

AIR FORCE SUMMER FACULTY FELLOWSHIP PROGRAM (SFFP)

Website for the forms used to collect information from the public for application for the Air Force Summer Faculty Fellowship Program (SFFP):

<http://www.asee.org/sffp/>



U.S. AIR FORCE SUMMER FACULTY FELLOWSHIP PROGRAM

- Program Home Page - About the Program
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Air Force Summer Faculty Fellowship Program

[Application Now Extended! Deadline: November 30th, 2006.](#)

On September 30, 2004, the American Society for Engineering Education (ASEE) was awarded a contract for execution of the Air Force Summer Faculty Fellowship Program (SFFP).

[List of 2006 SFFP Awardees](#)

[List of 2005 SFFP Awardees](#)

ABOUT THE PROGRAM

The Air Force Summer Faculty Fellowship Program (SFFP) offers hands-on exposure to Air Force research challenges through eight (8) to twelve (12) week research residencies at participating Air Force Research Facilities for full-time science and engineering faculty at U.S. colleges and universities. This program is administered by ASEE, which provides the oversight and administrative structure for the selection and appointment of applicants. The objectives of the Summer Faculty Fellowship Program are to:

- stimulate professional relationships among SFFP participants and the scientists and engineers at Air Force Research Facilities;
- enhance the research interests and capabilities of faculty (both new and experienced researchers) in the U.S. academic community;
- elevate the awareness in the U.S. academic community of Air Force research interests;
- provide the SFFP participant opportunities to perform high-quality and meaningful research at Air Force Research Laboratory (AFRL) Directorates, the United States Air Force Academy, or the Air Force Institute of Technology;
- provide nationally accredited mentoring of academic researchers at Technical Directorates of the AFRL, the United States Air Force Academy, and the Air Force Institute of Technology.

During the summer, the faculty, under the mentorship of Air Force researchers, will conduct research at Air Force Research Facilities for a continuous period (other than federal holidays and weekends) of eight (8) to twelve (12) weeks. SFFP participants may choose to perform their research at Air Force facilities around the United States, but only in those research areas and with those approved advisors listed on the SFFP website.

Eligibility

- Applicants to the Air Force Summer Faculty Fellowship Program (SFFP) must be citizens or legal permanent residents of the United States.
- Applicants must hold a full-time appointment at a U.S. college or university.
- Participants are expected to conduct research at an Air Force Research Laboratory Directorate, U.S. Air Force Academy, or the Air Force Institute of Technology, not at their home institution or any other site.

Tenure

The duration of the fellowships is from eight (8) to twelve (12) continuous weeks. Applicants should be aware that no leave will be granted during the SFFP tenure and that fellows are required to conduct their research on-site. All SFFP participants at the Air Force Research Laboratory Directorates, U.S. Air Force Academy, and the Air Force Institute of Technology are considered guest investigators and are subject to Air Force regulations governing visiting scientists.

Stipends and Allowances

All appointments are subject to the participant's successful security investigation and approved access to unclassified government information systems.

SFFP participants receive a weekly stipend; the weekly stipend amount depends on the faculty status of the participant's application. The levels for the 2007 SFFP are as follows:

Awardee Level	Weekly Stipend
Assistant Professor	\$1,250
Associate Professor	\$1,450
Professor	\$1,650

A suitable relocation reimbursement for personal travel to the Air Force research facility will be determined for each awardee. Details will be provided at the time of the award.

A daily expense allowance is provided to SFFP Fellows with a commute distance greater than fifty miles (one way by the most direct route) and who have obtained a temporary residence while working at an Air Force Research Facility. The daily expense allowance is \$50 per workday.

Please note: Applicants should be aware that stipend payments from other federal funding sources including research grants and contracts may not be accepted during the ten week tenure of a summer faculty appointment.

Finding a Research Advisor

Each research opportunity offered through the SFFP has a research advisor (in some cases two research advisors) who directs all work involved with the project. To be eligible for an award, each application must be approved by the designated research advisor for that research opportunity and endorsed by the appropriate Air Force Research Facility. Although essential to the application process, an endorsement by a research advisor or laboratory does not imply nor guarantee an award.

Each applicant must get approval to apply to a program from the Advisor before uploading his/her proposal. We recommend that you first find an Advisor and work with them and show them your research proposal before applying to the program.

Click [here](#) to learn more about the process of finding a research advisor.

Click [here](#) to learn more about the areas of interest to the various Air Force Research Facilities as well as contact information for each facility.

Reapplication

Each Summer Faculty Fellowship award is for one summer. SFFP awardees may apply for renewal of their award for a 2nd and 3rd year, providing they wish to renew at the same SFFP Laboratory and will work with the same SFFP Research Adviser.

Candidates who were not offered an award because of funding or other limitations, or who were not recommended for an award by the panels, may reapply for an award for the following summer.

SFFP participants who have held an award for three (3) years may not reapply for at least two years following completion of their final year of award tenure.

Evaluation and Selection

The Air Force Office of Scientific Research plans to award new summer faculty fellowships in early February 2006, subject to the availability of funds. AFOSR will offer these fellowships to individuals who hold PhD's in science and/or engineering; who are faculty members at a U.S. college or university; and whose research interests are in line with the interests and needs of the various Air Force Research Facilities, including nine Air Force Research Laboratory Directorates, the United States Air Force Academy and the Air Force Institute of Technology.

Evaluation of the applications received from eligible research candidates, which also considers Air Force relevance of the proposed area of research, is performed by a panel of experts designated

by ASEE and approved by AFOSR. Each Air Force Research Facility directly monitors the awards conferred to fellows in research areas closely related to its mission.

Application and Award Dates

Applications and Curriculum Vitae must be submitted electronically by 12:00 p.m. (noon) Eastern Standard Time on November 30, 2006. Reference forms must be submitted electronically by 12:00 p.m. (noon) Eastern Standard Time on December 7, 2006. Award notifications will be made in February, 2007.

Conditions of Appointment

- A fellow may not accept simultaneous remuneration from other federal funding sources including research grants and contracts during tenure with the Air Force SFFP.
- Applicants should be aware that no leave will be granted during their tenure with the Air Force SFFP and that fellows are required to conduct their research on-site.
- Fellows may reapply for a second and third summer. Renewal fellows must reapply and have satisfactorily completed all requirements from prior SFFP awards, including the end-of-tenure report and program evaluation.
- Fellows are required to furnish complete information to the Air Force Research Facility regarding any invention first conceived or reduced to practice while a SFFP Fellow and for which a patent application is filed.
- An award is contingent on the fellow's ability to get security clearance for the Air Force Research Facility.

