

National Oceanic and Atmospheric Administration (NOAA)
Office of Education (OED)
Undergraduate Scholarship Programs

2019 Reviewer Instructions
(Scores due April 5, 2019)

The Review Process

Reducing Unconscious Bias

NOAA is committed to a fair, equitable and unbiased selection process. Research shows we all possess unconscious biases, such as preferences for schools we know well, experiences and backgrounds of students we feel a connection to, cultural connections, etc. We ask our reviewers to be aware of and proactively mitigate bias in order to have a fair review process.

Please read the instructions (*pages 1 thru 5*) in their entirety before starting the evaluation process.

NOTE: The system will time out after 20 minutes of inactivity; click SAVE/SUBMIT to save your information/reset the timer and continue scoring.

1. The Reviewer may now start the application evaluation process.
2. The Reviewer is assigned 6-10 applications for their review in the Table marked Incomplete Applications.

The screenshot shows the NOAA Office of Education Undergraduate Scholarship Programs Application Review System interface. At the top, there is a header with the NOAA logo and the text "OFFICE OF EDUCATION NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". Below the header, there are links for "Logout" and "MyAccount Status", and a notice "OMB#06480568, expires Dec 31, 2013". The main title is "Undergraduate Scholarship Programs Application Review System". Below this, there is a section for "Name: Test4 Reviewer4" and "Review Category: Engineering, Computer Sciences, Mathematics" with a link to "Edit Profile Information". A prominent message states "Number of calendar days remaining to complete the application review: 15" with a link to "Click here for Reviewer's Instructions.". The interface is divided into two sections: "Incomplete Applications:" and "Completed Applications:". The "Incomplete Applications:" section contains a table with the following data:

#	Name	Courswork	Education Plan	Recommendations	Experience	Total Score	Review
1	Def, Abc	0	0	0	0	0	

The "Completed Applications:" section shows a message: "You have not reviewed any application." Below this, there is a "WARNING! PRIVACY ACT INFORMATION" section with the following text: "The information in this viewing system is available only for the purpose of selecting students. Any other use of this information may be in direct violation of the Privacy Act of 1974 (P.L. 93-579) and the Department of Commerce's and NOAA implementation of the Privacy Act (see statement below). Violation of the Privacy Act may subject you to personal liability. In entering this applicant viewing system, you agree to (1) protect the privacy of individual applicants, (2) use the information only for its intended purpose of selecting participants, and (3) destroy any hardcopy images created from the files." At the bottom, there is a footer with the text: "Revised June 18, 2010 | Questions, Comments? Contact Us | Privacy Policy | NOAA Postmaster Publication of the NOAA Office of Education | National Oceanic and Atmospheric Administration | U.S. Department of Commerce Best viewed in Internet Explorer 8+, Mozilla Firefox 3+, or Safari 3+ | Contact Webmaster".

3. Click the Review button associated with each applicant, which contains the student Application Information, One Essay, two Reference Forms, Transcript(s), and the Reviewer Rating Sheet. Information contained on the application includes:
 - a. The Applicant’s Name; Academic Status Eligibility; Field of Study; GPA; Research Experience(s); Transcript(s) link; Award/Honors/Activities; Extracurricular Activities; Volunteer, Entrepreneurship, or Paid Activities;
 - b. One Essay: Description of the student’s education plan and career goals, talents, activities, and how they relate to NOAA’s mission.
 - c. The two Reference Forms are two separate links on the Application Information.
 - d. A transcript for each school attended is located at the Transcript link.

