

## INTRODUCTION

Congratulations! You have been selected to receive a 2017 National Defense Science and Engineering Graduate (NDSEG) Fellowship. The NDSEG Fellowship is sponsored and funded by the Department of Defense (DoD) under the direction of the Office of the Assistant Secretary for Research and Engineering, Director of Basic Engineering. NDSEG selections are made by the Air Force Research Laboratory (AFRL), the Office of Naval Research (ONR), and the Army Research Office (ARO). The American Society for Engineering Education (ASEE) administers the NDSEG Fellowship Program.

Your application was selected by the DoD from over 3,500 eligible applications that were received this year. The NDSEG Fellowship will cover your full tuition and all mandatory fees for four years (48 months) at any accredited U.S. college or university that provides advanced degrees in science and engineering. In addition, the NDSEG Fellowship will provide you with a yearly stipend divided into monthly payments of \$3,200.00 for 48 consecutive months, totaling \$153,600 in stipend payments over the course of a full NDSEG Fellowship tenure.

Please review the award packet forms thoroughly before completing them as prompted.

If you have any questions related to the information requested by our office then please follow up with the NDSEG Program Team directly either via e-mail at [NDSEG@asee.org](mailto:NDSEG@asee.org) or over the phone at (202) 649 – 3831.



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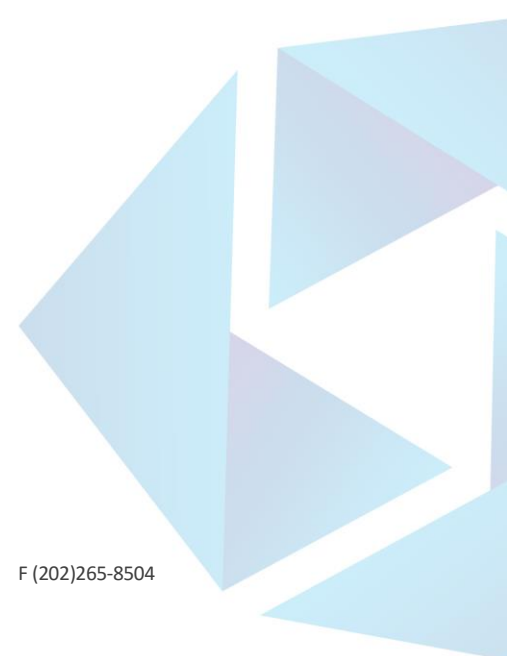
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## TERMS AND CONDITIONS

**Conditions of Appointment:** Fellows will be required to enroll in full-time programs leading to a Ph.D. or equivalent. Such programs may include a reasonable amount of teaching or similar activities as are, in the institution's opinion, beneficial to the fellow's academic progress. Scholarly development of fellows, not service to academic institutions, will govern the assignment of these activities.

Fellows must be eligible to accept both tuition and full stipend. A fellow may not accept simultaneous remuneration from another major fellowship or employment position, such as the NSF Graduate Research Fellowship Program. However, fellows are encouraged to participate in optional or required teaching and research assistantship positions, or the equivalent, during their program tenure. Fellows may receive funding from the NDSEG Fellowship during their program tenure only. Fellows must file a formal written request to receive financial compensation for their service as a teaching or research assistant. Approval is not guaranteed.

After the award is made, a major change in coursework, institution attended, or tenure of a fellow requires prior approval of the NDSEG Program Manager and the Department of Defense awarding agency. All requests must be submitted 2-3 weeks prior to when the change is expected to go into effect, if approved.

**Stipends, Allowances, and Tuitions:** The NDSEG Fellowship is funded by the Department of Defense and selections are made by the Air Force Research Laboratory (AFRL), the Office of Naval Research (ONR), and the Army Research Office (ARO). The NDSEG Fellowship will pay the participant's full tuition and mandatory fees (not to include room and board), including up to \$1,000 per academic year of individual medical insurance offered **through the institution, at the lowest tier available.**

The NDSEG Fellowship also provides stipends in twelve equal increments during the academic year. 2017 NDSEG Fellows will receive monthly payments of \$3,200.00 for up to 48 consecutive months, totaling \$153,600 in stipend payments – contingent upon availability of funds – over the course of a full NDSEG Fellowship tenure.

