United States Environmental Protection Agency
Washington, DC 20460

Interagency Agreement/ Amendment

Part 1 - General Information

1. EPA IA Identification Number DW-89-92314001 - 4	**2. Funding Location by Region** EPA HQ
3. Other Agency IA ID Number (if known) DE-AC05-06OR23100	**4. Awarding Office** IASSC East
5. Type of Action Augmentation: Increase	**6. IA Specialist:** Leon Smith 202-564-5301 smith.leon@epa.gov

7. Name and Address of EPA Organization
US Environmental Protection Agency
IASSC East
1200 Pennsylvania Avenue, NW Mail code 3903R
Washington, DC 20460

8. Name and Address of Other Agency
Department of Energy-Oak Ridge Operations Office
200 Administration Rd., P.O. Box 2001, RM G-206
Oak Ridge, TN 37831

9. DUNS: 029128894 | **10. BETC:** DISB | **11. DUNS:** 012075755 | **12. BETC:** COLL

13. Project Title and Description
Research Participation Program

To provide opportunities for members of the academic community (i.e., postgraduates, students, and faculty) to participate in EPA programs, projects, and activities. Appointments will be made to individuals approved by the FIELDS Team of EPA.

To extend the Project Period and Budget Period; Increase Funding

14. EPA Project Officer (Name, Address, Telephone Number)
Jacqueline Adams
77 West Jackson Blvd.
Chicago, IL 60604-3507
312-353-7203
E-Mail: adams.jacqueline@epa.gov
FAX: 312-697-2608

15. Other Agency Project Officer (Name, Address, Telephone)
Teresa Hope
200 Administration Rd., P.O. Box 2001, RM G-206
Oak Ridge, TN 37831
865-576-0646
E-Mail: hopetr@oro.doe.gov
FAX: 865-576-2554

16. Project Period: 03/07/2010 to 09/29/2014 | **17. Budget Period:** 03/07/2010 to 09/28/2014

18. Scope of Work (See Attachment)
See Attached

19. Employer/Tax ID No. 520852695 | **20. CAGE No:** 347A4 | **21. ALC:** 68-01-0727

22. Statutory Authority for Transfer of Funds and Interagency Agreement
Economy Act of 1932 As Amended

23. Other Agency Type
Federal Agency

24. Revise Reimbursable Funds and Direct Fund Cites (only complete if applicable)

	Previous Funding	This Action	Amended Total
Revise Reimbursable (in-house)			0
Direct Fund Cite (contractor)			0
Total			0

Funds	Previous Amount	Amount This Action	Total Amount
25. EPA Amount	$636,955	$275,045	$912,000
26. EPA In-Kind Amount			$0
27. Other Agency Amount			$0
28. Other Agency In-Kind Amount			$0
29. Total Project Cost	$636,955	$275,045	$912,000

30. Fiscal Information

Treas. Symbol	DCN	FY	Appropriation	Budget Org	PRC	Object Class	Site/Project	Cost Org	Ob/De-Ob Amt
683/40108	1305HBX017	1314	B	05HT0	202BJ7XF5	2506			275,045
									275,045

Part II - Approved Budget

EPA IAG Identification Number: DW-89-92314001 - 4

31. Budget Categories	Itemization of All Previous Actions	Itemization of This Action	In-Kind Itemization of This Action	Itemization of Total Project Cost to Date
(a) Personnel	$0			$0
(b) Fringe Benefits	$0			$0
(c) Travel	$0			$0
(d) Equipment	$0			$0
(e) Supplies	$0			$0
(f) Procurement / Assistance	$636,955	$275,045		$912,000
(g) Construction	$0			$0
(h) Other	$0			$0
(i) Total Direct Charges	$636,955	$275,045	$0	$912,000
(j) Indirect Costs:	$0	$0	$0	$0
Charged - Amount Rate: % Base: $ Not Charged: Funds-Out: Not charged by Other Agency Estimate by other Agency Amount $				
(k) Total (EPA Share 100.00 %) (Other Agency Share 0.00 %)	$636,955	$275,045	$0	$912,000

