

**Science, Mathematics, and Research for Transformation (SMART) Scholarship
Service Agreement Amendment 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 an amendment to a SMART Scholar's SMART Scholarship Service Agreement.

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; and to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)) to aid in the collection of outstanding debts owed to the Federal government, typically to provide an incentive for debtors to repay delinquent Federal government debts by making these debts part of their credit records. 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://dpclid.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 one hour 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. 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: SMART Scholarship Program Scholars requesting to amend an existing SMART Service Agreement must submit this request. The request is reviewed and will be considered for approval by the SMART Scholarship Program and/or appropriate sponsoring Department of Defense (DoD) Component office. Changes approved pursuant to this Service Agreement Amendment Request (SAAR) modify only the specific terms of the SMART Service Agreement amended. The remainder of the SMART Service Agreement remains in full force and effect.

SECTION 1 – SMART SCHOLAR AWARD INFORMATION

Name (Last, First, Middle Initial):	Cohort Year:
Phone:	Email:
AWARD TYPE (X one): <input type="checkbox"/> Recruitment <input type="checkbox"/> Retention	
a. SPONSORING COMPONENT	b. SPONSORING FACILITY
c. LOCATION (City/State)	
d. DEGREE (X one) <input type="checkbox"/> BS <input type="checkbox"/> BS/MS <input type="checkbox"/> MS <input type="checkbox"/> PhD	
Degree Completion Date (YYYYMMDD):*	Degree Conferral Date (YYYYMMDD):**

Notes: *Degree Completion Date: Date on which an individual completes all degree requirements. This generally occurs prior to degree conferral and is not set forth on official transcripts.

** Degree Conferral Date: 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 – TYPE OF AMENDMENT (X one) See following pages for instructions and required documentation.

<input type="checkbox"/> Academic Institution	<input type="checkbox"/> Additional Enrollment	<input type="checkbox"/> Additional Tuition	<input type="checkbox"/> Award Length Decrease	<input type="checkbox"/> Award Length Increase
<input type="checkbox"/> Award Type	<input type="checkbox"/> Degree Level	<input type="checkbox"/> Field of Study	<input type="checkbox"/> Full Time Enrollment	<input type="checkbox"/> Internship Waiver
<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Sponsoring Facility	<input type="checkbox"/> Stipend Rate Increase	<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Alternatively Timed Internship
<input type="checkbox"/> Other (describe)				

SECTION 3 – REQUEST DETAILS (Required for all types of amendment requests)

Please provide a brief summary of the request.

If requesting an award length increase, an award length decrease, or a leave of absence, provide revised degree completion and conferral dates.

Revised Degree Completion Date (YYYYMMDD):*	Revised Degree Conferral Date (YYYYMMDD):**
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Notes: *Degree Completion Date: Date on which an individual completes all degree requirements. This generally occurs prior to degree conferral and is not set forth on official transcripts.

** Degree Conferral Date: 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 4 – COMPLIANCE (*initial next to each*)

_____ I understand that if I don't provide the other required documentation specific to this type of amendment, detailed in the "Required Documentation" column of the matrix on page 3 my SAAR will be considered incomplete and may not reviewed.

_____ I understand that SAARs are reviewed and will be considered for approval by the SMART Scholarship Program and/or the appropriate sponsoring DoD Component office.

_____ I understand that if this SAAR is approved, changes modify only the specific terms of the SMART Service Agreement amended by the SAAR. The remainder of the SMART Service Agreement and any previously approved amendments remain in full force and effect.

_____ I understand that if this SAAR is denied, I must comply with the SMART Service Agreement and any previously approved amendments.

_____ I understand that, if this SAAR is denied and I default on any term or condition of my SMART Service Agreement, I may be dismissed from the SMART Scholarship Program and subject to the terms in Section 2 of the SMART Service Agreement.

SECTION 5 - CERTIFICATION BY SMART SCHOLARSHIP PROGRAM SCHOLAR

In signing my SMART Service Agreement Amendment (SAAR), I certify that all information is true and accurate to the best of my knowledge. I have attached/ completed additional requests and/or supporting documentation, as applicable. I understand that approval of my SAAR is determined on a case-by-case basis and at the discretion of the SMART Scholarship Program. I certify that I understand that any approved award length increase incurs an additional commensurate service commitment. I certify that I have read and understand the conditions, terms, and requirements of this Service Agreement Amendment and that I will comply with them.

a. **NAME** (*Last, First, Middle Initial*)

b. **SIGNATURE**

c. **DATE SIGNED** (YYYYMMDD)

----- DO NOT WRITE BELOW THIS LINE / SMART SCHOLARSHIP PROGRAM USE ONLY -----

SECTION 6 – SMART PROGRAM REVIEW

SMART Scholar ID number:

Sponsoring Facility (SF) Verification: N/A Attached SF supports SF does not support

Is there a change in award cost associated with this request? N/A Yes: Increase in cost Yes: Decrease in cost **Amount:**

Reviewed by (*Name*):

Date processed: (YYYYMMDD)

SECTION 7 – SMART PROGRAM DECISION

Request Approved Funding Approved Funding Denied Request Denied Acknowledged (*FOR WITHDRAWAL ONLY*)

NAME (*Last, First, Middle Initial*)

SIGNATURE

DATE SIGNED (YYYYMMDD)

Instruction to the SMART Scholar: Instructions for requests to amend the SMART Service Agreement (SSA) are detailed in the chart below. The SAAR is incomplete without the required documentation.