Final Report

The Air Force Office of Scientific Research (AFOSR) requires that all SFFP Fellows submit final reports at the end of their tenure with the program. The final report, comprised of text as well as figures and references, should include major technical and scientific findings of the fellow's research. The report is to be submitted to the participant's research advisor and laboratory point of contact before the SFFP Fellow leaves the research facility.

Program Evaluation

Participants are asked to evaluate their experience at the end of the program. Questionnaires will be used to obtain information and recommendations for improving future programs. At the end of the summer appointment, evaluation forms will be available on the SFFP website and participants will be able to submit evaluations online.

Application

- The online application to the 2007 Air Force Summer Faculty Fellowship Program will be open from August 1, 2006 to November 30, 2006. References are due by December 7, 2006.
- Click on the Application Instructions option on the left hand side of this website to learn about the application process.
- Click on the Apply Online option on the left hand side of this website to apply to the 2007 Air Force Summer Faculty Fellowship Program.
- Please contact the Projects Department at sffp@asee.org for guidance in the application process.

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APPLICATION INSTRUCTIONS

Faculty from Historically Black Colleges and Universities, Minority Serving Institutions, Tribal Colleges and Community Colleges are encouraged to apply!

Eligibility

- Applicants to the Air Force Summer Faculty Fellowship Program (SFFP) must be citizens or permanent residents of the United States.
- Applicants must hold a full-time appointment at a U.S. college or university, preferably with a minimum of two years experience.
- Participants are expected to conduct research at an Air Force Research Laboratory Directorate, U.S. Air Force Academy, or the Air Force Institute of Technology, not at their home institution or any other site.

Application Instructions

A complete application to the Air Force SFFP includes:

- A completed online application form, including contact, employment, education, research, and optional demographic information;
- complete contact information for three references, one of whom must be your Department Head or Dean;
- an electronic copy of your Curriculum Vitae (C.V.) uploaded in Microsoft Word, Rich Text format, or Adobe PDF format;
- an electronic copy of your research proposal uploaded in Microsoft Word, Rich Text format, or Adobe PDF format. (Note: You may only upload your proposal after you have received approval from the Advisor of the program to which you are applying).

Applications, C.V.'s, and research proposals must be submitted through the ASEE website. Please do not submit paper applications, C.V.'s, or research proposals.

Detailed Instructions

Important Information to Know Before You Begin Applying:

- You will need an active e-mail address to create an application account. You will be able to create your own password.
- A status display is located at the top of the Application Summary Page. Use the Application Summary page to navigate the application and receive feedback on the completion status of your application.
- The application is divided into five sections, each with its own completion status bar found on the Application Summary page. All required information fields are designated with a red asterisk.
- All of your responses can be changed prior to the submission deadline of 12:00 pm (noon) on November 30, 2006. This allows applicants to return to the application to correct errors and omissions.

Creating a Login and Password:

The first step in applying to the Air Force SFFP is creating a login and password. To begin, follow these simple instructions:

1. Click on the "Apply Online" option from the menu found on the left hand side of the Air Force SFFP website.
2. Click on the New Registration box and key in your email address. Your email address will be used as you login "name".
3. Key in your password and confirm your password. You may choose a password of any length that includes letters, numbers, or both.
4. Click on the register button to register your login and password.
5. Next, click on the Login box, key in your email address and the password you created and click the Login button.
6. Begin the application process.

If you lose or forget your password, go to the Login page of the application, click on the Forgot Password box, enter your email, and click on the Find Password button. An email with your password will be sent to you. Once you receive the email, go to the Login page of the application and log into the application using the appropriate email

address and password.

If you have any questions or problems logging into the SFFP website and/or application, please contact ASEE at: sffp@asee.org.

If you have previously applied to the program, you may enter your email and password from last year. When you log on, you may import your contact information from last year. Please verify that all of your information is corrected and make any necessary changes.

Section 1: Contact Information

You will need to provide the following information:

1. Citizenship
2. First, middle, and last name
3. Present position, department, institution, institution type, HBCU/MI/TC status, institution contact information, and indicate whether you have participated in the SFFP before
4. Home address and phone number
5. Date of birth and country of birth

****Remember to save your information before leaving the section.****

Section 2: Demographic Data

This information will not be provided to evaluators and will not impact your eligibility in any way. This information is used for statistical purposes only, to determine the degree to which members of diverse sections of the eligible population are aware of and apply for this program.

1. Gender
2. Disability
3. Ethnicity
4. Race
5. How did you learn about the program?

****Remember to save your information before leaving the section.****

Section 3: Curriculum Vitae

In order to complete the Air Force SFFP application you will need to upload an electronic copy of your Curriculum Vitae (C.V.) in Microsoft Word, Rich Text format, or Adobe PDF format. Once a file has been uploaded, the name of that file is displayed on the Curriculum Vitae web page. In order to change the uploaded C.V., simply click on the Browse button and choose another document; the chosen document will replace the previously uploaded document. A standard Curriculum Vitae, supplemented if necessary to cover all items listed below, is acceptable provided that refereed articles are listed separately from lesser publications:

1. Colleges attended, with dates of attendance and degrees received, field, and titles of theses and dissertations
2. Chronology of professional employment and significant academic and professional activities
3. List of publications - List refereed journal articles separately from reports, abstracts, paper in conference proceedings, etc.
4. Research experience
5. Courses taught
6. List of current contract or grant activities - Please include title, funding source, funds per year, principal investigator, and the percentage of time charged to the contract or grant in the last year

****Remember to save your information before leaving the section.****

Section 4: References

You will need to provide complete contact information for three references for each program to which you apply; the

first of which must be your Dean or Department Head.

1. Dean/Department Head's first and last name, email address, telephone number, institution, and address
2. Two Professional References' first and last names, email addresses, telephone numbers, institutions, and addresses

References will be submitted electronically, therefore, it is important for you to provide valid email addresses for your references. An email will be sent to your selected references with detailed instructions on how to submit a reference document.

You can submit as many references as you choose; however, you can indicate only three references per program. You will be able to indicate references for each program on the Add a Program page of this application.

The deadline for reference forms is 12:00 p.m. (noon) on November 8, 2006.

Please note: The Program section of this application requires that you have at least three references listed on the Reference page.

****Remember to save your information before leaving the section.****

Section 5: Choose a Program

You may apply to up to two research opportunities listed on the SFFP website. To apply to a new program, click on the "Add" button. You can search for a research opportunity by research advisor, abstract number, research topic, keyword(s), or by Air Force Research Facility. Only put information in one of the fields to find your program.

Click [here](#) for more information about finding a research advisor and research opportunity.

