  |  |
| <i>Middle Name</i>                                       |               | <i>Maiden Name (if applicable)</i> |  |
| <i>Proposed Adviser</i>                                  | <i>Agency</i> | <i>Laboratory</i>                  |  |
|  | <b>NIOSH</b>  |                                    |  |
| <i>Title of Research Proposal / Statement of Purpose</i> |               |                                    |  |

### **ATTACH DETAILED RESEARCH PROPOSAL/STATEMENT OF PURPOSE**

(Maximum of 3000 words, double-spaced, 12-point font)

The "Research Proposal / Statement of Purpose / Career Development Plan" for the NIOSH Master's Level Fellowships and Internships should be sufficiently complete for outside peer review purposes. The proposal or plan should state goals that can be accomplished within the allotted period of time-- one year (12 months) for a Fellowship, or three (3) months for an Internship.

A *Research Proposal* should include the following: a) statement of problem; b) background and relevance to previous work; c) general methodology and procedure to be followed; d) explanation of new or unusual techniques; e) expected results and their significance and application; and, f) literature citations where appropriate.

A *Statement of Purpose / Career Development Plan* should include one or more of the following: a) outline new approaches and opportunities for field experience; b) apply skills and knowledge learned in the classroom to the field; c) describe how state-of-the-art technology and databases could benefit your career development; d) describe how interaction with research experts would benefit your career development; e) describe how your participation would contribute to a project of public health importance.

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## NIOSH Master's Level Program LABORATORY REVIEW

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ID# \_\_\_\_\_

### THE PROPOSED ADVISER COMPLETES THIS SECTION

|                                      |                                    |
|--------------------------------------|------------------------------------|
| <i>Applicant Last or Family Name</i> | <i>First Name</i>                  |
| <i>Middle Name</i>                   | <i>Maiden Name (if applicable)</i> |

|                               |                   |                               |
|-------------------------------|-------------------|-------------------------------|
| <i>Agency</i><br><b>NIOSH</b> | <i>Laboratory</i> | <i>NRC Opportunity Number</i> |
|-------------------------------|-------------------|-------------------------------|

*Title of Research Proposal / Statement of Purpose*

|  |  |  |
|--|--|--|
| <i>Proposed Length of Tenure</i><br>(number of months) | <i>Proposed Starting Date</i><br>(Month Day, Year) |  |
|--|--|--|

#### PROPOSED ADVISER INFORMATION

|                     |                             |                       |
|---------------------|-----------------------------|-----------------------|
| <i>Adviser Name</i> | <i>Adviser Office Phone</i> | <i>Adviser E-mail</i> |
|---------------------|-----------------------------|-----------------------|

|                        |             |              |                          |
|------------------------|-------------|--------------|--------------------------|
| <i>Adviser Address</i> | <i>City</i> | <i>State</i> | <i>Zip (Postal) Code</i> |
|------------------------|-------------|--------------|--------------------------|

Please address the overall quality of the research proposal/statement of purpose including the specific points indicated on the following page. Be sure the applicant's name is at the top of each page.

Recommended for review  Not recommended for review – no Laboratory interest.

Signature of Proposed Adviser \_\_\_\_\_ Date \_\_\_\_\_

Please also print your name \_\_\_\_\_

After completing the above portion, sign, date and forward this form to the Laboratory Program Representative.

### LABORATORY PROGRAM REPRESENTATIVE'S RECOMMENDATION

- The Laboratory recommends this application.  
 The Laboratory does not recommend this application.

*Laboratory Program Representative's Comments:*

Signature of Laboratory Program Representative \_\_\_\_\_ Date \_\_\_\_\_

**Document should be sent by express delivery to:**

**NRC Research Associateship Programs  
The National Academies  
2001 Wisconsin Avenue, NW [GR 322A]  
Washington, DC 20007**

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**NIOSH Master's Level Program**  
***LABORATORY REVIEW***

OFFICE USE ONLY

ID#

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*Applicant Last or Family Name*

*First Name*

---

1) Does the Research Proposal / Statement of Purpose / Career Development Plan reflect innovative thinking?  
2) Are the proposed objectives realistic? 3) Is the technical work plan sound, and does it incorporate state-of-the-art methods? 4) Can the plan be accomplished in the proposed timeframe? Please also comment on the relevance of the proposed plan to the mission of your agency. If specialized equipment or facilities are needed for the proposed plan, please address the availability of these. If animal or human subjects will be used in the proposed plan, indicate if an IACUC or IRB approval has been or will be obtained.