32. How was the IDC Base calculated?

33. Is equipment authorized to be furnished by EPA or leased, purchased, or rented with EPA funds? ☐ Yes ☒ No
(Identify all equipment costing $1,000 or more)

34. Are any of these funds being used on extramural agreements? ☒ Yes ☐ No

Type of Extramural Agreement: Contract

Contractor/Recipient Name (if known)	Total Extramural Amount Under This Project	Percent Funded by EPA (if known)
ORISE	912000 Total $ 912,000.00	100

Part III - Funding Methods and Billing Instructions

35. **(Note: EPA Agency Location Code (ALC) - 68010727)**

☒ Disbursement Agreement	Request for repayment of actual costs must be itemized on SF 1080 and submitted to the Financial Management Office, Cincinnati, OH 45268-7002:
☒ Repayment	☒ Monthly ☐ Quarterly ☐ Upon Completion of Work
☐ Advance	Only available for use by Federal agencies on working capital fund or with appropriate justification of need for this type of payment method. Unexpended funds at completion of work will be returned to EPA. Quarterly cost reports will be forwarded to the Financial Management Center, EPA, Cincinnati, OH 45268-7002.
☐ Allocation Transfer-Out	Used to transfer obligational authority or transfer of function between Federal agencies. Must receive prior approval by the Office of Comptroller, Budget Division, Budget Formulation and Control Branch, EPA Hdqtrs. Forward appropriate reports to the Financial Reports and Analysis Branch, Financial Management Division, PM-226F, EPA, Washington, DC 20460.

36. ☐ Reimbursement Agreement ☐ Repayment ☐ Advance
☐ Allocation Transfer-In

Other Agency's Billing Address (include ALC or Station Symbol Number)	Other Agency's Billing Instructions and Frequency

Part IV - Acceptance Conditions	EPA Identification Number DW-89-92314001 - 4

37. Terms and Conditions, when included, are located at the end of the 1610-1, or as an attachment.

Part V - Offer and Acceptance

Note: A) For Fund-out actions, the agreement/amendment must be signed by the other agency official in duplicate and one original returned to the Grants and IA Management Division for Headquarters agreements or to the appropriate EPA Regional IA administration office within 3 calendar weeks after receipt or within any extension of time that may be granted by EPA. The agreement/amendment must be forwarded to the address cited in item 29 after acceptance signature.

Failure to return the properly executed document within the prescribed time may result in the withdrawal of offer by EPA. Any change to the agreement/amendment by the other agency after the document is signed by the EPA Award Official, which the Award Official determines to materially alter the agreement/amendment, shall void the agreement/amendment.

B) For Funds-In actions, the other agency will initiate the action and forward two original agreements/amendments to the appropriate EPA program office for signature. The agreements/amendments will then be forwarded to the appropriate EPA IA administration office for signature on behalf of the EPA. EPA will return one original copy after acceptance returned to the other agency after acceptance.

EPA IA Administration Office (for administrative assistance)	EPA Program Office (for technical assistance)
38. Organization/Address U.S. Environmental Protection Agency IASSC East 1200 Pennsylvania Avenue, NW Mail code 3903R Washington, DC 20460	**39. Organization/Address** US Environmental Protection Agency R5 - Region 5 77 West Jackson Blvd. Chicago, IL 60604-3507

Award Official on Behalf of the Environment Protection Agency

40. Digital signature applied by EPA Award Official | Frank N. Roth - Chief Fellowship IA & SEE Branch	Date 08/15/2013

Authorizing Official on Behalf of the Other Agency

41. Signature	Typed Name and Title	Date 09/03/2013

SCOPE OF WORK FOR THE INTERNSHIP PROGRAM FOR THE GREAT LAKES NATIONAL PROGRAM OFFICE, REGION 5 U.S. ENVIRONMENTAL PROTECTION AGENCY

Introduction

The Internship Program for the Great Lakes National Program Office (GLNPO), U.S. Environmental Protection Agency (EPA) will provide training opportunities for postdoctoral fellows, postgraduate interns (master's, bachelor's, and associate's degree recipients), students, and faculty through participation in programs, projects, and activities related to the mission of GLNPO.