Once you find the appropriate program, click on the "Apply" link to complete the program application form, including:

1. Start date - A start date should be discussed and agreed upon with the research advisor. If you have not decided on a specific date, enter an approximate start date.
2. Number of Weeks - Please enter the number of weeks (8-12) you would like to work at the lab. This is just a request and does not guarantee any length you may be awarded.
3. Title of Proposal
4. Statement of Academic Benefit - The Statement of Academic Benefit should include a description of how the SFFP will benefit teaching and research activities at your home academic institution (i.e. new course, new curriculum, new research project). There is no limit to your Statement of Academic Benefit; typically, statements are approximately one to two pages in length.
5. Pick three references - Choose three references from the list of references you provided; one of the references must be your Department Head or Dean.

Once you have finished filling out this section, an email will go to the Advisor of the program to which you are applying. The Advisor will approve or not approve you before you can upload your proposal. The Advisor will only approve those applicants who they have spoken with and have read the applicant's proposal. This approval will affect your score in the review process.

Click [here](#) to Find a Research Advisor

Description of the proposed research must 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.

RENEWALS:

Awardees may apply for renewal of their award for a 2nd and 3rd year, providing they wish to renew at the same SFFP Laboratory and with the same SFFP Research Advisor. If you are renewing for Summer 2007, a proposal is still required, being sure to mention the previous work you did at the Laboratory with the advisor, as well as what you propose to do in the upcoming summer program.

Your Research Proposal document should be no longer than 3000 words (approximately 4 single-spaced pages). Observe the following formatting requirements for the document:

- All submissions must be prepared separately in Adobe PDF, Rich Text Format, or Microsoft Word 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.

Be aware that all of the above listed components must be complete in order to save a program application; a partial application will not be accepted. If you have changes to make to a program application, you will need to first delete the original submission and start again by clicking on the "Add" button.

****Remember to save your information before leaving the section.****

Submitting Your Application

- All applications will be automatically submitted on November 30, 2006 at 12:00 p.m. (noon) Eastern Standard Time. Applicants' responses will be captured in a database each time information is entered online and saved. All responses can be changed prior to the November 30, 2006 deadline.
- There is a "Log Out" button on the top right corner of each page of the application. To log out of the application, you may click this button or simply close out of the application.
- For more information, please direct inquiries to:

Rick Kempinski
ASEE/SFFP
Phone: 202-331-3525
sffp@asee.org

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SFFP Application Closes 01-Dec-06 at 2:59:59 PM EST Server Current Time: 8:52:16 AM EST



Application for 2007 Air Force Summer Faculty Fellowship Program

[Log Out](#)

Application Summary

The application is comprised of five sections all listed below along with their current completion status. You will only be considered for the 2007 Air Force Summer Faculty Fellowship Program if all sections have a status of "Complete".

Before filling out any information, we highly recommend that you find a Research Advisor and work with this Advisor on your research proposal. To find a Research Advisor, [click here](#).

Section	Status
Contact Information	Complete
Demographic Information	Complete
Curriculum Vitae	Complete
References	Incomplete
Program	Incomplete

You have applied to 0 program(s). You can apply to two programs.



Air Force Summer Faculty Fellowship Program
 American Society for Engineering Education
 1818 N Street NW, Suite 600
 Washington, DC 20036
 (202) 331-3525
sffp@asee.org

SFFP Application Closes 01-Dec-06 at 2:59:59 PM EST Server Current Time: 8:52:24 AM EST



U.S. AIR FORCE SUMMER FACULTY FELLOWSHIP PROGRAM

Application for 2007 Air Force Summer Faculty Fellowship Program

[Log Out](#)

Contact Information

Required fields are marked with a red asterisk *

Citizenship Information

Only U.S. Citizens and permanent residents are eligible for the Air Force Summer Faculty Fellowship Program

Are you a U.S. Citizen:

Yes No

If no, what is your naturalization date:

mm/dd/yyyy

INS Number (If Naturalized)
or Alien Registration Number
(If legal permanent US resident)

*Country Of Birth:

--

Name

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

Email

r.kempinski@asee.org

Alternate Email:

Program Information

*Present Position:

Associate Professor

If Other Position:

*Discipline:

*Department:

atmospheric science dept

*Institution Name:

samfarmer university

*Institution Type:

2 Year 4 Year

*Is Your Institution a HBCU/MI?

Yes No

*Have you participated in the Air Force SFFP before?

Yes No

If Yes, what years?

2006 2005 2004 2003 2002 2001 2000 1999
 1998

Institution Mailing Address

*Address1:

Address2:

Address3:

*City:

*State:

*Zip:

*Country:

United States

Home Mailing Address

*Address1:

Address2:

Address3:

*City:

*State:

*Zip:

*Home Country:

United States



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Air Force Summer Faculty Fellowship Program
American Society for Engineering Education
1818 N Street NW, Suite 600
Washington, DC 20036
(202) 331-3525
sfftp@asee.org

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Application for 2007 Air Force Summer Faculty Fellowship Program

[Log Out](#)

Demographic Information

Required fields are marked with a red asterisk *

To determine the degree to which members of diverse segments of the population are reached by this announcement, ASEE requests that you fill in the appropriate block(s) below.

- Gender: Male Female
- Disabled: Yes No
- Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino
- Race:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaii or Other Pacific
 - White

In accordance with Federal statutes and regulations and Air Force policies, no person on the grounds of race, color, age, sex, national origin, or disability shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity receiving financial assistance from the United States Air Force.

- How did you learn about the program?
- Email
 - Participated Previously
 - Professional Publication
 - Poster
 - Heard about it from a colleague
 - Internet
- Other: _____

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Air Force Summer Faculty Fellowship Program
American Society for Engineering Education
1818 N Street NW, Suite 600
Washington, DC 20036
(202) 331-3525
sffp@asee.org

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Application for 2007 Air Force Summer Faculty Fellowship Program

[Log Out](#)

Curriculum Vitae

Required fields are marked with a red asterisk *

Please attach an electronic copy of your Curriculum Vitae (CV) by clicking on Browse and choosing the appropriate file. Use only Microsoft Word, Rich Text Format or Adobe PDF formats.

[Please click here for information regarding the required contents of your CV.](#)

Current Document:

ASEE SOWmod.doc

To replace choose new document below and save.

Upload:

A standard Curriculum Vitae, supplemented if necessary to cover all items listed below, is acceptable provided that refereed articles are listed separately from lesser publications:

1. Colleges attended, with dates of attendance and degrees received, field, and titles of theses and dissertations
2. Chronology of professional employment and significant academic and professional activities
3. List of publications - List refereed journal articles separately from reports, abstracts, paper in conference proceedings, etc.
4. Research experience
5. Courses taught
6. List of current contract or grant activities - Please include title, funding source, funds per year, principal investigator, and the percentage of time charged to the contract or grant in the last year



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 American Society for Engineering Education
 1818 N Street NW, Suite 600
 Washington, DC 20036
 (202) 331-3525
sffp@asee.org

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Application for 2007 Air Force Summer Faculty Fellowship Program

[Log Out](#)

References

You will need to provide complete contact information for three references for each program to which you apply; the first of which must be your Dean or Department Head.

