



Just the Facts...

Orise Research Participation Program

PROGRAM INFORMATION

The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) has established a formal Memorandum of Agreement with U.S. Department of Energy (DOE) for participation in the Oak Ridge Institute for Science and Education (ORISE) programs. This fact sheet addresses the ORISE programs at USACHPPM.

The Oak Ridge Associated Universities (ORAU) operates the ORISE for the DOE. One of the ORISE missions is to conduct programs that broaden the technical background of the scientists and engineers and gives participants research experience in their related field of study. ORISE conducts programs in science and engineering education, training and management systems, medical sciences, and energy and environmental systems.

PROGRAM COORDINATORS

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ELIGIBILITY REQUIREMENTS

The Student Internship Program provides high school juniors or seniors, undergraduate students, and graduate students the opportunity to participate in research and development activities of the USACHPPM. As part of the Research Participation Program (RPP), this program is intended to enhance the students' educational development by providing practical research experiences closely related to their academic pursuits.

The Postgraduate Internship Program provides individuals with an associate's, bachelor's, master's, doctorate, or postdoctorate credential in an appropriate science, engineering, or technology discipline the opportunity to participate in applied research activities of the USACHPPM. As part of the RPP, this program is intended to enhance the participants' background and experience and allow them to make a research contribution in their chosen field of study.

The Certificate Program provides individuals who are currently pursuing, or have received within one year of start date, a certificate in an appropriate science, engineering, or technology discipline. This program allows postgraduates to enhance their educational development by gaining practical experience closely related to their academic pursuits.

The Guest Lecturer Program provides travel support and honoraria to consultants from the academic community and the private sector so that they can present technical seminars and colloquia at USACHPPM. The honorarium rate is based on the individual's credentials. The program is intended to enhance the interactions among technical staff at the Center, the academic community, and the private sector; support technology transfer; and provide learning experiences for the ORISE program participants.

The Faculty Participation Program provides research opportunities to college and university faculty in the areas of science, mathematics, engineering, and other technically related fields. Faculty members receive a monthly stipend based on their regular salaries.



USACHPPM Responsibilities

USACHPPM Responsibilities are outlined in Memorandum, USACHPPM, MCHB-CG, 29 August 2000, subject: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program-Policy Letter No. 10.

The **USACHPPM Program Coordinator** is appointed by the Commanding General of USACHPPM to serve as a liaison resolving issues that arise among USACHPPM, DOE and ORISE. Some of the coordinator's other duties include processing certification and selection forms for USACHPPM, establishing guidelines for estimating costs, and ensuring adequate training and research experience opportunities are provided to all USACHPPM participants.

The **ORISE On-site Program Representatives** are responsible for coordinating the funding transfers between USACHPPM and the DOE/ORISE, finalizing USACHPPM research program descriptions, reviewing and recommending stipend rates to the selecting officials, and preparing cost estimates for selecting officials, as well as other duties.

Selecting Officials are responsible for identifying their program needs in terms of educational level and field of study and providing a program description and funding source to the ORISE On-site Program Representative. Other duties include reviewing ORISE candidates' applications and identifying candidates for appointments, determining stipend rates, appointing mentors for candidates, and endorsing requests for renewal of appointments.

Mentors are appointed by the selecting official. Mentors' duties include contacting the participant and offering relocation assistance (if applicable); acquainting the participant with USACHPPM, and providing day-to-day feedback and support related to ongoing research efforts.

The **Deputy Chief of Staff for Resource Management (DCSRM)** in-processes all ORISE participants. Other duties include preparing and issuing DD Forms 448--Military Interdepartmental Purchase Requests--for candidate stipends, and conducting exit surveys of all participants leaving the program.

FACTS about ORISE

Participants in ORISE programs at USACHPPM are not USACHPPM employees. Participants are appointed to gain hands-on experience by conducting research. The Deputy for Technical Services serves as the USACHPPM Program Coordinator and provides oversight of the ORISE program to ensure appropriate training and research experiences for participants.

Certain travel and relocation expenses may be reimbursed by the ORISE to participants who submit appropriate documentation.

The selecting official may set a limit at the time of selection.

For estimating purposes, 26 percent will be added to participants' stipends and travel costs.

The appointment period for research participants is limited to no more than three, one year appointments.

Faculty appointments can be made during the summer or academic year; full-time and part-time appointments are available.

Participants may be assigned to locations internal and external to the USACHPPM.

Participants must have health insurance coverage prior to appointment; coverage is at the expense of the participant. Health plan coverage is offered to postgraduate participants.

Stipend rates/ranges have been developed to be consistent with the salaries of Federal employees with the same educational background. Payments to participants are considered stipends and not salaries.

Taxes are not withheld from the monthly stipend. The ORISE reports the stipend to the Internal Revenue Service as miscellaneous income, prizes, and awards. Participants must file tax forms at the end of the year but should consider filing on a quarterly basis.

Selecting Officials may provide tuition assistance for participants' continuing education but are not required to do so.

Participants are eligible to receive monetary awards.

Since participants in the Research Participation Programs at the USACHPPM are not employees of the Center, they do not formally earn annual or sick leave. Recognizing that "breaks" in academia calendars are desirable and routinely observed by colleges and universities, the following guidelines are established for participants under 12-month appointments:

Up to 12 days per year of absence, excluding weekends and scheduled holidays observed at USACHPPM are permitted without a reduction in the participant's stipend.

- Up to 12 days per year of absence are permitted for illness without a reduction in the participant's stipend.

- Emergency leave for serious family illnesses, death, etc., is to be handled on a case-by-case basis.

These absences are at the discretion of the participant's mentor. Proportional adjustments in granting absences are to be made for appointments of more or less than 12 months.

The mentor and participant may agree to "unofficial compensatory time," but ORISE has no mechanism for awarding compensatory time or overtime.

Personnel from ORISE will visit USACHPPM periodically to assess the program and determine if participants' goals are being met.

Participants are required to complete a questionnaire/summary based on their experiences each renewal year and upon termination from their appointment.

For More Information Contact:

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