The Oak Ridge Institute for Science and Education (ORISE) will manage the GLNPO Internship Program under an interagency agreement between the EPA and the U.S. Department of Energy (DOE). ORISE is managed by Oak Ridge Associated Universities (ORAU) under contract with DOE.

ORISE Background and Experience

ORISE operates research participation, internship, fellowship, and scholarship programs for over a dozen federal government agencies. Each program is identified by its specific sponsor and is customized to meet the sponsor's needs. ORISE operates programs for faculty members, postdoctoral fellows, postgraduate interns (recent college graduates), graduate students, undergraduate students, visiting scientists, and pre-college teachers and students. During FY2005, ORISE operated programs included more than 3,600 participants located at over 125 national laboratories, universities, and other research and technology facilities including several facilities located outside of the United States. (See http://www.orau.gov/orise/educ.htm). ORISE administers similar programs for six other EPA sites including other offices of Region 5.

GLNPO Program Objectives and Overview

The GLNPO Internship Program will provide participants with opportunities to (1) continue their research training/education, (2) enhance their professional development in specific areas, (3) become familiar with the research areas of GLNPO, and (4) become interested in, or interest their students in, future careers in fields related to the GLNPO mission. As a result of these research participation appointments, new knowledge and technology will be introduced into programs at academic institutions and other research facilities.

The individuals selected for appointments will not become employees of ORISE, ORAU, DOE, EPA, GLNPO, or any other office or agency. Program participants will be paid a monthly stipend. Appointments may be for weeks, months, an academic term, or a year or more. Appointments may be either full-time or part-time. The participants may be located at any GLNPO-approved location.

Administrative Approach

The GLNPO Internship Program will support the involvement of postdoctoral fellows, faculty members, visiting scientists, postgraduate interns, and students in the research activities of GLNPO. ORISE will be responsible for operating this program under an interagency agreement between the EPA and DOE.

Working in cooperation with GLNPO, ORISE will provide the following support services.

- Develop and implement procedures for recruiting applicants who have backgrounds and experience related to GLNPO mission areas. Specific recruitment efforts may be limited to a single position or be for multiple positions. All recruitment efforts will be directed at identifying individuals highly qualified to become future candidates for employment and careers in scientific fields related to the mission of GLNPO.
- Prepare and distribute position and/or program announcements via mailings/e-mails to campus contacts.
- List announcements in on-line services, campus newspapers, and professional publications.
- Conduct on-campus visits including career fairs and recruit at professional society meetings and conferences.
- Make special efforts to recruit women, minorities, and others who are under represented in science and technical fields.
- Prepare and distribute application materials.
- Receive, review for eligibility and completeness, and process applications.
- Provide application materials of eligible applicants to GLNPO for review and selection.
- Make offers and process appointments of selected individuals.
- Handle administrative activities related to the participant's appointment and payments including stipends and travel reimbursements.
- EPA will provide the following training:
    - Health and Safety Training for Field Work
    - Health and Safety Training for Laboratory Work
    - Civil Rights/EEOC Training
    - IT Security Training

To assist in the administration of this program, GLNPO will assume responsibility for the following:

- Provide ORISE with information on the types (students, postgraduates, faculty) of appointments desired and the amount of funding available for each.
- Assist in the establishment of program policies and procedures.
- Assist ORISE in preparing descriptions of ongoing projects at GLNPO for distribution to applicants.
- Assist in identifying and recruiting qualified applicants.
- Review candidates for appointments and cooperate with ORISE on selection process.
- Obtain required approvals and clearances for selectees assigned to GLNPO.
- Identify a coordinator to interact with ORISE, applicants, and participants.

- Provide assistance to participants in developing a research project plan and assist them in becoming established as functional members of the group to which they are assigned by providing appropriate office and laboratory space, facilities, technical and clerical support, and access to necessary equipment and personnel.
- Assist ORISE in assessing and reporting program activities by providing information on activities and contributions of participants.
- Provide participants with appropriate orientation and environmental, safety, and health training pertaining to individuals assigned to GLNPO-approved facilities.
- Provide mentors to interface with the participants during the appointment periods.
- Provide funding in a timely manner to support the program.