1. Dean/Department Head's first and last name, email address, telephone number, institution, and address
2. Two Professional References' first and last names, email addresses, telephone numbers, institutions, and addresses

References will be submitted electronically, therefore, it is important for you to provide valid email addresses for your references. An email will be sent to your selected references with detailed instructions on how to submit a reference document. You can return to this page to see if your reference has submitted his or her letter at any time before the deadline of November 30, 2006.

You can submit as many references as you choose; however, you can indicate only three references per program. You will be able to indicate references for each program on the Add a Program page of this application.

The deadline for reference forms is December 7, 2006.

Please note: The Program section of this application requires that you have at least three references listed on the Reference page.

Please provide the contact information for three references.

Required fields are marked with a red asterisk *

List of References

Reference	Reference Letter Received
Joe Joester (hey u)	No
Rick Kempinski (SamFarmer University)	Yes

Add Reference

*First Name:

Middle Name:

*Last Name:

*Email:

Office Phone:

*Institution:

*Address 1:

Address 2:

Address 3:

*City:

State: (* required if USA or Canada)

*Zip:

*Country:

--

*Is reference your Dean or Head of Department?

Yes No

*How long have you known reference?

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Air Force Summer Faculty Fellowship Program
American Society for Engineering Education
1818 N Street NW, Suite 600
Washington, DC 20036
(202) 331-3525
sffp@asee.org

SFFP Application Closes 01-Dec-06 at 2:59:59 PM EST Server Current Time: 8:53:15 AM EST



Application for 2007 Air Force Summer Faculty Fellowship Program

[Log Out](#)

Add Program

Required fields are marked with a red asterisk *

You may apply to up to two programs. [Click here for more information about finding a research advisor.](#)

We highly recommend that you contact the appropriate research advisor(s) for each program to which you are applying. An email will be sent to each research advisor to facilitate the approval process. Although important to the application process, an endorsement by a research advisor or laboratory does not imply nor guarantee an award.

When you apply to a program, the Advisor will receive a notification of your desire to work with them for the summer. The advisor will either approve or not approve you to his/her Program. An approval means that you have contacted the Advisor and worked with him/her on your proposal. This approval will affect your review score during the evaluation panel.

RENEWALS:

Awardees may apply for renewal of their award for a 2nd and 3rd year, providing they wish to renew at the same SFFP Laboratory and with the same SFFP Research Advisor. If you are renewing for Summer 2007, a proposal is still required, being sure to mention the previous work you did at the Laboratory with the advisor, as well as what you propose to do in the upcoming summer program.

Proposal

Before uploading your proposal:

1. Contact the advisor to the Program to which you are applying, and
2. Have the advisor review your proposal (This is highly recommended)

Proposal

Use only Microsoft Word, Rich Text Format or Adobe PDF formats.

Program Details

*Proposed Start Date:

*No. of Weeks Requesting:

*Title of Proposal

Please provide a Statement of Academic Benefit for the program to which you are applying.

[Please click here for more information about the contents of your Statement of Academic Benefit.](#)

*Statement of Academic Benefit:

Pick 3 References
[Reset Reference Options](#)

> Pick Reference 1

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Air Force Summer Faculty Fellowship Program
American Society for Engineering Education
1818 N Street NW, Suite 600
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(202) 331-3525
sffp@asee.org



**AIR FORCE
SUMMER FACULTY FELLOWSHIP PROGRAM**
Administered by the
AMERICAN SOCIETY FOR ENGINEERING EDUCATION



**AIR FORCE SUMMER FACULTY FELLOWSHIP PROGRAM
ACCEPTANCE FORM**

2006 Summer Program

I hereby accept this appointment to the Air Force Summer Faculty Fellowship Program.

By accepting this appointment, I acknowledge the following:

- I am a citizen of the United States, or have Permanent Resident status.
- I will conduct my research on site at the designated Air Force facility.
- I hold a full-time faculty position at a U.S. college or university.
- I will not receive additional stipend, scholarship, or fellowship payments from other federal funding sources during the tenure of this appointment.

Signature: _____

Printed Name: _____

Date: _____

PLEASE FAX SIGNED AND COMPLETED FORM ON YOUR START DATE TO:

Rick Kempinski
American Society for Engineering Education
1818 N Street, NW, Suite 600
Washington, DC 20036
FAX: (202) 265-8504



AIR FORCE
SUMMER FACULTY FELLOWSHIP PROGRAM
Administered by the
AMERICAN SOCIETY FOR ENGINEERING EDUCATION



TERMS AND CONDITIONS

Period and Place of Appointment:

The term of appointment can be 8 to 12 continuous weeks between May and August, 2005. The appointment must take place on-site at the designated host research facility.

Requirements:

Participants must be a citizen of the United States, or have Permanent Resident status. Participants must hold a full-time faculty position at a U.S. college or university. Research must be conducted on site at the designated Air Force facility and participants cannot receive additional stipend, scholarship, or fellowship payments from other federal funding sources during the tenure of this appointment.

Stipend and Daily Expense Allowance:

The weekly stipends are as follows:

<u>Awardee Level</u>	<u>Weekly Stipend</u>
Assistant Professor	\$1,250
Associate Professor	\$1,450
Professor	\$1,650

In addition to the stipend, SFFP participants may receive a daily expense allowance of \$50 per workday (excluding weekends and federal holidays) if their commuting distance is greater than 50 miles (one way by the most direct route) and if they obtain a temporary residence while at the Air Force research facility.

You will be paid 30% of your stipend on the 1st and the 16th of each month for a period of three pay cycles. A final stipend of 10% will be paid after you submit a patent form, evaluation questionnaire, and final report of your summer's research. All stipend income is reported to the IRS and it is the responsibility of the applicant to report income to the IRS. All disbursements are contingent upon the availability of federal funds.

Temporary Moving Allowance:

A suitable temporary moving allowance for Fellows to relocate from their homes (i.e., one round trip) to the Air Force research facility is available. This round trip cost should not exceed \$1,000. There is no relocation allowance for individuals who live within 50 miles of their research site.



AIR FORCE
SUMMER FACULTY FELLOWSHIP PROGRAM
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Air Travel:

Airfare for either trip should be arranged through ASEE's travel agent, Associated Travel Concepts (1-800-755-3899). Airfare not arranged through ATC **must be pre-approved** by the ASEE Air Force Summer Faculty Fellowship Program Manager before reimbursement can be authorized. ASEE authorizes coach class commercial air transportation only when travel by a discount class is not available or would impose undue hardship on the traveler. If the traveler elects to fly a more premium class without ASEE authorization, ASEE will pay only that portion of the total cost equal to the lowest available discount fare. Where the traveler elects and is pre-approved to use a private automobile to make airline connection, ASEE will reimburse both the mileage to the airport and airport parking. Receipts for parking expenses should accompany the request for reimbursement of travel expenses. When submitting your expense reimbursement forms, please include your boarding pass (if possible).

