

Automated Emails

**Award Offer Email:** *(This email is sent upon award. Attached to this email is an award cover letter (also enclosed) that provides further information about the award as well as the forms that the participant must complete to accept the award.)*

Congratulations! On behalf of the Department of Defense we are pleased to inform you that you have been awarded a scholarship under the Science, Mathematics, And Research for Transformation (SMART) Scholarship for Service. Please go to <http://smartscholarship.org/award> for information regarding your award offer. Your log in information is:

Please pay close attention to the due dates for requested materials. And again, congratulations on receiving this award!

OMB CONTROL NUMBER: 0704-0466  
OMB EXPIRATION DATE: XX/XX/XXXX

**Phase 1 Annual Report (DD3067-7)**

Dear SMART Scholar,

This is a friendly reminder that your Phase 1 Annual Report is due to the SMART Program no later than **1 June 2022**. The Phase 1 Annual Report is available in the scholar portal. Please download the document, complete and **upload to the scholar portal** by using this link: [Phase 1 Annual Report](#)

Be advised, per the 2022 SMART Scholar Handbook, “Scholars submit a Phase 1 Annual Report to the SMART Program on or before 1 June each year during phase 1. The Phase 1 Annual Report tracks and projects completion of degree requirements, projects number of internships, projects work start date, discloses outside funding, discloses outside employment, discloses health insurance information, discloses study abroad activities, and reports scholar research, achievements, and other activities. Scholars who fail to submit the Phase 1 Annual Report to the SMART Scholarship Program as required are placed in an auditable status of noncompliance.”

Thank you.

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## **Internship Request (DD3067-8)**

Dear SMART Scholar,

It is time to submit your Internship Request for the upcoming internship season!  
The deadline for document submission is March 1, 2022. Below find a link to the recruitment internship guide.

[https://www.smartscholarship.org/scholar?id=kb\\_article&sys\\_id=ef0b11a11be9a0147695a82fe54bcbef](https://www.smartscholarship.org/scholar?id=kb_article&sys_id=ef0b11a11be9a0147695a82fe54bcbef)

Please read through the internship guidelines located in the SMART Scholar Handbook. Please complete the [SMART Recruitment Internship Request](#) in the scholar portal. You will need to coordinate internship details with your sponsoring facility prior to submitting your Internship Request.

Please contact [smartscholar@smartscholarship.org](mailto:smartscholar@smartscholarship.org) if you have any questions.

Thank you.

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## **Internship Report (DD3067-4)**

Dear SMART Scholar,

Your Recruitment Internship Request has been processed and is now available in the scholar portal. Please note the date your Internship Report is due to the SMART Scholarship Program.

Thank you,

SMART Team

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