Amendment Request	Applies to	Required Documentation
Academic Institution	SMART Scholars who request to change their awarded Academic Institution or whose SF requests them to change their academic institution.	<ol style="list-style-type: none"> 1. Signed personal statement detailing the circumstances of the request, including confirmation that all other aspects of the award will not change; 2.0 Documentation that the new academic institution accepts the scholar into the program; and 3. Revised Degree Completion Plan.
Additional Enrollment	<ol style="list-style-type: none"> 1. Year-round enrollment and/or completion of coursework required by degree program/academic institution. 2. Required coursework during summer or winter terms without tuition. 3. Elective coursework during summer or winter terms without tuition. 	<ol style="list-style-type: none"> 1. If the coursework and/or enrollment is required for degree completion, and cannot be taken another time, provide a letter on official university letterhead from the scholar's research advisor, academic advisor, or appropriate dean of the academic institution confirming the need; 2. If the course can be taken during the Fall/Spring term, provide written statement explaining the extenuating circumstances for this request; and 3. Documentation verifying there is no SMART Scholarship Program funding associated with this request.
Additional Tuition	<ol style="list-style-type: none"> 1. Year-round enrollment and/or completion of coursework required by degree program/academic institution. 2. Required coursework during summer or winter terms. 3. Elective coursework during summer or winter terms. 	<ol style="list-style-type: none"> 1. If the coursework and/or enrollment is required for degree completion, and cannot be taken another time, provide a letter on official university letterhead from the scholar's research advisor, academic advisor, or appropriate dean of the academic institution confirming the need; 2. If the course can be taken during the Fall/Spring term, provide signed personal statement explaining the extenuating circumstances for this request; and 3. Documentation of the SMART Scholarship Program funding associated with this request.
Award Length Decrease	SMART Scholars who request to decrease their award length are recommended to do so one term prior to the proposed degree completion date.	<ol style="list-style-type: none"> 1. Letter on official letterhead from a research advisor, academic advisor, or appropriate dean of the scholar's academic institution: <ol style="list-style-type: none"> a. Confirming the new date when the scholar will have completed all educational requirements for the scholar's degree. b. Confirmation of a new degree conferral date; 2. Signed personal statement detailing the circumstances causing the decrease in degree completion and confirmation that you have discussed the need for the change with the SF; and 3. Revised Degree Completion Plan.
Award Length Increase	<p>SMART Scholars whose degree completion is delayed due to circumstances outside of their control, and who have not exhausted the five-year funding cap are eligible to submit a request for an award length increase.</p> <p>If the delay in degree completion is scholar driven, a Leave of Absence SAAR must be submitted in lieu of an award length increase request.</p> <p>Award length increase requests must be submitted one term prior to original degree completion date.</p>	<ol style="list-style-type: none"> 1. Letter on official letterhead from a research advisor, academic advisor, or appropriate dean of the scholar's academic institution confirming: <ol style="list-style-type: none"> a. The extenuating circumstance that caused the delay in degree completion including dates and steps taken to mitigate risks; b. Steps remaining prior to degree completion and when those milestones will be met; and confirmation that the scholar is capable of completing the degree in accordance with the proposed award length change. 2. Signed personal statement detailing: <ol style="list-style-type: none"> a. Extenuating circumstances causing the delay in degree completion, including revised degree completion and conferral dates; dates; b. Steps taken to mitigate risks and/or manage the issue(s) causing the delay; c. Steps remaining prior to degree completion; d. Confirmation that the scholar has discussed the need for the change with the SF; e. Whether non-SMART Scholarship Program funding sources are assisting in funding the remainder of the degree; and 3. Revised Degree Completion Plan.

