

4. REQUIREMENTS/SCOPE OF WORK

4.1 Requirements

The recipient must have knowledge and experience in establishment and maintenance of cooperative education programs and serving as a conduit through which educational institutions and other organizations are able to work together. The recipient should be experienced in programs which contribute to the enhancement of science education and the advancement of scientific knowledge, and to the quality of higher education. The recipient will be performing these activities under the direction, and in cooperation with, DOE-RL.

4.2 Objectives

In collaboration with DOE-RL, the recipient will assist in the development and enhancement of a qualified technical work force by strengthening science and engineering education, and research and development through the sharing of resources with colleges, universities, and other organizations.

These objectives may be met (but are not limited to), in whole or in part, by execution of the following established DOE-RL program activities:

- Postgraduate Fellowships for advanced training and participation in R&D activities.
- Faculty Fellowships for participation in R&D activities.
- Graduate Fellowships for participation in R&D activities at the DOE facility and/or education and R&D activities.
- Undergraduate Internships for participation in R&D activities.
- Travel grants to Visiting Scientists from Academe, industry, and other Federal agencies.
- Grants for education, R&D, and/or technology transfer with universities.
- Undergraduate Scholarships for on-campus education and R&D activities.
- Seminars, workshops, and conferences.
- Exchange programs between faculty and Hanford contractor's staff.

4.3 Scope of Work

The recipient shall provide DOE-RL with qualified participants to meet the objectives outlined in 4.2, above. These activities will be conducted in compliance with Federal statutes and the specific terms and conditions set forth by DOE within the Cooperative Agreement.

Program Management

The recipient will provide the resources required to manage the Cooperative Education Fellowship Program. Execution of the program will entail specific areas of management and subtasks as outlined below.

(1) Selection Criteria, including development, which allows for:

- Selection by DOE-RL
- Review of curriculum field with prospective project
- Correlation between applicant and project for educational enhancement
- Coordination between applicant and prospective mentor

(2) Applicants

- Applicant Recruitment
- Process applications
- Placement of applicants/participants.

(3) Business Management

- Record and track participant information
- bookkeeping for all expenditures, payments, and fund balances;
- submission of financial reports as required by DOE-RL.