



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
INSPECTOR GENERAL

March 6, 2017

**MEMORANDUM**

**SUBJECT:** Project Notification:  
EPA Oversight of Fellowship Programs  
Project No. OA-FY17-0156

**FROM:** Michael Petscavage, Director  
Contract and Assistance Agreement Audits  
Office of Audit

A handwritten signature in purple ink, reading "Michael Petscavage", is positioned to the right of the "FROM:" field.

**TO:** Robert Kavlock, Acting Assistant Administrator and EPA Science Advisor  
Office of Research and Development

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research in March 2017 on management of the Office of Research and Development's participation in fellowship programs. Specifically, we will focus on the EPA participation with the following programs: Association of Schools & Programs of Public Health, American Association for the Advancement of Science, and National Academy of Sciences/National Research Council Resident Research Associateship Program. The OIG annual plan for fiscal year 2017 included a planned assignment on Greater Research Opportunities Undergraduate Fellowships, and replaced the planned project with this broader review of multiple fellowship programs.

The OIG's objectives will be to determine whether:

- The EPA is monitoring, evaluating and setting standards for fellowship performance, and whether the fellowship performance supports the EPA's mission.
- The EPA and its fellowship recipients are following fellowship cooperative agreement terms and conditions, and whether the EPA has implemented proper controls to promote and encourage the mission of the fellowship programs.

The OIG plans to conduct work at EPA headquarters and, possibly, at other offices and laboratories. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to identify operational efficiencies of funds and processes that will lead to improvements to the EPA's involvement in the fellowship programs.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research phase of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the project process, reporting

procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide updates on a regular basis.

To ensure the success and timely completion of this project, please provide the following information to Mary Anne Strasser, the project supervisor, prior to the initial meeting:

- A list of all EPA fellowship cooperative agreements issued as of September 30, 2016, for the Association of Schools & Programs of Public Health, American Association for the Advancement of Science, and National Academy of Sciences/National Research Council Resident Research Associateship Program. Please include for each cooperative agreement: the cooperative agreement number, year awarded, award amount, and the term of the cooperative agreement.
- A list of all closed EPA fellowships cooperative agreements as of September 30, 2016, for the cooperative agreement recipients listed above. Please include for each cooperative agreement: the cooperative agreement number, year awarded, the close-out year, award amount, remaining award amount available, and number of fellowships awarded.
- A list of project officers, grant specialists, and award officers associated with the cooperative agreements listed above. Also, a list of key agency contact information for Association of Schools & Programs of Public Health, American Association for the Advancement of Science, and National Academy of Sciences/National Research Council Resident Research Associateship Program.
- The EPA guidance, such as policies and procedures, and model terms and conditions from 2003 to present, used for the management of the fellowship cooperative agreements.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objectives. We will request your resolution if an agency employee or contractor refuses to provide requested records to the OIG, or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the Semiannual Report to Congress.

Any information related to the project should be addressed to me at (202) 566-0897 or [petscavage.michael@epa.gov](mailto:petscavage.michael@epa.gov), or Mary Anne Strasser at (303) 312-6972 or [strasser.maryanne@epa.gov](mailto:strasser.maryanne@epa.gov).

cc: Bruce Rodan, Associate Director for Science, Office of Research and Development  
Chris Robbins, Acting Deputy Assistant Administrator for Management, Office of Research and Development  
Mary Ellen Radzikowski, Acting Associate Assistant Administrator, Office of Research and Development  
Maureen Hingeley/Heather Cursio, Audit Follow-Up Coordinators, Office of Research and Development  
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