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**Enter or Attach**

# THE NATIONAL ACADEMIES

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|-----------------|--|
| ID#             |  |
| NIOSH MA        |  |
| Fellowship      |  |
| Internship      |  |

## NIOSH Master's Level Program APPLICATION

|   |  |                                    |                          |
|---|--|------------------------------------|--------------------------|
| <i>Applicant Last or Family Name</i>  |  | <i>First Name</i>                  |                          |
| <i>Middle Name</i>  |  | <i>Maiden Name (if applicable)</i> |                          |
| <i>CURRENT Address</i>  | <b>Home or Institution, MailCode/Stop, Bldg./Room, Number/Street</b> | <i>City</i>                        | <i>Zip (Postal) Code</i> |
|   |  | <i>State / Province</i><br>/       | <i>Country</i>           |
| <i>PERMANENT Address</i>  | <b>Home or Institution, MailCode/Stop, Bldg./Room, Number/Street</b> | <i>City</i>                        | <i>Zip (Postal) Code</i> |
|   |  | <i>State / Province</i><br>/       | <i>Country</i>           |
| <i>CITIZENSHIP</i>  | <b>Indicate ALL countries of which you are a citizen.</b>            | <i>Passport Expiration Date(s)</i> |                          |
|   |  | <i>Date Month Day, Year</i>        | <i>Number</i>            |
| <i>If you are a naturalized US citizen, enter your naturalization date and number.</i>  |  | <i>Alien Registration Number</i>   |                          |
| <i>If you are a US legal permanent resident, enter your alien registration number and enclose a copy of your alien registration (green) card.</i> |  |                                    |                          |

### EDUCATION – List in order, beginning with the most recent degree awarded or expected.

| <i>Complete Name of University or College including City, State/Province, Country</i> | <i>Inclusive Dates Year to Year</i> | <i>MA Degree</i> | <i>Awarded Month / Year</i> | <i>Degree Discipline / Field Code refer to Field Reference List</i> |
|---|-------------------------------------|------------------|-----------------------------|---|
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |
|   | -                                   |                  | /                           |   |

### HONORS AND AWARDS

| <i>Title</i> | <i>Complete Name of Institution including City, State/Province, Country</i> | <i>Inclusive Dates Year to Year</i> |
|--------------|---|-------------------------------------|
|              |   | -                                   |
|              |   | -                                   |
|              |   | -                                   |

*Title of Research Proposal / Statement of Purpose*

# NIOSH Master's Level Program

## APPLICATION

continued

OFFICE USE ONLY

Last Name

ID

### EMPLOYMENT – Professional, Scientific, Administrative, etc. List in order, beginning with most recent.

| <i>Name of Organization<br/>including City, State/Province, Country</i> | <i>Employment Sector</i> | <i>Title or<br/>Academic Rank</i> | <i>Inclusive Dates<br/>Year to Year</i> |
|---|--------------------------|-----------------------------------|---|
|   |                          |                                   | -                                       |
|   |                          |                                   | -                                       |
|   |                          |                                   | -                                       |
|   |                          |                                   | -                                       |

### PROGRAM INFORMATION

| <i>Agency</i>  | <i>Laboratory</i>  | <i>Proposed Adviser</i> | <i>NRC Opportunity Number</i> |
|--|--|-------------------------|-------------------------------|
| <b>NIOSH</b>   |  |                         |                               |
| <i>Field of Proposed Research / Statement of Purpose</i> |  |                         | <i>Field Code</i>             |
| <i>Proposed Length of Tenure</i>                         | <i>Proposed Starting Date (Month Day, Year--e.g., May 1, 2006)</i> |                         |                               |
| Months   |  |                         |                               |

### REFERENCES – Professional, Scientific, Administrative, etc.

Enter the names, titles, and professional addresses of three (3) respondents who are familiar with you. The first name listed should be that of your thesis adviser.

| <i>Full Name of Respondent</i> | <i>Complete Professional Mailing Address of Respondent</i> |
|--------------------------------|--|
| 1)                             |  |
| 2)                             |  |
| 3)                             |  |