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Amendment Request	Applies to	Required Documentation
Award Type	SMART Scholars who are directed to change their SMART Scholarship Program award type from Recruitment to Retention or Retention to Recruitment.	<ol style="list-style-type: none"> 1. Signed personal statement detailing the circumstances of the request, including confirmation that all other aspects of the award will not change; 2. Statement of support from sponsoring facility, confirming the need for the change; and 3. If changing from recruitment to retention, documentation reflecting that the Scholar's SF confirms that they have the capacity and business processes in place to accept a MIPR and disburse SMART funds to the SMART Scholar Scholarship Program , and understands the processes associated with a retention scholar.
Degree Level	SMART Scholars requesting to change their degree level from a BS to a MS or joint BS/MS program or to change from a PhD to a MS.	<ol style="list-style-type: none"> 1. Signed personal statement detailing the circumstances of the request, including: <ol style="list-style-type: none"> a. The details of the request and how it aligns to the SF mission; b. Confirmation that the details of the request have been discussed with the scholar's SF supervisor and/or mentor; and c. Confirmation that all other aspects of the award will not change. 2. Statement of support from the SF, confirming the need for the change. 3. Statement of support from the academic institution, verifying acceptance into the degree program and/or the academic institution's ability to grant the degree being requested.
Field of Study	SMART Scholars requesting to change their field of study within the SMART-Scholarship Program approved disciplines.	<ol style="list-style-type: none"> 1. Signed personal statement detailing the circumstances of the request, including confirmation that all other aspects of the award will not change; and 2. Statement of support from the SF, confirming the need for the change.
Full Time Enrollment	SMART Scholars who must drop below full-time enrollment status, due to circumstances outside of their control, and are requesting to waive the full-time status policy for one academic term.	<ol style="list-style-type: none"> 1. Signed personal statement detailing the circumstances of the request, including confirmation that all other aspects of the award will not change and confirmation that the request only applies to one term; and 2. Confirmation, on official letterhead, from the academic advisor detailing the need to drop below full-time enrollment status and confirming that dropping below full-time enrollment will not negatively impact the SMART Scholar's ability to complete their degree, per the terms of their SMART Service Agreement.
Internship	<p><u>Internship Waiver Request:</u> SMART Scholars requesting to waive an internship. Requests for a waiver are considered for a single internship period at a time. A waiver of an internship does not reduce the length of a SMART scholar's service commitment.</p>	<ol style="list-style-type: none"> 1. Signed personal statement detailing the circumstances of the request, including confirmation that all other aspects of the award will not change; and 2. Statement of support from the SF, confirming the internship is approved to be waived or alternatively timed.
	<p><u>Alternatively Timed Internship:</u> SMART Scholars requesting an alternatively timed internship. Requests for alternatively timed internships are considered for a single internship period at a time.</p>	

Amendment Request	Applies to	Required Documentation
Leave of Absence (LOA)	SMART Scholars requesting LOAs that require an absence from school for: <ol style="list-style-type: none"> 1. Personal or family medical circumstances, as defined by the Family and Medical Leave Act. 2. Military activation 	<ol style="list-style-type: none"> 1. Signed personal statement, detailing the need for the request and commitment to continuing to submit the Annual Report each June for the duration of the LOA; and 2. Letter on official letterhead from a research advisor, academic advisor, or appropriate dean of the scholar's academic institution confirming: <ol style="list-style-type: none"> a. Approval of requested LOA and that the academic institution will allow the scholar to re-enroll after the LOA is complete (if applicable); and b. The scholar's degree completion and conferral dates.
	SMART Scholars requesting LOAs that do not require an absence from school: <ol style="list-style-type: none"> 1. Award length change denial (if directed) 2. SMART Scholar has exceeded the maximum award length permitted by the SMART Program for their degree level 	<ol style="list-style-type: none"> 1. Signed personal statement, detailing the need for the request and commitment to: <ol style="list-style-type: none"> a. Submitting transcripts at the close of each term; and b. Continue submitting the Annual Report each June for the duration of the LOA. 2. Letter on official letterhead from a research advisor, academic advisor, or appropriate dean of the scholar's academic institution confirming: <ol style="list-style-type: none"> a. Extenuating circumstance that caused the delay in degree completion including dates and steps taken to mitigate risks; b. Steps remaining prior to degree completion and when those milestones will be met; and c. That the scholar is capable of completing the degree in accordance with the proposed award length change. 3. Revised Degree Completion Plan. 4. (For retention scholars only) Statement of support from SF supervisor, to include: <ol style="list-style-type: none"> a. Approach to balancing academic commitments with employment; b. If and how the SMART scholar's academic work is related to their employment; c. Whether the SF is represented on the SMART scholar's academic committee, if applicable (PhDs only); and d. What arrangements have been made to ensure timely completion of the SMART-Scholarship Program funded degree.
Sponsoring Facility	SMART Scholars who lose sponsorship of their SF for reasons that would not warrant a dismissal from the SMART Scholarship Program and SMART scholars whose SF recommends a change of SF.	Signed personal statement detailing the circumstances of the request, including confirmation that all other aspects of the award will not change.
Stipend Rate Increase	SMART Scholars who are requesting a stipend rate increase after having a SMART Scholarship Program-funded degree conferred, while in pursuit of an advanced degree also funded by the SMART Scholarship Program.	Submit documentation from the SMART scholar's academic institution confirming the conferral of the STEM degree funded by SMART Scholarship Program.
Withdrawal	SMART Scholars who wish to withdraw from the SMART Scholarship Program.	SMART Scholars may provide documentation supporting the reason(s) for their withdrawal, if they choose; however, no additional documentation is required.
Other	SMART Scholars that have general requests not specifically outlined above.	<ol style="list-style-type: none"> 1. Signed personal statement detailing the circumstances of the request, including confirmation that all other aspects of the award will not change; and 2. Any applicable documentation supporting the request.

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