Automobile Travel:

For those who will be traveling by car, ASEE will reimburse expenses at a rate of 44.5 cents per mile for the first 1,000 miles and 20 cents per mile thereafter each way. **The mileage rate is inclusive of all expenses incurred during automobile travel (lodging, tolls, gasoline, meals, parking, etc).**

Car Rental:

Reimbursement for cost of a rental automobile will be made only in those pre-approved cases justified by the nature of business of the traveler at the destination, or where other means of reaching the ultimate destination are not feasible. **All car rentals must be pre-approved by ASEE.**



AIR FORCE
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ACCEPTANCE OF TERMS FORM

I hereby accept this appointment to the Air Force Summer Faculty Fellowship Program.

By accepting this appointment, I acknowledge the following:

-
- I understand the terms and conditions of the appointment specified in the Terms and Conditions of Appointment.
 - All appointments are subject to the availability of federal funds.
 - I understand the conditions set forth in the memorandum from ASEE concerning the patent rights pertaining to my participation in the Air Force Summer Faculty Research Program.
 - I am a citizen or permanent resident of the United States.
 - I intend to conduct my research on site.
 - I will not be receiving any additional stipend payments from other federal funding sources including research grants and contracts during the tenure of this appointment.
 - I understand that the appointment is not a contract for services between me and ASEE or the Air Force. My role is that of a self-employed guest researcher who agrees to conduct and report on research of interest both to myself and to the Air Force.
 - I have read and understand the memorandum titled "Tax Treatment of Summer Fellowships"

Signature: _____

Printed Name: _____ Date: _____

Please indicate the date you propose to start your summer research.

Starting date: _____

PLEASE RETURN COMPLETED FORM TO:

Rick Kempinski
American Society for Engineering Education
1818 N Street NW, Suite 600
Washington, DC 20036
Phone: (202) 331-3525
Fax: (202) 265-8504



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TEMPORARY MOVING ALLOWANCE REQUEST FORM

A temporary moving allowance is available to faculty appointed to the Air Force Summer Faculty Fellowship Program who (1) must move at least 50 miles from their permanent address and (2) who have already secured an address for the duration of the appointment.

Permanent Address:

Summer Leave Address:

Signature: _____

Printed name: _____

Date: _____

PLEASE RETURN COMPLETED FORM TO:
Rick Kempinski
American Society for Engineering Education
1818 N Street NW, Suite 600
Washington, DC 20036
Phone: (202) 331-3525
Fax: (202) 265-8504



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DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Please note: It is the policy of the Air Force Summer Faculty Fellowship Program that program funds be transferred electronically to participants.

I hereby authorize the American Society for Engineering Education, hereinafter called company to initiate credit entries to my account indicated below and the depository named below, hereinafter called depository, to credit the same such account, and, in the event a credit is made to my account in error, I authorize company to make a correcting entry under the condition that I am notified of said adjustment.

ACCOUNT NUMBER: _____ CHECKING SAVINGS

DEPOSITORY/BANK NAME: _____

BANKING TRANSIT NUMBER: _____
(Always 9 Digits)

This authorization is to remain in full force and effect until company has received written notification from me of its termination in such time and in such manner as to afford company a reasonable opportunity to act on it.

SIGNATURE: _____ *DATE:* _____

FELLOW'S NAME: _____

FELLOW'S SOCIAL SECURITY NUMBER: _____

OR, PERMANENT RESIDENT NUMBER: _____

NOTE: Please include a copy of a void check and return this form to the Program Manager.

PLEASE RETURN COMPLETED FORM TO:
 Rick Kempinski
 American Society for Engineering Education
 1818 N Street NW, Suite 600
 Washington, DC 20036
 Phone: (202) 331-3525
 Fax: (202) 265-8504



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**RELOCATION ALLOWANCE REIMBURSEMENT
 REQUEST FORM**

To be submitted no later than thirty days (30) after relocation. Receipts must be provided for all reimbursement claims.

Name: _____

Phone: _____

Destination: _____

Dates of Travel: _____

Estimated Costs:

Air Fare: _____

Local Transportation: _____

Airport Parking: _____

Auto Mileage (44.5 cents per mile): _____

Rental Car (must be pre-approved): _____

Total: _____

CERTIFICATION: I certify that this report is true and accurate to the best of my knowledge.

Fellow's Signature *Date*

FOR ASEE HEADQUARTERS USE ONLY

Total Reimburesment: _____

Approved for payment on _____ by _____

Your reimbursement will be deposited into your back account along with an upcoming stipend



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AIR FORCE SUMMER FACULTY FELLOWSHIP PROGRAM

2006 Summer Program
Summer Faculty Official Start Date

Fellow's Name: _____

Directorate: _____

Location: _____

Advisor: _____

Lab Point of Contact: _____

Lab Point of Contact Signature: _____

Official Start Date/Number of Weeks: _____

PLEASE FAX SIGNED AND COMPLETED FORM TO:

Rick Kempinski
American Society for Engineering Education
1818 N Street, NW, Suite 600
Washington, DC 20036
FAX: (202) 265-8504



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MEMORANDUM

To: Air Force Summer Faculty Fellowship Program Participants
From: Rick Kempinski, ASEE Program Manager
Subject: Patents, Inventions, and Innovations

1. Persons selected to participate as Air Force Summer Faculty Fellowship Program are required to comply with the provisions of the "Retention by the Contractor (Short Form) (Jun 1997)" clause of the Federal Acquisition Regulation (FAR), Part 52.227-11, and are considered subcontractors to the American Society for Engineering Education (for patent purposes only).
2. Participants are required, in accordance with the Patent Rights clause to report any invention made, i.e., conceived or actually reduced to practice, during the period covered by their performance in the Fellowship Program. Invention means any discovery or innovation that may be patented or otherwise protected under the U.S. patent laws.
3. Any invention, as defined herein, is to be reported to the Intellectual Property (IP) Counsel's Officer located at the host laboratory. If the host laboratory has no assigned Intellectual Property Counsel Office, then the invention is to be reported to the Senior Patent Attorney at the Air Force Office of Scientific Research, 4015 Wilson Boulevard, Room 713, Arlington, VA 22203.
4. At the conclusion of the period of performance under the Summer Faculty Research Program, each participant is required to provide a final report and abstract to ASEE, listing all inventions made and/or reported during the performance period, or stating that there were none. For convenience, the enclosed form may be used in reporting inventions to ASEE.