# NIOSH Master's Level Program

## APPLICATION

continued

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ID# \_\_\_\_\_

**This information is used by the NRC and sponsors to process awards. Optional information on race and ethnicity is for statistical purposes. Information on this page is not seen by reviewers or NIOSH management.**

|                  |  |   |   |             |                  |
|------------------|--|---|---|-------------|------------------|
| <b>APPLICANT</b> | <i>Applicant Last or Family Name</i>   |   | <i>First Name</i>   |             |                  |
|                  | <i>Date of Birth (Month Day, Year)</i> |   | <i>Place of Birth (City, State/Province, Country)</i>                                     |             |                  |
|                  | <i>U.S. Social Security Number</i>     | <i>Sex</i><br><input type="checkbox"/> Male <input type="checkbox"/> Female | <i>Marital Status</i><br><input type="checkbox"/> Single <input type="checkbox"/> Married | <i>Race</i> | <i>Ethnicity</i> |

|                            |                     |  |                   |  |  |
|----------------------------|---------------------|--|-------------------|--|--|
| <b>CONTACT INFORMATION</b> | <i>Office Phone</i> |  | <i>Home Phone</i> |  |  |
|                            | <i>Fax</i>          |  | <i>E-mail</i>     |  |  |

|               |  |   |                   |  |  |
|---------------|--|---|-------------------|--|--|
| <b>SPOUSE</b> | <i>Spouse's Last or Family Name</i>    |   | <i>First Name</i> |  |  |
|               | <i>Date of Birth (Month Day, Year)</i> | <i>Place of Birth (City, State/Province, Country)</i> |                   |  |  |

| <i>Dependent Full Name</i> | <i>Date of Birth (Month Day, Year)</i> | <i>Place of Birth (City, State/Province, Country)</i> |
|----------------------------|--|---|
|                            |  |   |
|                            |  |   |
|                            |  |   |
|                            |  |   |
|                            |  |   |

# NIOSH Master's Level Program

## APPLICATION

OFFICE USE ONLY

continued

Last Name

ID#

To assist us in making information available to a greater number of potential applicants, it is important for us to learn how you initially heard about the National Research Council (NRC) Programs.

Please check **ONLY ONE** of the following:

- colleague or fellow graduate student
- Master's Degree thesis adviser or other professor
- university placement office
- former or current NRC Research Associate
- Adviser or other scientific staff at the federal Laboratory
- NRC Research Associateship Programs' staff member at professional scientific meeting
- |                         |                                       |
|-------------------------|---------------------------------------|
| <i>Title of Meeting</i> | <i>Date of Meeting (Month / Year)</i> |
| <hr/>                   | <hr/>                                 |
- Advertisement in professional publication
- Name of Publication*
- 
- Other
- Please Specify*
- 

To which review are you applying?

- March Review (deadline February 1)
- June Review (deadline May 1)
- September Review (deadline August 1)
- January Review (deadline November 1)

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*Advisers to the Nation on Science, Engineering, and Medicine*

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## NIOSH Master's Level Program

### ***PREVIOUS AND CURRENT PROFESSIONAL EXPERIENCE***

|   |   |                                    |
|---|---|------------------------------------|
| <i>Applicant Last or Family Name</i>            |   | <i>First Name</i>                  |
| <i>Middle Name</i>                              |   | <i>Maiden Name (if applicable)</i> |
| <i>Date of Master's Degree<br/>Month / Year</i> | <i>Complete Name of University or College</i> | <i>Thesis Adviser</i>              |

*Title of Master's Degree Thesis / Project Report*

*Status of Master's Degree Thesis / Project Report*

Published       Accepted for publication       In preparation for publication       Not to be published

Attach a list of publications in the following order: 1) refereed journal articles; 2) books; 3) published proceedings; 4) non-refereed articles; and, 5) patents. Citations should include the following: a) authors; b) year of publication; c) title; d) full name of journal; e) volume number; and f) page number(s).

(Maximum of 1800 words, double-spaced, 12-point font)

Attach a concise description of all relevant professional experiences within the past five years, stating where, when, and with whom.