If a fellow is not enrolled in an institutionally approved academic study and/or research during the summer months, financial support will not be provided. There are no dependency allowances. If a fellow is not enrolled for the entire month, then they are not eligible for a stipend payment. Persons with disabilities will be considered for additional allowances to offset special educational expenses.

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**Debt Collection:** The National Defense Science and Engineering Graduate (NDSEG) Fellowship Program is authorized to collect all overpayments made by the fellowship. The purpose of this policy is to provide procedure for the collection of overpayments owed to the NDSEG Fellowship Program by its current or former fellows.

For purposes of this policy, fellowship overpayments are defined as all payments owed to the NDSEG Fellowship Program by a fellow overpaid, including, but not limited to the following:

- a. Monthly Stipends,
- b. Tuition and fees, and
- c. Medical Insurance.

Overpayments are payable to ASEE immediately upon notification of the occurrence.

**Means of Collection:** The NDSEG Fellowship Program may employ any legal means for collecting overpayments, including, but not limited to, any one or more of the following:

- a. An agreement with the fellow to have overpayment paid voluntarily via check, money order, or credit card;
- b. Issuance of a collection letter(s) via electronic mail or certified mail;
- c. Attempt to contact the fellow by telephone,
- d. By withholding future stipend and tuition payments until the overpayment has been satisfied; and/or
- e. Engaging a collection agency.

**Taxability of Fellowships:** While serving under the NDSEG Fellowship Program, fellowship recipients are considered independent contractors and not employees of either the United States or the American Society for Engineering Education (ASEE), the administrators of the program. ASEE will report all income (stipends) from the fellowship to the IRS and the fellows are responsible for the payment of all federal and state taxes based upon their fellowship income. Form 1099-MISC will be provided to each fellow at yearend (see page 8 for more information).

**Location of Work:** NDSEG Fellows may utilize program funds to attend any institution of higher education offering accredited advanced degrees in science and engineering in the United States. During part of their tenure, fellows may study or engage in research or field-work away from their academic institutions, if in the judgment of their faculty advisor and upon approval from the NDSEG Program Manager, such arrangements further the fellow's education and contribute directly to the attainment of an advanced degree, and the fellow is officially enrolled and earning academic credit. Stipends will not be paid to fellows while they are engaged in approved internships, research or employment away from their institution.

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**Tenure:** The NDSEG Fellowship starts September 1 in the year the fellowship is awarded. The duration of an NDSEG Fellowship is a maximum of 48 consecutive months at any United States institution of higher education with an accredited program in the appropriate discipline. To be eligible, applicants must: be United States citizens or nationals; have received a baccalaureate degree or will receive one before the fellowship begins; and must be at or near the beginning of their graduate study in science and engineering. The availability of funds for the second, third, and fourth years of the four-year award is contingent upon certification to the Department of Defense by the fellow's institution that the fellow has made satisfactory academic progress toward an advanced degree in their chosen science or engineering discipline.

**Deferrals:** An NDSEG fellow may be granted one or more deferrals from the NDSEG Program. A fellow may receive up to 12 months in deferral(s). Deferrals may be granted under the following conditions with prior written Contracting Officer approval: 1) the fellow is fulfilling an active duty military service obligation with the Department of Defense; 2) the fellow has a diagnosis of a condition from a physician or psychologist that prevents fellow from progressing in their academic studies, or 3) a fellow's immediate family member requires medical care or assistance from the fellow. Upon return to the program, the fellow will only be given the remaining time from the original fellowship award time to complete their fellowship. Fellows will not be given any additional time beyond the original award time to complete the program. Failure of fellow to return to academic studies after 12 months will result in removal from program. No fellowship program can extend beyond the period of performance of the contract. All deferrals are contingent upon the availability of government funding. All deferrals must be approved in advance, and a request for a deferral may be disapproved at the discretion of the agency.

