

**Science, Mathematics, and Research for Transformation (SMART) Scholarship  
Recruitment Site Visit Request**

OMB NO. 0704-0466  
OMB approval expires  
YYYYMMDD

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 4093, Science, Mathematics, and Research for Transformation (SMART) Defense Education Program; 10 U.S.C. 133a, Under Secretary of Defense for Research and Engineering; DoD Directive 5137.02, Under Secretary of Defense for Research and Engineering (USD(R&E)); DoD Instruction 1025.09, Science, Mathematics, and Research for Transformation Defense Education Program.

**PURPOSE:** To record a site visit for a SMART Recruitment Awardee.

**ROUTINE USES:** While the information requested on this form is primarily intended to be used internally, in certain circumstances it may be necessary to disclose this information externally, pursuant to 5 U.S.C. 552a(b)(3), including to contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal Government when necessary to accomplish an agency function. A complete list of routine uses may be found in the applicable Privacy Act System of Records Notice, DUSDA 14, Science, Mathematics, and Research for Transformation (SMART) Information management System, found at <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DUSDA-14.pdf?ver=KO2ZklWhxB3QCZoRTEIMFA%3d%3d>

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may result in SMART scholar being non-compliant with SMART policy and subject to possible dismissal.

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil). Respondents should be aware that notwithstanding any other provisions of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**INSTRUCTION:** All SMART Recruitment Awardees are required to complete a Sponsoring Facility (SF) site visit prior to 30 June of the initial award year. Recruitment Awardees contact their SF Point of Contact (POC) to receive site visit dates. Recruitment Awardees whose address is 50 miles or more from their SF's location may be eligible for site visit funding. Site visit funding is a monetary stipend provided to eligible recruitment awardees (eligibility is based on distance traveled to attend the site visit) to offset some costs associated with traveling for a site visit.

**SECTION 1 – Recruitment Awardee Information**

<b>Name (Last, First, MI):</b>	<b>Cohort Year:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Degree Level Funded by SMART Program:</b> <input type="checkbox"/> BS <input type="checkbox"/> BS/MS <input type="checkbox"/> MS <input type="checkbox"/> PhD	<b>Field of Study:</b>
<b>Degree Completion Date (YYYYMMDD):*</b>	<b>Degree Conferral Date (YYYYMMDD):**</b>
* <b>Degree Completion Date:</b> Date on which an individual completes all degree requirements. This generally occurs prior to degree conferral and is not set forth on official transcripts.	
** <b>Degree Conferral Date:</b> Date on which a degree is bestowed upon an individual. This is set forth on the official transcript reflecting the degree earned and may occur after degree completion.	

**SECTION 2 – Site Visit Information**

<b>First Day of Site Visit (YYYYMMDD):</b>	<b>Last Day of Site Visit (YYYYMMDD):</b>	
<b>Recruitment Awardee Address (location traveling from to attend the site visit):</b>		<b>Apartment Number:</b>
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>SF:</b>		
<b>SF Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

**SECTION 3 – Statement of Understanding**

*By signing below, I agree that all information provided is true and accurate to the best of my knowledge.*

Please Check:

- I certify that my address, as listed in Section 2, is the location that I will be traveling from in order to attend the site visit at my SF.
- I understand that if I receive compensation to attend a site visit at my SF and I do not attend the site visit, I am required to return all site visit funding to the SMART Program.
- I understand that site visit funding may be provided after eligibility has been determined by the SMART Program, based on the distance I am required to travel. Site visit funding may or may not be disbursed prior to site visit.

<b>Recruitment Awardee Signature:</b>	<b>Date Signed (YYYYMMDD):</b>
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**SECTION 4 – SMART Program Review**

Verified distance between recruitment awardee address and SF: Number of miles: \_\_\_\_\_

Eligible for site visit funding  Not eligible for site visit funding

Verified site visit dates with Component Liaison?  Yes  No

**Site Visit Report Due Date** (YYYYMMDD):

**Reviewed by** (Name):

**Date Reviewed** (YYYYMMDD):

NEEDS DD67