(Maximum of 1200 words, double-spaced, 12-point font)

Rev. 04/2006





**NIOSH Master's Level Program**  
***REFERENCE REPORT***

OFFICE USE ONLY

\_\_\_\_\_  
ID#

continued

\_\_\_\_\_  
*Applicant Last or Family Name*

\_\_\_\_\_  
*First Name*

We recognize applicants with one of two different approaches:

Research experience

Public Health experience

You will find attached an Abstract of the applicant's Proposed Research / Statement of Purpose. Please comment on the specific skills and abilities of the applicant in the following areas, where relevant: a) knowledge of the field; b) skill in experimental design; c) technical ability; d) innovation; e) ability to work independently; f) analytical ability; g) skill in interpreting and reporting results; h) oral and written communication skills.

NIOSH Master's Level Program  
**REFERENCE REPORT**

OFFICE USE ONLY

ID# \_\_\_\_\_

continued

Applicant Last or Family Name

First Name

**RESPONDENT:** Your response below is necessary if applicant requests information from the file.

- I ask the National Research Council (NRC) to maintain the confidentiality of my identity to the extent permitted by law, and to maintain the confidentiality of these comments to the extent permitted by law.
- I ask the NRC to maintain the confidentiality of my identity to the extent permitted by law.
- I do not ask the NRC to hold my comments in confidence.
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Signature of Respondent \_\_\_\_\_ Date \_\_\_\_\_

Please also print your name \_\_\_\_\_

**The Reference Report or Letter of Reference must be in English, must have a current date, and if hard copies, must bear the *original* signature (not photocopy, fax, or electronic) of the respondent who is listed on the Application.**

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August Review – August 15

November Review – November 15

Rev. 04/2006

# THE NATIONAL ACADEMIES

*Advisers to the Nation on Science, Engineering, and Medicine*

OFFICE USE ONLY

## NIOSH Master's Level Program

ID# \_\_\_\_\_

### **RESEARCH PROPOSAL / STATEMENT OF PURPOSE**

|  |               |                                    |  |
|--|---------------|------------------------------------|--|
| <i>Applicant Last or Family Name</i>                     |               | <i>First Name</i>                  |  |
| <i>Middle Name</i>                                       |               | <i>Maiden Name (if applicable)</i> |  |
| <i>Proposed Adviser</i>                                  | <i>Agency</i> | <i>Laboratory</i>                  |  |
|  | <b>NIOSH</b>  |                                    |  |
| <i>Title of Research Proposal / Statement of Purpose</i> |               |                                    |  |

### **ATTACH DETAILED RESEARCH PROPOSAL/STATEMENT OF PURPOSE** (Maximum of 3000 words, double-spaced, 12-point font)

The "Research Proposal / Statement of Purpose / Career Development Plan" for the NIOSH Master's Level Fellowships and Internships should be sufficiently complete for outside peer review purposes. The proposal or plan should state goals that can be accomplished within the allotted period of time-- one year (12 months) for a Fellowship, or three (3) months for an Internship.

A *Research Proposal* should include the following: a) statement of problem; b) background and relevance to previous work; c) general methodology and procedure to be followed; d) explanation of new or unusual techniques; e) expected results and their significance and application; and, f) literature citations where appropriate.

A *Statement of Purpose / Career Development Plan* should include one or more of the following: a) outline new approaches and opportunities for field experience; b) apply skills and knowledge learned in the classroom to the field; c) describe how state-of-the-art technology and databases could benefit your career development; d) describe how interaction with research experts would benefit your career development; e) describe how your participation would contribute to a project of public health importance.

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### THE PROPOSED ADVISER COMPLETES THIS SECTION

|  |                   |                                    |                               |
|--|-------------------|------------------------------------|-------------------------------|
| <i>Applicant Last or Family Name</i>                     |                   | <i>First Name</i>                  |                               |
| <i>Middle Name</i>                                       |                   | <i>Maiden Name (if applicable)</i> |                               |
| <i>Agency</i><br><b>NIOSH</b>                            | <i>Laboratory</i> |                                    | <i>NRC Opportunity Number</i> |
| <i>Title of Research Proposal / Statement of Purpose</i> |                   |                                    |                               |

|  |  |  |
|--|--|--|
| <i>Proposed Length of Tenure</i><br>(number of months) | <i>Proposed Starting Date</i><br>(Month Day, Year) |  |
|--|--|--|

|                                     |             |                             |                          |
|-------------------------------------|-------------|-----------------------------|--------------------------|
| <b>PROPOSED ADVISER INFORMATION</b> |             |                             |                          |
| <i>Adviser Name</i>                 |             | <i>Adviser Office Phone</i> | <i>Adviser E-mail</i>    |
| <i>Adviser Address</i>              | <i>City</i> | <i>State</i>                | <i>Zip (Postal) Code</i> |

Please address the overall quality of the research proposal/statement of purpose including the specific points indicated on the following page. Be sure the applicant's name is at the top of each page.