52.227-11 -- Patent Rights -- Retention by the Contractor (Short Form).

As prescribed in 27.303(a), insert the following clause:

Patent Rights -- Retention by the Contractor (Short Form) (Jun 1997)

(a) Definitions.

(1) "Invention" means any invention or discovery which is or may be patentable or otherwise protectable under title 35 of the United States Code, or any novel variety of plant which is or may be protected under the Plant Variety Protection Act (7 U.S.C. 2321, et seq.)



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(2) "Made" when used in relation to any invention means the conception or first actual reduction to practice of such invention.

(3) "Nonprofit organization" means a university or other institution of higher education or an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)) and exempt from taxation under section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a)) or any nonprofit scientific or educational organization qualified under a state nonprofit organization statute.

(4) "Practical application" means to manufacture, in the case of a composition of product; to practice, in the case of a process or method, or to operate, in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or Government regulations, available to the public on reasonable terms.

(5) "Small business firm" means a small business concern as defined at section 2 of Pub. L. 85-536 (15 U.S.C. 632) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in Government procurement and subcontracting at 13 CFR 121.3-8 and 13 CFR 121.3-12, respectively, will be used.

(6) "Subject invention" means any invention of the contractor conceived or first actually reduced to practice in the performance of work under this contract, provided that in the case of a variety of plant, the date of determination (as defined in section 41(d) of the Plant Variety Protection Act, 7 U.S.C. 2401(d)) must also occur during the period of contract performance.

(b) Allocation of principal rights. The Contractor may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this clause and 35 U.S.C. 203. With respect to any subject invention in which the Contractor retains title, the Federal Government shall have a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

(c) Invention disclosure, election of title, and filing of patent application by Contractor.



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(1) The Contractor will disclose each subject invention to the Federal agency within 2 months after the inventor discloses it in writing to Contractor personnel responsible for patent matters. The disclosure to the agency shall be in the form of a written report and shall identify the contract under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the Contractor will promptly notify the agency of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the Contractor.

(2) The Contractor will elect in writing whether or not to retain title to any such invention by notifying the Federal agency within 2 years of disclosure to the Federal agency. However, in any case where publication, on sale or public use has initiated the 1-year statutory period wherein valid patent protection can still be obtained in the United States, the period for election of title may be shortened by the agency to a date that is no more than 60 days prior to the end of the statutory period.

(3) The Contractor will file its initial patent application on a subject invention to which it elects to retain title within 1 year after election of title or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the United States after a publication, on sale, or public use. The Contractor will file patent applications in additional countries or international patent offices within either 10 months of the corresponding initial patent application or 6 months from the date permission is granted by the Commissioner of Patents and Trademarks to file foreign patent applications where such filing has been prohibited by a Secrecy Order.

(4) Requests for extension of the time for disclosure election, and filing under subparagraphs (c)(1), (2), and (3) of this clause may, at the discretion of the agency, be granted.

(d) Conditions when the Government may obtain title. The Contractor will convey to the Federal agency, upon written request, title to any subject invention --

(1) If the Contractor fails to disclose or elect title to the subject invention within the times specified in paragraph (c) of this clause, or elects not to retain title; provided, that the agency may only request title within 60 days after learning of the failure of the Contractor to disclose or elect within the specified times.



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(2) In those countries in which the Contractor fails to file patent applications within the times specified in paragraph (c) of this clause; provided, however, that if the Contractor has filed a patent application in a country after the times specified in paragraph (c) of this clause, but prior to its receipt of the written request of the Federal agency, the Contractor shall continue to retain title in that country.

(3) In any country in which the Contractor decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in reexamination or opposition proceeding on, a patent on a subject invention.

(e) Minimum rights to Contractor and protection of the Contractor right to file.

(1) The Contractor will retain a nonexclusive royalty-free license throughout the world in each subject invention to which the Government obtains title, except if the Contractor fails to disclose the invention within the times specified in paragraph (c) of this clause. The Contractor's license extends to its domestic subsidiary and affiliates, if any, within the corporate structure of which the Contractor is a party and includes the right to grant sublicenses of the same scope to the extent the Contractor was legally obligated to do so at the time the contract was awarded. The license is transferable only with the approval of the Federal agency, except when transferred to the successor of that part of the Contractor's business to which the invention pertains.

(2) The Contractor's domestic license may be revoked or modified by the funding Federal agency to the extent necessary to achieve expeditious practical application of subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions at 37 CFR Part 404 and agency licensing regulations (if any). This license will not be revoked in that field of use or the geographical areas in which the Contractor has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at the discretion of the funding Federal agency to the extent the Contractor, its licensees, or the domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.

(3) Before revocation or modification of the license, the funding Federal agency will furnish the Contractor a written notice of its intention to revoke or modify the license, and the Contractor will be allowed 30 days (or such other time as may be authorized by the funding Federal agency for good cause shown by the Contractor) after the notice to show cause why the license should not be revoked or modified. The Contractor has the right to appeal, in accordance with applicable regulations in 37 CFR Part 404 and agency regulations, if any, concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of the license.



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(f) Contractor action to protect the Government's interest.

(1) The Contractor agrees to execute or to have executed and promptly deliver to the Federal agency all instruments necessary to --

(i) Establish or confirm the rights the Government has throughout the world in those subject inventions to which the Contractor elects to retain title; and

(ii) Convey title to the Federal agency when requested under paragraph (d) of this clause and to enable the Government to obtain patent protection throughout the world in that subject invention.

(2) The Contractor agrees to require, by written agreement, its employees, other than clerical and non-technical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the Contractor each subject invention made under contract in order that the Contractor can comply with the disclosure provisions of paragraph (c) of this clause, and to execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions. This disclosure format should require, as a minimum, the information required by subparagraph (c)(1) of this clause. The Contractor shall instruct such employees, through employee agreements or other suitable educational programs, on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

(3) The Contractor will notify the Federal agency of any decisions not to continue the prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than 30 days before the expiration of the response period required by the relevant patent office.

(4) The Contractor agrees to include, within the specification of any United States patent application and any patent issuing thereon covering a subject invention, the following statement, "This invention was made with Government support under (identify the contract) awarded by (identify the Federal agency). The Government has certain rights in the invention."

(g) Subcontracts.

(1) The Contractor will include this clause, suitably modified to identify the parties, in all subcontracts, regardless of tier, for experimental, developmental, or research work to be performed by a small business firm or domestic nonprofit organization. The subcontractor will retain all rights provided for the Contractor in this clause, and the Contractor will not, as part of the consideration for awarding the subcontract, obtain rights in the subcontractor's subject inventions.



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(2) The Contractor will include in all other subcontracts, regardless of tier, for experimental, developmental, or research work the patent rights clause required by Subpart 27.3.