4. Reviewers will score each student application based on the Application Information, the Essay, the two References, and Transcript(s) using the **Specific Rating Instructions (Merit Criteria) below**. *The Reviewer may enter the numerical score in the appropriate box or use the sliding scale marker. Make sure that a numerical value shows in the box before scoring the next Merit Criteria.*

Reviewer Rating Form

Merit Criteria

Relevant Coursework (30%)	<input style="width: 100%; height: 30px;" type="text"/> <small>Range: (0 - 30%)</small>	Excellent (23 - 30%) Very Good (17 - 22%) Good (11 - 16%) Fair (0 - 10%)
Education Plan and statement of career interest (30%)	<input style="width: 100%; height: 30px;" type="text"/> <small>Range: (0 - 30%)</small>	Excellent (23 - 30%) Very Good (17 - 22%) Good (11 - 16%) Fair (0 - 10%)
Recommendations and/or endorsements (reference forms) (20%)	<input style="width: 100%; height: 30px;" type="text"/> <small>Range: (0 - 20%)</small>	Excellent (16 - 20%) Very Good (11 - 15%) Good (6 - 10%) Fair (0 - 5%)
Additional relevant experience related to extracurricular activities; honors and awards; non-academic and volunteer work (20%)	<input style="width: 100%; height: 30px;" type="text"/> <small>Range: (0 - 20%)</small>	Excellent (16 - 20%) Very Good (11 - 15%) Good (6 - 10%) Fair (0 - 5%)

Reviewer's Comments (optional): Reviewer comments should be constructive. These comments may be provided upon request to the applicant with the name of the reviewer removed. (1000 char max)

Characters left

Total Score: 0

Save/Submit Rating Form

NOTE: By clicking "Save/Submit Rating Form" button, the system will SAVE YOUR INFORMATION and RESTARTS YOUR SESSION TIMER.

Specific Rating Instructions (Merit Criteria)

The **Transcript(s)** and honor society memberships are used to determine the Relevant Coursework. The applicant's classes should be relevant to their major or field of study.

□ **Relevant Coursework (30%)**

Please review, assess, and rate the education information provided in the essay, and on the transcript including college course hours and list of currently enrolled college courses. Grades may be taken into consideration but should not be an overriding factor.

1. **Is the college coursework relevant to the student's major field of study?**
2. **Is the coursework relevant to NOAA and its mission?**

The **Essay** is assessed in the **Education Plan and Career Goals**. The essay has a maximum value of 30%. **Reviewers are asked to provide constructive comments in their review of the essay, as appropriate.** The reviewer's detailed comments and information may assist NOAA management in the final selection process; may be used to seek final clarification; and will be used to provide feedback to the selected applicants and applicants not recommended for funding. This may be the first time that some students have applied to a scholarship program and they may be unfamiliar with the process of applying for a scholarship. If appropriate, please provide guidance to the students who may need assistance on how to write an essay.

□ **Essay: College Education Plan and Career Goals (30%)**

1. **Is the essay written clearly?**
2. **Are the education plan and career goals related to NOAA's mission and objectives?**
3. **Does the applicant demonstrate interest in NOAA mission areas and eligible to work in the NOAA-related workforce in the future?**

NOAA's Mission: Science Service, and Stewardship

To understand and predict changes in climate, weather, oceans, and coasts; To share that knowledge and information with others; To conserve and manage coastal and marine ecosystems and resources.

To achieve this mission, NOAA has identified four goals and three enterprise objectives in which to focus agency activities:

- **Climate Adaptation and Mitigation:** An informed society anticipating and responding to climate and its impacts.
- **Weather-Ready Nation:** Society is prepared for and responds to weather-related events.
- **Healthy Oceans:** Marine fisheries, habitats, and biodiversity are sustained within healthy and productive ecosystems.
- **Resilient Coastal Communities and Economies:** Coastal and Great Lakes communities that are environmentally and economically sustainable.
- **Science & Technology Enterprise:** NOAA's vision centers on a holistic understanding of the interdependencies between human health and prosperity.

- Engagement Enterprise: The best way for NOAA to meet the increasingly complex needs of its stakeholders is often to deliver data and knowledge to those who have not yet accessed it.
- Organization & Administration Enterprise: NOAA's managers, whether at headquarters or in the field, have common responsibilities to manage the investment of tax-payer dollars, deploy physical infrastructure, and retain a qualified workforce.

