



**Science, Mathematics, and Research for Transformation (SMART) Scholarship-for-Service Program**  
**program\_year\_plus\_one Award Cover Letter - Recruitment**

Date: letter\_date

To: scholar\_name:

Congratulations! You are being offered a scholarship award under the Science, Mathematics, and Research for Transformation Scholarship-for-Service Program as described in the attached SMART Service Agreement. Additional program benefits and SMART Scholarship Program Scholar requirements are detailed in the enclosed SMART Scholar Handbook, revised program\_year\_plus\_one. The offer of award will expire on expiry date date and is contingent upon your timely compliance with all award document requirements set forth in the acceptance submittal chart on page 2 of the Award Cover Letter.

You have been assigned to **name\_of\_sf** located in **city\_name, state\_name**. This organization is your sponsoring facility (SF) at which you are required to complete summer work period(s), if applicable, and your service commitment unless you are reassigned by the SMART Program. You are required to contact your SF Point of Contact (POC) **name\_of\_poc, e\_mail phone\_number** to discuss the award, arrange your site visit dates, and confirm that this is an appropriate placement for you to complete your internship period(s) and service commitment.

You are required to participate in a site visit (1-2 days) at your SF, **name\_of\_sf** located in **city\_name, state\_name**. Please fill out the Recruitment Site Visit Request and return with award documents upon confirmation of site visit dates with your SF. If your summer address will be 50 miles or greater from the SF, a travel allowance may be provided. You may contact the SMART Program for further information at [smartscholar@smartscholarship.org](mailto:smartscholar@smartscholarship.org).

Due to your award's requirement to maintain a security clearance, please carefully read, in its entirety including the annexes, the Intelligence Community Policy Guidance, 704.2 - Personnel Security Adjudicative Guidelines for Determining Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information. If you have any concerns with any of the disqualifying factors, please contact your SF POC immediately for further discussion. If you are found to not be eligible to obtain a clearance, your award will be rescinded.

If you selected undecided on your application regarding which academic institution you will attend, please update your academic institution in the SMART Awardee Portal at <https://smartscholarship.org/award>.

**HOW TO ACCEPT THE AWARD**

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**If you wish to accept the award, please complete the Acceptance Section of the SMART Awardee Portal at <https://smartscholarship.org/award> AND also complete the SMART Service Agreement in accordance with the following instructions:**

1. Complete and submit acceptance documents for RECEIPT on or before the offer expiration date;
2. Submit all required documents as detailed in the acceptance submittal charts on page 2 or your award will be rescinded; and
3. Print clearly as illegible information will not be accepted.

**HOW TO DECLINE THE AWARD**

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**If you wish to decline the award, please complete the Declination Section of the SMART Awardee Portal at <https://smartscholarship.org/award>.**



# SMART Scholarship-for-Service Program

## QUESTIONS ABOUT AWARD DOCUMENTS OR THE SMART SCHOLARSHIP PROGRAM

If you have any questions regarding the award or the SMART Scholarship, please contact the SMART Program at [smartscholar@smartscholarship.org](mailto:smartscholar@smartscholarship.org).

### Submit to SMART Program by expiry\_date

The documents listed below must be received by the **SMART Program** no later than expiry\_date, unless otherwise noted.

**Award acceptance documents must be submitted in accordance with the instructions below. Incomplete or improperly submitted award acceptance documents will NOT be accepted. Failure to properly submit award acceptance documents will be treated as a declination of the award offer.**

### Upload signed documents to:

<https://smartscholarship.org/award> as directed on awardee portal.

### Documents to submit no later than expiry\_date

√ or "N/A"	Document / Requirement	Notes:
<input type="checkbox"/>	SMART Service Agreement	<ul style="list-style-type: none"> <li>All awardees</li> <li>Complete, sign, and upload to awardee portal</li> </ul>
<input type="checkbox"/>	SMART Scholarship Educational Work Plan	<ul style="list-style-type: none"> <li>All awardees</li> <li>Complete, sign, and upload to awardee portal</li> </ul>
<input type="checkbox"/>	SMART Scholarship Media Release	<ul style="list-style-type: none"> <li>All awardees</li> <li>Complete, sign, and upload to awardee portal</li> </ul>
<input type="checkbox"/>	Form 306 - Declaration for Federal Employment	<ul style="list-style-type: none"> <li>Recruitment awardees</li> <li>Complete, sign, and upload to awardee portal</li> </ul>
<input type="checkbox"/>	Form 612 - Optional Application for Federal Employment OR Resume	<ul style="list-style-type: none"> <li>Recruitment awardees</li> <li>Complete, sign, and upload to awardee portal</li> </ul>
<input type="checkbox"/>	SMART Scholarship Authorization for Direct Deposit	<ul style="list-style-type: none"> <li>Recruitment awardees</li> <li>Complete, sign, and upload to awardee portal</li> </ul>
<input type="checkbox"/>	Form W-9	<ul style="list-style-type: none"> <li>Recruitment awardees</li> <li>Complete, sign, and upload to awardee portal</li> </ul>
<input type="checkbox"/>	Recruitment Site Visit Request	<ul style="list-style-type: none"> <li>Recruitment awardees</li> <li>Complete, sign, and upload to awardee portal</li> </ul>

### Documents to submit after no later than 01 July program\_year\_plus\_one

<input type="checkbox"/>	2021/2022 Academic Year Official Transcript	<ul style="list-style-type: none"> <li>Submit as soon as transcript is available and no later than 01 July 2022</li> <li>Must be official transcript – mailed to: <b>Logistics Management Institute (LMI)</b> SMART Scholarship Program 1777 NE Loop 410, Suite 808 San Antonio, TX 78217</li> <li>Or Emailed by school to <a href="mailto:smartscholar@smartscholarship.org">smartscholar@smartscholarship.org</a></li> <li>Must show <u>final</u> grades earned for all classes taken during Fall 2021/Spring 2022 academic year               <ul style="list-style-type: none"> <li>If cumulative GPA is below required 3.00 minimum, award offer will be rescinded</li> </ul> </li> <li><b>NOT</b> required if school was <u>not</u> attended Fall 2021/Spring 2022</li> </ul>
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