(3) In the case of subcontracts, at any tier, the agency, subcontractor, and the Contractor agree that the mutual obligations of the parties created by this clause constitute a contract between the subcontractor and the Federal agency with respect to the matters covered by the clause; provided, however, that nothing in this paragraph is intended to confer any jurisdiction under the Contract Disputes Act in connection with proceedings under paragraph (j) of this clause.

(h) Reporting on utilization of subject inventions. The Contractor agrees to submit, on request, periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the Contractor or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the Contractor, and such other data and information as the agency may reasonably specify. The Contractor also agrees to provide additional reports as may be requested by the agency in connection with any march-in proceeding undertaken by the agency in accordance with paragraph (j) of this clause. As required by 35 U.S.C. 202(e)(5), the agency agrees it will not disclose such information to persons outside the Government without permission of the Contractor.

(i) Preference for United States industry. Notwithstanding any other provision of this clause, the Contractor agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject invention in the United States unless such person agrees that any product embodying the subject invention or produced through the use of the subject invention will be manufactured substantially in the United States. However, in individual cases, the requirement for such an agreement may be waived by the Federal agency upon a showing by the Contractor or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensees that would be likely to manufacture substantially in the United States or that under the circumstances domestic manufacture is not commercially feasible.

(j) March-in rights. The Contractor agrees that, with respect to any subject invention in which it has acquired title, the Federal agency has the right in accordance with the procedures in 37 CFR 401.6 and any supplemental regulations of the agency to require the Contractor, an assignee or exclusive licensee of a subject invention to grant a nonexclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances, and if the Contractor, assignee, or exclusive licensee refuses such a request the Federal agency has the right to grant such a license itself if the Federal agency determines that --



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(1) Such action is necessary because the Contractor or assignee has not taken, or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use.

(2) Such action is necessary to alleviate health or safety needs, which are not reasonably satisfied by the Contractor, assignee, or their licensees.

(3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the Contractor, assignee, or licensees; or

(4) Such action is necessary because the agreement required by paragraph (i) of this clause has not been obtained or waived or because a licensee of the exclusive right to use or sell any subject invention in the United States is in breach of such agreement.

(k) Special provisions for contracts with nonprofit organizations. If the Contractor is a nonprofit organization, it agrees that --

(1) Rights to a subject invention in the United States may not be assigned without the approval of the Federal agency, except where such assignment is made to an organization which has as one of its primary functions the management of inventions; provided, that such assignee will be subject to the same provisions as the Contractor;

(2) The Contractor will share royalties collected on a subject invention with the inventor, including Federal employee co-inventors (when the agency deems it appropriate) when the subject invention is assigned in accordance with 35 U.S.C. 202(e) and 37 CFR 401.10;

(3) The balance of any royalties or income earned by the Contractor with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions will be utilized for the support of scientific research or education; and



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(4) It will make efforts that are reasonable under the circumstances to attract licensees of subject inventions that are small business firms, and that it will give a preference to a small business firm when licensing a subject invention if the Contractor determines that the small business firm has a plan or proposal for marketing the invention which, if executed, is equally as likely to bring the invention to practical application as any plans or proposals from applicants that are not small business firms; provided, that the Contractor is also satisfied that the small business firm has the capability and resources to carry out its plan or proposal. The decision whether to give a preference in any specific case will be at the discretion of the contractor. However, the Contractor agrees that the Secretary of Commerce may review the Contractor's licensing program and decisions regarding small business applicants, and the Contractor will negotiate changes to its licensing policies, procedures, or practices with the Secretary of Commerce when the Secretary's review discloses that the Contractor could take reasonable steps to more effectively implement the requirements of this subparagraph (k)(4).

(l) Communications. [Complete according to agency instructions.]

(End of Clause)

Alternate I (Jun 1989). As prescribed in 27.303(a)(3), add the following sentence at the end of paragraph (b) of the basic clause:

The license shall include the right of the Government to sublicense foreign governments, their nationals and international organizations pursuant to the following treaties or international agreements: _____ *

[* Contracting Officer complete with the names of applicable existing treaties or international agreements. The above language is not intended to apply to treaties or agreements that are in effect on the date of the award but are not listed.]

Alternate II (Jun 1989). As prescribed in 27.303(a)(3), add the following sentence at the end of paragraph (b) of the basic clause:

The agency reserves the right to unilaterally amend this contract to identify specific treaties or international agreements entered into or to be entered into by the Government after the effective date of the contract and effectuate those license or other rights which are necessary for the Government to meet its obligations to foreign governments, their nationals and international organizations under such treaties or international agreements with respect to subject inventions made after the date of the amendment.

Alternate III (Jun 1989). As prescribed in 27.303(a)(4), substitute the following in place of subparagraph (k)(3) of the basic clause:



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(3) After payment of patenting costs, licensing costs, payments to inventors, and other expenses incidental to the administration of subject inventions, the balance of any royalties or income earned and retained by the Contractor during any fiscal year on subject inventions under this or any successor contract containing the same requirement, up to any amount equal to 5 percent of the budget of the facility for that fiscal year, shall be used by the Contractor for the scientific research, development, and education consistent with the research and development mission and objectives of the facility, including activities that increase the licensing potential of other inventions of the facility. If the balance exceeds 5 percent, 75 percent of the excess above 5 percent shall be paid by the Contractor to the Treasury of the United States and the remaining 25 percent shall be used by the Contractor only for the same purposes as described above. To the extent it provides the most effective technology transfer, the licensing of subject inventions shall be administered by Contractor employees on location at the facility.

Alternate IV (Jun 1989). As prescribed in 27.303(a)(5), include the following subparagraph in paragraph (f) of the basic clause:

(5) The Contractor shall establish and maintain active and effective procedures to ensure that subject inventions are promptly identified and timely disclosed, and shall submit a description of the procedures to the Contracting Officer so that the Contracting Officer may evaluate and determine their effectiveness.



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PATENT AND INVENTIONS DISCLOSURE FORM

Pursuant to the "Retention by the Contractor (Short Form) (Jun 1997)" clause of the Federal Acquisition Regulation (FAR), Part 52.227-11 and the Terms and Conditions of Appointment to the Air Force Summer Faculty Fellowship Program, I am disclosing the following information:

1. The following inventions were made and reported during the period of my appointment to work at the _____
(Air Force Facility)

Invention Title

Inventor(s)

Date of Disclosure to IP Office

- a)
- b)
- c)

2. No inventions were made.

Signature: _____

Printed Name: _____

PLEASE RETURN COMPLETED FORM TO:
 Rick Kempinski
 American Society for Engineering Education
 1818 N Street NW, Suite 600
 Washington, DC 20036
 Phone: (202) 331-3525
 Fax: (202) 265-8504



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MEMORANDUM

TO: Air Force Summer Faculty Research Program Participants

FROM: Rick Kempinski

SUBJECT: Tax Treatment of Summer Fellowships

PLEASE READ CAREFULLY!

