

***EPA Greater Research Opportunities (GRO) Fellowships for Undergraduate
Environmental Study***

Terms and Conditions

The fellow agrees to the following terms and conditions:

- (1) The fellow, as part of the acceptance of this agreement, shall type or neatly print the Payee title and address in the “Payee” block at the bottom of Page 1 of this Fellowship Agreement and in the block, “Mailing Address for Institution Checks”, in the Activation Notice. EPA cannot send payment for Tuition and Fees to the educational institution until this information is provided.
- (2) The expense allowance in this award is provided to pay for items and activities for the direct benefit of the student's education, such as health insurance, books, supplies, equipment, and travel to conduct research and attend technical meetings.
- (3) Any funds for tuition or for the fellow's expense allowance that aren't needed for the student's education shall be returned to EPA at the end of the fellowship project period. Funds shall not be transferred between the fellow's tuition and expense allowance without the approval of the EPA project officer.
- (4) If EPA determines that the EPA GRO Fellow has not made sufficient academic progress for each year of Fellowship funding, EPA may terminate the agreement. The GRO Fellow should note that in order to ensure adequate review time, the review of sufficient progress could begin as early as March 1 of each year of funding, and the GRO Fellow must report on sufficient progress no later than May 30 of each year of funding. The EPA Project Officer determines sufficient progress based on the Fellow meeting the requirements of #5, #6, and #7.
- (5) The fellow agrees to submit a copy of his/her transcript to the EPA Project Officer after the completion of each year of this fellowship, along with copies of publications and other products from the research, if applicable.
- (6) At the end of the first year of this fellowship, the fellow shall ensure that the sponsor writes a letter to the EPA Project Officer certifying that the fellow is meeting criteria required for eligibility in the undergraduate program.
- (7) The fellow agrees to participate in a three-month summer internship in an EPA facility following the first academic year of study under this fellowship.
- (8) The fellow may not change major, advisor, degree or institution without prior written approval by the EPA Project Officer.

(9) Purchase from the Fellow's Expense Allowance of items of personal property with a unit acquisition cost over \$1,000 needs prior written approval by the EPA Project Officer.

(10) Any equipment purchased by the fellow under this agreement belongs solely to the fellow both during and after the duration of the fellowship.

(11) EPA discourages the allocation of any university overhead cost under a fellowship. However, if the university policy requires such an assessment, it may be levied only against the student expense allowance budget for a one-time amount not to exceed 2% of the expense budget.

(12) At the end of the project period the fellow is required to submit a final transcript documenting completion of degree requirements and one copy of any publications developed under this fellowship. The fellow also agrees to notify the EPA project officer of all employment for at least five years after graduation.

(13) The fellow agrees to maintain contact with EPA for five years after financial support has ended. The fellow will at a minimum provide contact and employment information and a web address for any personal professional webpage for five years after financial support has ended.

(14) The fellow agrees to submit a Completion of Studies Notice (EPA Form 5770-9) to the U.S. Environmental Protection Agency, Las Vegas Finance Center, P.O. Box 98515, Las Vegas, Nevada 89193-8515 at the end of the project period, or at the time the degree is received, whichever comes first.

(15) If the fellow withdraws from the program prior to the scheduled completion date, the fellow shall complete the Completion of Studies Notice and send it to the U.S. Environmental Protection Agency, Las Vegas Finance Center, P.O. Box 98515, Las Vegas, Nevada 89193-8515. All unspent funds received after withdrawal from the program must be returned to the U.S. Environmental Protection Agency, Las Vegas Finance Center, P.O. Box 979087, St. Louis, MO, 63197-9000.

(16) See attached GRO Undergraduate Fellowship Payment Plan and GRO Undergraduate Fellowship Payment Schedule.