NOAA has also identified "promoting environmental literacy" as a cross-cutting priority essential to achieving NOAA's mission in all four goal areas. To learn more about the broad range of NOAA sciences, services, and stewardship activities that contribute to the agency's mission, goals, and priorities, explore the NOAA web site (<http://www.noaa.gov/>).

□ **References and/or endorsements (20%)**

The **two References** have a value of 10% each with a maximum value of 20% for both. Please review and assess the two references.

Please assess the professors' or mentor's observations and comments on the student's grasp of their coursework and field of study. A compelling reference should articulate the applicant's accomplishments, experiences or goals, and how the applicant stands out from other applicants. One of the references must be from a department chair, academic advisor, or any professor, visiting professor or lecturer who has taught the student at the undergraduate level.

The other may be from a person who can speak to the applicant's capabilities and interests as they relate to this scholarship. This may include teaching assistants or an advisor or mentor from a job, volunteer, internship, or competition experience related to NOAA's mission. Recommendations from NOAA staff are acceptable if that person served as the student's mentor during an internship or is a faculty member at the student's college or university.

Applicants were advised that evaluations from former high school teachers, coaches or family friends are of minimal value and should be rated as such.

1. **Do the references and recommendations support the student's performance as indicated in the transcripts?**
2. **Based on the references, would you recommend awarding a scholarship to the student?**

Additional Relevant experience has a maximum value of 20%. This may be internships (paid or unpaid), research experiences, lab work at the university, volunteer experiences, or entrepreneurship. **Additional relevant experience related to extracurricular activities; academic awards and honors; non-academic, paid or volunteer and entrepreneurship activities (20%)**

1. **Are the awards and honors relevant to a NOAA scholarship experience?**
2. **Are the student's experiences related to NOAA and its mission?**

3. **Do the extracurricular activities enhance and/or support the student's training and major field of study?**
4. **If applicable, does the non-academic and volunteer activities support the student becoming a NOAA undergraduate award recipient?**
5. When the evaluation of the application is complete, Click SUBMIT. *The system will time out after 20 minutes of inactivity; click SAVE/SUBMIT to save your information and continue scoring.*
6. If after an application is scored the reviewer decides to later change the score, go to the table titled Completed Applications and click on Edit to re-score the Reviewer Rating Sheet and click on SUBMIT.
7. Reviewers are requested to **'SUBMIT' scores and comments no later than April 5, 2019, 11:59 p.m. Eastern Time.** If there are questions about the Rating Form and/or the procedures, email: StudentScholarshipPrograms@noaa.gov, voice: 301-628-2913.

Ernest F. Hollings Undergraduate Scholarship Program

BACKGROUND INFORMATION

Purpose of the Hollings Scholarship program

The Ernest F. Hollings Undergraduate Scholarship program was established through the Consolidated Appropriations Act, 2005 (PL 108-447) to honor former Senator Ernest F. Hollings (Democrat, South Carolina). By statute, the Ernest F. Hollings Scholarship promotes participation by groups underrepresented in oceanic and atmospheric science and technology, including minorities and women, in addition to supporting undergraduate studies in NOAA mission fields and recognizing outstanding scholarship. The purposes of the program are to: (1) increase undergraduate training in oceanic and atmospheric science, research, technology, and education and foster multidisciplinary training opportunities; (2) increase public understanding and support for stewardship of the ocean and atmosphere and improve environmental literacy; (3) recruit and prepare students for public service careers with the National Oceanic and Atmospheric Administration and other natural resource and science agencies at the federal, state and local levels of government; and (4) recruit and prepare students for careers as teachers and educators in oceanic and atmospheric science and to improve scientific and environmental education in the United States.

Hollings Scholarship Award

The Hollings Scholarship program provides selected undergraduate applicants with awards that include academic assistance (up to a maximum of \$9,500) per academic year for full-time study; housing assistance for scholars who do not reside at home during the summer internship; a 10-week, full-time internship position (\$700/week) during the summer at a NOAA or partner facility. The internship during the summer of 2020 provides “hands-on” multidisciplinary educational training experience involving scholars in NOAA-related science, research, technological, policy, management, and education activities. Awards also include reimbursement for round-trip travel to the internship site, and travel expenses for attendance and participation at a mandatory Hollings Scholarship program orientation in May 2019, and mandatory science and education symposium at the completion of the internship.