Eligibility

An applicant for the postgraduate component should have received a college degree within three years of the desired starting date. University faculty and students are also eligible. Other applicants, including established scientists, will be considered on a case-by-case basis.

This will be an equal opportunity program open to all qualified individuals without regard to race, sex, religion, color, age, physical or mental disability, national origin, or status as a disabled veteran or veteran of the Vietnam era.

Participant Benefits

Stipends. Stipends are determined in cooperation with and authorized by GLNPO. Stipends for postdoctoral fellows, postgraduate interns, and students may vary by the participant's discipline and experience. For faculty and visiting scientists the stipend is normally based on the participant's salary at his/her home institution. Stipends for part-time appointments are prorated based on the percentage of full-time participation. Stipends are reported to the Internal Revenue Service as fellowship awards.

Travel. All travel reimbursements will be in accordance with the federally approved ORISE Travel Policy.

Health Insurance. Health insurance is a program requirement. Some participants are eligible to purchase group insurance through the ORISE medical insurance plan.

Length of Appointment

Appointments may be for a short research visit, a few weeks, a few months, an academic term, or a year or more. Postdoctoral appointments may be for up to five years in length usually in a series of one-year appointments. Postgraduate internship appointments may be for less than a year or for up to four years in length for bachelor's and master's degree level participants (usually in a series of one-year appointments). Student appointments are normally for up to three years.

Appointment Conditions and Obligations

A full-time participant will be expected to be in residence at the approved facility during the

entire period of the appointment. The appointee's research participation must be conducted in a manner and according to a time schedule that meets the overall requirements of the sponsor. The participants will be expected to be at the host facility during normal working hours and at all times observe and conform to all applicable rules, regulations, and requirements of the facility including, but not limited to, those respecting environment, safety, and health, security, operating procedures, drug free work place notification requirements, and conduct.

Participants will become administratively associated with ORISE through a letter of appointment and Terms of Appointment. They will receive guest appointments at the host facility and do not enter into an employer/employee relationship with GLNPO, ORAU, ORISE, DOE, or any other office or agency. Participants receive a monthly stipend paid by ORISE.

Participants will be required to show proof of health/medical insurance.

Participants will be required to sign and abide by the appointment letter, the Terms of Appointment that includes a disclaimer of liability, and other documents required by the sponsor or host laboratory. Pursuant to Title 35 U.S. Code, Section 212, no provision of the ORISE Terms of Appointment or any other document required by ORISE to be completed by a participant may contain any provision giving ORISE any rights to inventions made by the participant.

All contingencies of an appointment offer must be met before an awardee can begin an appointment. For example, if a postgraduate appointment is offered to a candidate, the candidate must have her/his college provide acceptable evidence that the candidate has completed all the formal academic requirements for such a degree before the postgraduate appointment can begin.

ORISE Staff for the GLNPO Internship Program

ORISE will assign an experienced program manager and program specialist to the GLNPO program. The manager will be responsible for the complete and timely fulfillment of tasks, financial integrity and accountability, task monitoring, quality assurance, and overall operation and management. The program specialist is responsible for office support, regular administrative activities, and communications with the research/interns participants.

ORISE staff will act in cooperation with the GLNPO coordinator who will serve as the primary interface on program related matters and approvals. ORISE personnel will contact the coordinator to discuss program management administration, and implementations; to report on program activities; and to review program guidelines and operating procedures.

Expected Results

The GLNPO Internship Program will help create a flow of individuals into GLNPO programs. During their appointments they will become members of research teams working on topics of national importance and become part of the future supply of research scientists with EPA specific experience. Some will go on to join EPA as staff members; others collaborate with EPA from academic or other positions; and all make professional contributions in areas of importance to EPA.

Estimated Costs

GLNPO will be billed for the actual appointment costs which include direct participant costs (stipend, moving, travel, and tuition/fees), program operating and indirect costs, and the federal administrative charge (FAC). The FAC is currently 3%. Actual program costs may vary depending on the number, type, length, stipend, and travel/moving costs of the actual appointments made. An estimate for the total costs of an appointment is:

Total costs = 1.18 X Direct Participant Costs (stipend, travel and moving expenses, tuition, etc.)