**Summer Internships:** Fellows may be allowed to participate in summer internships at DoD facilities or non-DoD facilities that are conducting research on DoD relevant technologies and will not be grounds to request a deferral of the fellowship award. Internships will be completed during one or more summer periods when the fellow's graduate institution does not offer an appropriate program during the summer months, or when invited by a DoD agency to perform research. While participating in an internship, the fellow must continue to be academically enrolled and progressing towards their degree. Internships at non-DoD facilities will require coordination and prior written approval from the sponsoring DoD agency, GPM/COR, and the Contracting Officer.

**Responsibilities of the Fellow:** The NDSEG Fellow is required to notify ASEE of all changes that might affect the delivery and payment of stipends and tuitions, such as changes in address, changes in e-mail address, changes in the banking institution used by the fellow, or changes in the fellow's residency status. NDSEG Fellows do not incur any military or other service obligation.

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**Enrollment Status:** The NDSEG Fellow is required to confirm their full-time enrollment status in a program leading to a Ph.D. or the equivalent by providing ASEE with confirmation of their enrollment – after the add/drop period – each semester or quarter, depending on the institution’s academic-year calendar. The enrollment verification should include a copy of the fellow’s student account statement confirming their full-time enrollment status as well as a summary of costs confirming the fellow’s full tuition and mandatory fee charges.

**Annual Reporting:** Fellows are required to provide regular reports on their academic progress. An Annual Academic Report is required at the end of each Spring term with a mid-May deadline imposed. In addition to the Annual Report, ASEE requires the fellow to provide enrollment status verification as well as confirmation of how their tuition was paid for the year. This is to ensure that fellows remain in compliance with the program and are adhering to the Condition of Appointment, which states: “Fellows must be eligible to accept both tuition and full stipend.”

If the report and its corresponding documentation are not received by the imposed deadline, the fellow’s next and future stipend payments will be withheld until the report has been received, reviewed, and approved.

Additional information regarding the fellow’s academic progress may be requested during the fellows’ participation in the NDSEG Program. ASEE will request such information and provide a reasonable amount of response time. Fellows are also required to furnish complete information regarding any invention first conceived or reduced to practice for which a patent application may be filed.

By signing these Terms and Conditions:

- a. the Fellow certifies that he or she accepts the NDSEG Fellowship offer,
- b. Understands and agrees to abide by the Terms and Conditions of the NDSEG Fellowship, Program as stated above; and
- c. Acknowledges that these Terms and Conditions are subject to change.

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**Name of Fellow (print please):** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

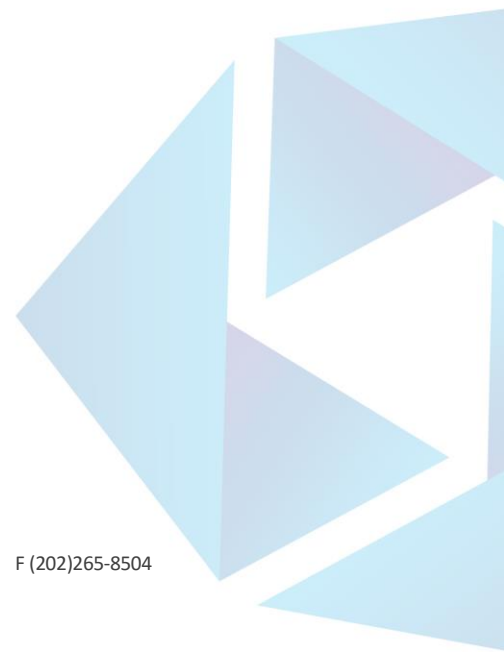
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## AUTHORIZATION FOR DIRECT DEPOSIT

I hereby authorize the American Society for Engineering Education, hereinafter called company, to initiate credit entries to my account indicated below, and I authorize the depository named below 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 reversing entry under the condition that I am notified of said adjustment. In the event that the reversing entry cannot be completed or unauthorized by the banking institute, the fellow will have up to 30 days to return the funding. Failure to satisfy the obligation within 30 days may result in the withholding of any future stipend/tuition payments and/or potential legal action.