Hollings Scholarship Eligibility

To be eligible to receive a Hollings Scholarship, at the time of application students must be:

- A U.S. citizen.
- Enrolled full-time in an accredited college or university within the United States or U.S. territories
- Will be a junior-level, full-time student in the Fall of 2019 in an accredited college or university within the United States or U.S. territories.
- Have a cumulative 3.0 grade point average on a 4.0 scale (or equivalent on other identified scale) in all completed undergraduate courses and in the major field of study.
- Have declared a major in a discipline including, but not limited to, oceanic, environmental, biological, and atmospheric sciences, mathematics, engineering, remote sensing technology, physical and social sciences including geography, physics, hydrology, geomatics, or teacher education that support NOAA's programs and missions.

Related discipline areas of study may include: biological, social, and physical sciences; mathematics; engineering; computer and information sciences; and teacher education.

EPP/MSI UNDERGRADUATE SCHOLARSHIP PROGRAM

BACKGROUND INFORMATION

Purpose of the EPP/MSI Undergraduate Scholarship program

The National Oceanic and Atmospheric Administration (NOAA), Educational Partnership Program with Minority Serving institutions (EPP/MSI), Undergraduate Scholarship will provide an opportunity for undergraduate students to study in a wide range of science, engineering, mathematical, computer, and technological disciplines related to the NOAA's mission and objectives. Appointments will, typically, be made to rising juniors or 4th year seniors in a 5-year program, attending accredited Minority Serving Institutions (MSI) within the United States and U.S. territories. The scholarship will be for two years of undergraduate study.

More specifically, the EPP/MSI Undergraduate Scholarship Program will enhance the number and diversity of students with education and experience related to NOAA mission and objectives. The program will provide opportunities for the scholars to: become familiar with NOAA's various offices and sites; become familiar with NOAA scientific and technological programs; enhance their professional development in science, mathematics engineering, policy and management fields related to NOAA's mission; continue their education in their NOAA-related field of study; and, become trained as scientists, engineers, and other technical personnel for potential employment in fields related to NOAA's mission and goals. A unique aspect of this program is that it will challenge the students, through internships, to expand beyond the broad academic foundation provided by their institution and focus on research or operational issues consistent with NOAA's mission.

EPP/MSI Undergraduate Scholarship Award

The EPP/MSI Undergraduate Scholarship Program provides selected undergraduate applicants with awards that include academic assistance (up to a maximum of \$4,750) per academic term for full-time study; two 10-week, full-time internship opportunities (\$700/week) during the summer at a NOAA facility; and, housing assistance, (\$2,700) for scholars who do not reside at home during the summer internships. Awards also include travel expenses for attendance and participation in a NOAA Scholarship Programs Orientation in May 2019 and a symposium at the completion of each summer internship; round-trip travel to the internship site and travel to professional conferences to present their summer project.

EPP/MSI Undergraduate Scholarship Eligibility

To be eligible to receive a Undergraduate Scholarship, at the time of application you must be:

- A U.S. citizen.
- Enrolled or planning to matriculate as a junior-level, full-time student in Fall 2019 in an accredited MSI within the United States or U.S. territories.
- Have a 3.2 grade point average on a 4.0 scale (or equivalent on other identified scale) per semester/quarter, as well as cumulative, in all completed undergraduate courses and in the major field of study.
- Have declared a major in a discipline including, but not limited to, oceanic, environmental, biological, and atmospheric sciences, mathematics, engineering, computer and information sciences, remote sensing technology, physical and social sciences including geography, physics, hydrology, and geomatics.