With the passage by Congress of the Tax Reform Act of 1986 (Public Law 99-514), ASEE has sought advice of legal counsel with respect to the tax treatment of awards received by Air Force Summer Faculty Fellows.

Accordingly, you are advised of the following:

ASEE must report all monies paid to you under the Fellowship Program. This includes monthly stipends, travel, and relocation costs. Some reimbursable expenditure may be deducted such as relocation costs and travel to meetings and conferences.

ASEE will provide you and the Internal Revenue Service (IRS) with the informational Form 1099 recording the amount paid to/for you during the tax year. Under current laws and regulations, you are responsible for submitting quarterly estimates of income taxes to the IRS and paying the amounts due. You may have a similar liability with respect to state and/or local taxes depending upon the state and/or locality where you reside.

Appropriate IRS publications or your personal tax advisor should be consulted for clarification concerning your Social Security and other tax liability. See enclosed memo "Taxability of Research Grant".



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TAXABILITY OF RESEARCH GRANTS

When the American Society for Engineering Education (ASEE) awards Research Associateships to summer faculty fellows, these individuals often request guidance in determining whether they are subject to tax for self-employment tax purposes. This document is intended to help address that need and provide a brief overview of the tax treatment of Research Associateships for self-employment tax purposes.

WHAT IS TAXABLE TO A RECIPIENT?

When the Research Associateships are awarded to summer faculty fellows, the awards are subject to tax for income tax purposes, but may or may not be subject to tax for self-employment purposes. Income is taxed for self-employment tax purposes only if net income is derived from a trade or business.

Whether Research Associateships to summer faculty fellows are subject to self-employment tax will depend on the facts and circumstances surrounding the award, the conditions attached to the award, and whether the individual is performing services as a condition for receiving the award. Any portion of a Research Associateship paid for the performance of services would constitute payments in connection with the conduct of a trade or business and would be subject to self-employment taxes. When services are not rendered as a condition of the award, Revenue Ruling 60-378 provides that such awards are not considered income from trade or business, and therefore are not subject to self-employment taxes.

ASEE RECIPIENTS

Based on the award process at ASEE, awards are not necessarily conditioned upon the performance of services or the provision of the results of research. ASEE does not claim any rights to the results of the research or the right to publish the results. The awards are generally provided to further a general body of knowledge, as opposed to providing a special benefit only to ASEE. As defined under Revenue Ruling 60-378, this summer research award is taxable income, but is not subject to self-employment taxes. If, for any reason, the award requires the recipient to teach, or perform research that benefits ASEE, then the award is subject to self-employment tax. ASEE does not have authority to make tax rulings, therefore, ASEE strongly recommends that the Fellow consult a tax advisor or an IRS representative to determine the proper treatment for your award.



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FINAL REPORT FORM

The Final Report should be a 5-10 page, double-spaced paper describing what research you did over the summer at the lab. Please give a copy to your advisor as well as ASEE in order to receive your final payment.

SUBMITTED BY: _____

SUPERVISOR: _____

SPONSORING LAB: _____

ABSTRACT: (Please Type Below or Attach Sheet to Typewritten Abstract)



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EVALUATION QUESTIONNAIRE

YOUR PRINTED NAME _____

NAME OF AIR FORCE LAB/CENTER _____

AIR FORCE SPONSOR _____

1. WERE YOU REQUIRED TO RELOCATE FOR THE SUMMER?

- YES
- NO

2. IF SO, WHERE DID YOU STAY AND HOW DID YOU FIND OUT ABOUT YOUR SUMMER HOUSING?

3. IS IT LIKELY THAT YOU WILL USE YOUR SUMMER EXPERIENCE AS A BASIS FOR CONTINUING RESEARCH OF INTEREST TO THE AIR FORCE AT YOUR INSTITUTION?

- YES
- NO
- UNCERTAIN



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-
4. ARE YOU INTERESTED IN MAINTAINING A RESEARCH RELATIONSHIP WITH THE PROFESSIONAL PEERS WITH WHOM YOU COLLABORATED IN THE LABORATORY THIS SUMMER?
- YES
 - NO
5. TO WHAT EXTENT DO YOU THINK YOUR RESEARCH INTERESTS AND CAPABILITIES HAVE BEEN AFFECTED BY THIS SUMMER'S EXPERIENCE? (YOU MAY CHECK MORE THAN ONE)
- REDIRECTED
 - ADVANCED
 - MAINTAINED
 - UNAFFECTED
6. WOULD YOU RECOMMEND THIS PROGRAM TO YOUR FACULTY COLLEAGUES AS A FAVORABLE MEANS OF ADVANCING THEIR PROFESSIONAL DEVELOPMENT AS RESEARCHERS?
- YES
 - NOT REALLY



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7. HOW WILL THIS EXPERIENCE AFFECT YOUR TEACHING AND YOUR STUDENTS' EXPERIENCES? (YOU MAY CHECK MORE THAN ONE)

- BY INTEGRATING NEW INFORMATION INTO COURSES
- BY STARTING NEW COURSES
- BY SHARING RESEARCH EXPERIENCE
- BY REVEALING OPPORTUNITIES FOR FUTURE EMPLOYMENT IN GOVERNMENT AGENCIES
- BY DEEPENING YOUR OWN GRASP AND ENTHUSIASM
- WILL AFFECTING MY TEACHING LITTLE, IF AT ALL

8. HOW DID YOU LEARN ABOUT THE PROGRAM?

- RECEIVED ANNOUNCEMENT IN THE MAIL
- READ ABOUT IT IN A PROFESSIONAL PUBLICATION
- HEARD ABOUT IT FROM A COLLEAGUE
- OTHER _____

9. WOULD YOU BE INTERESTED IN SERVING AS A REVIEWER FOR OTHER DEPARTMENT OF DEFENSE FELLOWSHIPS?

- YES
- NO

IF SO WHAT YOUR FIELD EXPERTISE?



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IF YOU COULD, WHAT WOULD YOU DO TO IMPROVE THE PROGRAM?

THANK YOU FOR HELPING ASEE IMPROVE THE PROGRAMS AND
SERVICES THAT WE PROVIDE

PLEASE FORWARD COMPLETED FORMS ALONG WITH YOUR FINAL
REPORT AND THE PATENT AND INVENTIONS FORM TO:

RICK KEMPINSKI • AMERICAN SOCIETY FOR ENGINEERING EDUCATION
• 1818 N STREET NW SUITE 600 • WASHINGTON, DC 20036
OR FAX THE COMPLETED FORM TO (202) 265-8504