Recommended for review  Not recommended for review – no Laboratory interest.

Signature of Proposed Adviser \_\_\_\_\_ Date \_\_\_\_\_

Please also print your name \_\_\_\_\_

After completing the above portion, sign, date and forward this form to the Laboratory Program Representative.

### LABORATORY PROGRAM REPRESENTATIVE'S RECOMMENDATION

- The Laboratory recommends this application.  
 The Laboratory does not recommend this application.

*Laboratory Program Representative's Comments:*

Signature of Laboratory Program Representative \_\_\_\_\_ Date \_\_\_\_\_

**Document should be sent by express delivery to:**

**NRC Research Associateship Programs  
The National Academies  
2001 Wisconsin Avenue, NW [GR 322A]  
Washington, DC 20007**

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*Applicant Last or Family Name*

*First Name*

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1) Does the Research Proposal / Statement of Purpose / Career Development Plan reflect innovative thinking?  
2) Are the proposed objectives realistic? 3) Is the technical work plan sound, and does it incorporate state-of-the-art methods? 4) Can the plan be accomplished in the proposed timeframe? Please also comment on the relevance of the proposed plan to the mission of your agency. If specialized equipment or facilities are needed for the proposed plan, please address the availability of these. If animal or human subjects will be used in the proposed plan, indicate if an IACUC or IRB approval has been or will be obtained.

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Enter or Attach

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|                                      |                   |                                    |
|--------------------------------------|-------------------|------------------------------------|
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| <i>Middle Name</i>                   |                   | <i>Maiden Name (if applicable)</i> |
| <i>Agency</i><br><b>NIOSH</b>        | <i>Laboratory</i> | <i>NRC Opportunity Number</i>      |

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|                                     |             |                             |                          |
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**Enter or Attach**



DR. REBECCA GREEN  
Research Associate

Research Associateship Programs

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## Associate Forms & Information

### Associates:

Associates can find all the necessary forms for each stage of tenure on our [Award-Related Forms](#) page. A small sample of these forms includes moving household goods, medical insurance, and various progress reports.

Upon accepting our award all Associates will receive our [Policy and Procedures Manual](#). Our [Discussion Forum](#) is a web-based communication tool through which NRC Associates can communicate with each other.

A list of [Recent Awardees](#) can be sorted in straight alphabetical order by Associate name, within each Review, by Adviser or by Agency. The list also shows the title of the Associate's Research Proposal.

A [full directory](#) of past awardees is also available.

### Travel:

Any forms required for Travel can be found on our [Travel Policy and Travel Forms](#) page.

### Visa Requirements:

Foreign Nationals with Visa requirements will find the necessary forms on our [Visa Information](#) page.

### Newsletters:

News, opportunities, and other interesting articles can be found in our [Newsletters](#).

### Web Boards:

Web boards are available for our associates to communicate among each other.



Fellowships Office

POLICY AND CULTURAL AFFAIRS

THE NATIONAL ACADEMIES  
*Advisers to the Nation on Science, Engineering, and Medicine*

NATIONAL ACADEMY OF SCIENCES

NATIONAL ACADEMY OF ENGINEERING

INSTITUTE OF MEDICINE

NATIONAL RESEARCH COUNCIL

December 04, 2006



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## Sponsor Forms & Information

Various Adviser Forms are available to carry out the role of a Research Adviser to a National Research Council Research Associate. This role is similar to that of a major professor to a postdoctoral fellow at a major research university. For a Senior Research Associate, the relationship with an Adviser is that of a professional colleague.

Information for Potential Sponsors provides information for a federal agency, research laboratory or center, or other federal research entity that may be interested in becoming a sponsor of a National Academies National Research Council Associateship Program.

## Current Participating Agencies

This link is a listing of all the agencies that are currently participating in the Research Advisor Program. To view the opportunities available at each participating agency please click [here](#).