Hollings and EPP/MSI Scholarship Major Requirements

Awards are limited to the areas of discipline identified, but not limited to the majors listed under those areas of discipline. In their application, the program asked that the applicant select a field of study title that most closely describes their field of study or select “other” and identify their exact academic program title (please use the attachment titled “Fields of Study”). The program recognizes that the titles of academic programs vary greatly among colleges and universities, and that a wide variety of general undergraduate academic programs can be applicable to NOAA’s mission. Reviewers will look specifically at the academic essay and career interest essay to assess how their particular course of study relates to NOAA mission-critical sciences and how well their training has prepared the applicant for a NOAA-related career. Please refer to the NOAA Website (<http://www.noaa.gov/>) for additional information.

How will my application be evaluated?

Evaluation will be based on the following merit criteria (110 points total):

1. Relevant course work (30 points).
2. Education plan and statement of career interest essay (30 points).
3. Recommendations and/or endorsements (reference forms) of student from professors (20 points).
4. Additional relevant experience related to extracurricular activities; honors, entrepreneurship and awards; non-academic and volunteer work; and writing skills (20 points).
5. Interview (10 points).

Scholarship Selection Process

An initial administrative review of applications has been conducted to determine compliance with requirements and completeness of applications. Only complete applications in compliance with the requirements will be considered for review. All complete and eligible applications will be included in a merit review by a panel of experts in the areas of study related to the Hollings and EPP/MSI Scholarship. The panel members will rate applications based on the evaluation criteria. A numerical ranking will be assigned to each application based on the average of the panelist’s ratings. The Selecting Official, the Deputy Director of Education, will award in rank order unless the application is justified to be selected out of rank order based on one or more of the selection factors.

Summer Internship Requirements

Hollings scholars are required to complete a 10-week paid internship during the summer between their junior and senior years. EPP/MSI scholars are required to complete two, 10-week paid internships and one-week orientation the first summer. For EPP/MSI scholars, the first internship occurs immediately following the May 2019 Orientation; the second occurs between their junior and senior years. Hollings and EPP/MSI scholars are required to visit the selected summer internship site during their winter or spring break.

The purpose of the internships is to provide “hands-on” multidisciplinary educational training experience in NOAA-related scientific, research, technological, policy, management, and education activities. Opportunities to complete the internship are available throughout the United States and U.S. territories. NOAA offices, programs, and laboratories offer a wide variety of options for the internship experience. Scholars receive information about the various options and assistance to identify or develop an appropriate internship opportunity to help fulfill their academic and career objectives during Fall 2019. If the selected opportunity requires the scholar to relocate for the summer, they will be eligible to receive travel and housing subsidies under the terms of their scholarship award.

Scholarship Award Notification

Selected applicants can expect to receive email communication of their awards by April 29, 2019.

Hollings and EPP/MSI Undergraduate Scholarship Programs 2019-2021 Timeline

- Sep. 1 – Jan. 31, 2019:** Application Period
- March-April 2019:** Internal application review process and recipient selections finalized.
- April 29, 2019:** Scholarship recipients notified
- July 8-10, 2019:** Scholarship recipients travel to mandatory NOAA Orientation Program in Silver Spring, MD (May 2019 for EPP/MSI scholarship recipients)
- July 11, 2019:** Hollings scholarship recipients depart Silver Spring, MD
- June 3, 2019:** EPP/MSI scholars' 1st summer internship begins
- July 29 – Aug. 2, 2019:** Mandatory NOAA Education Student Symposium in Silver Spring, MD
- September 2019:** Academic stipend payments begin
- September 2019:** NOAA mentors begin identification of 2020 internships in Student Scholarship Internship Opportunity (SSIO) On-Line system
- October 2019:** Scholarship recipients begin selection process of summer internship site
- Dec. 2019- Mar. 2020:** Scholarship recipients travel to visit site of proposed internship to finalize selection
- May 26, 2020:** Summer internship begins (2nd summer internship for EPP/MSI scholars)
- Mid-June 2020:** Mentors conduct mid-term assessment
- July 27-31, 2020:** Mandatory NOAA Education Student Symposium in Silver Spring, MD
- September 2020:** Academic stipend payments begin
- September-April 2021:** Scholarship recipients present NOAA work at scientific conferences and symposia
- May – June 2021:** Completion of scholarship program