ACCOUNT NUMBER: \_\_\_\_\_ CHECKING  SAVINGS

NAME & ADDRESS OF BANK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Please attach a copy of a voided check** (if you selected a checking account) from the account to which you want the stipend deposited and send it with the completed form to:

American Society for Engineering Education  
NDSEG Fellowship Program  
1818 N Street, NW, Suite 600  
Washington, DC 20036

Phone: (202) 649-3831  
Fax: (202) 463-1401  
E-mail: NDSEG@asee.org

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## CITIZENSHIP REQUIREMENTS

Each NDSEG Fellow must provide proof of citizenship. Proof of citizenship consists of a notarized copy of one of the documents below stating that the notary has seen primary proof of identity of the NDSEG Fellow. In some states, notaries are not allowed to notarize a copy of the document. In those cases, the notary usually notarizes a letter saying that they have seen primary proof of your identity, and that notarized letter suffices to prove your identity as a citizen. Please mail the notarized copy or letter to the administrator's office (NDSEG Fellowship Program, 1818 N Street, NW, Suite 600, Washington, DC, 20036). Documents presented to the notary as primary proof of identity must reflect your full legal name and date of birth. Nicknames will not be accepted. One of the following documents will meet the requirement:

- birth certificate issued by a U.S. State, jurisdiction, or territory (birth registration cards and foreign birth certificates are not accepted)
- current United States passport
- United States Certificate of Citizenship (Form N-560 or N-561)
- United States Citizen Identification Card (Form I-197)
- Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240)
- Certification of Report of Birth Abroad of a Citizen of the United States of America (Form DS-1350)

Please contact ASEE at 202-649-3831 or [NDSEG@asee.org](mailto:NDSEG@asee.org) with any questions or concerns.

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## MEMORANDUM

TO: 2017 National Defense Science & Engineering Graduate (NDSEG) Fellows

FROM: American Society for Engineering Education (ASEE)  
Administrators of the NDSEG Fellowship Program

SUBJECT: Tax Treatment of NDSEG Fellowships

You are advised of the following:

ASEE must report all stipend payments made to you under the NDSEG Fellowship Program. At yearend, ASEE will provide you and the Internal Revenue Service (IRS) with the informational Form 1099-MISC recording the amount paid to you during the tax year. Tuition payments are not included on your 1099-MISC, as they are not income. ASEE does not withhold taxes from your stipend payments. 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. As stated in the NDSEG Terms and Conditions, you are considered an independent contractor and not an employee of the United States Government or ASEE. If you have further tax questions, please contact your tax advisor or IRS, as ASEE is prohibited from providing tax advice.

### **Discrepancies:**

In the event you believe your 1099-MISC form is overstated/understated, please contact the NDSEG program via email at [NDSEG@asee.org](mailto:NDSEG@asee.org) or contact the help desk at (202) 649 – 3831.

Please allow up to 2-3 business days for research, resolution and resubmission of a corrected 1099.

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## FINAL CHECKLIST

1. Read and sign Terms and Conditions form
  - Make a copy for your records
  - Return original signed copy to ASEE
2. Complete and sign the Authorization for Direct Deposit form
  - Make a copy for your records
  - Return original signed copy to ASEE (along with a copy of a voided check from the account to which you want the stipend deposited)
3. Read the Citizenship Requirements form
  - Follow the instructions on how to provide ASEE with proof of United States citizenship
  - Keep the form for your records
4. Read the Memorandum “Tax Treatment of NDSEG Fellowships”
  - Keep for your records

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