

PRIVACY ACT NOTICE FOR FELLOWSHIP APPLICATION

GENERAL. This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals seeking fellowships from the U.S. Environmental Protection Agency.

AUTHORITY 40 C.F.R. 46-120

PURPOSED AND USES. Individuals seeking fellowships from the U.S. Environmental Protection Agency are required to use this form in applying for such fellowships. Completed applications are submitted to the administering office of the U.S. Environmental Protection Agency. The information provided on this form will be furnished to EPA personnel authorized to administer the program and to make evaluative determinations on the award of Agency fellowships.

EFFECTS OF NONDISCLOSURE. Disclosure of the Information is voluntary; however, applicants who fail to complete the application will not be eligible for EPA fellowship consideration.

INSTRUCTIONS FOR EPA FORM 5770-2, FELLOWSHIP APPLICATION

THESE INSTRUCTIONS SHOULD BE READ AND FOLLOWED CAREFULLY. AN APPLICATION WILL BE CONSIDERED COMPLETE ONLY AFTER ALL THE INFORMATION, INCLUDING ANY ADDITIONAL INFORMATION HAS BEEN RECEIVED. FINAL RECOMMENDATION OF AN APPLICATION WILL BE DELAYED UNTIL THE APPLICATION IS COMPLETE.

The Application Kit consists of:

1. EPA Form 5770-2, Fellowship Application
2. EPA Form 5770-3, Fellowship Facilities and Commitment Statement
3. EPA Form 5770-4, Fellowship Applicant Qualifications Inquiry
(3 sets in duplicate)
4. EPA Form 5770-5, Agency Fellowship Certification
5. EPA Form 5700-8, Grant Application/Proposal Receipt
6. Excerpt from Federal Register (40 CFR Part 46)
7. Two self-addressed envelopes (*postage to be added*)
8. Three envelopes for applicant qualifications inquiry
9. Address label

All items on the application should be answered unless otherwise indicated in the instructions. If the answer is "no", "none", "not applicable", etc., state so the fellow's name should be typed in the appropriated block one each page.

If the space provided in the application is insufficient for any particular item, plain white bond paper may be used. Items continued on supplemental pages must be numbered to correspond to the appropriate item on the application form. Margins should be at least one-half inch on the sides and one inch at the top and bottom. Forms and diagrams should be drawn in heavy black lines. Do not staple. The application's name must be typed at the top of all supplemental pages.

Mailing. The completed application material including transcripts should be forwarded by first-class mail to:

U.S. Environmental Protection Agency
Grants Administration Division (PM-216)
Washington, D.C. 20460

A self-addressed mailing label is enclosed for use in mail the application: postage must be paid by applicant.

The EPA Form 5770-2, Fellowship Facilities and Commitment Statement, which is completed by officials at the sponsoring institution, should arrive at the EPA not later than 10 calendar days after the application is submitted.

The EPA Form 5770-8, Grant Application/Proposal Receipt, Individuals desiring EPA notification that their application has been received should not the postage requirement on the acknowledgment postcard. Insert type of fellowship (Agency/Special) on card in lieu of "Title of Proposed Project". Be sure to give your name and address on both the upper and lower half of the card.

Status of Materials Submitted. The Fellowship Application and related documents such as transcripts become the property of EPA and cannot be returned.

Item (s)

1. Agency fellowships are awarded to present or prospective employees of a regional, State or local environmental pollution control or regulatory agency to provide training for and upgrading of personnel in the areas of pollution abatement and control. Applicants for this type of fellowship must also complete the EPA Form 5770-5, Agency Fellowship Certification, enclosed with this application kit.

Special fellowships are awarded to individuals for education and training in pollution control science, engineering and technology and in specialty areas which are supportive of pollution abatement and control efforts.

Full-time is defined as a minimum of 12 semester or quarter hours for credit or an academic workload otherwise defined by the institution as a full-time curriculum.

Part-time is defined as being duly enrolled in an educational program with at least three (3) credit hours per academic term.

2. This date should indicate the date that applicant desires to begin his fellowship.

3 THRU 5 Self-explanatory.

6. SINGLE: (Includes widowed, separated, or divorced) or married.

7 AND 8 Self-explanatory.

9. At the time of application a non-citizen must have been lawfully admitted to the United States for permanent residence. No proof of citizenship is required if you are a citizen or non-citizen national of the United States.

10. Indicate the address at which you may be reached at any time prior to the beginning date of the requested fellowship. Future changes should be reported promptly.

11. If the information given in Item 10 is not your permanent address, state the address and telephone number through which you can always be contacted. Any future changes should be reported promptly.

12. List most recent training first and continue in descending order. If you are currently working toward a degree, state the date you expect to obtain it.

Item(s)	Item(s)
<p>All applicants need to submit transcripts for that portion of their undergraduate or graduate course work completed within the past 10 years. Registrar's offices should be requested to send official transcripts of grades to:</p> <p>U.S. Environmental Protection Agency Grants Administration Division (PM-216) Grants Operations Branch Washington, D.C. 20460</p> <p>13. List most recent employment first and continue in descending order. Account for all time, including time unemployed, subsequent to completion of college. State under occupation the actual work performed, or your position title. If not presently employed, state so under "most recent."</p> <p>14a. Refers to the individual(s) under whom applicant will obtain training or who will be responsible for its direction. Telephone number must be given.</p> <p>14b. Refers to the institution(s) (whether academic or not) at which your training will be obtained. State the particular, school, If any, from which you will receive your degree and/or with which you will be associated.</p> <p>14c. Complete only if different from Item 14b. This applies to an individual who will be training in an Institution or location other than at which his sponsor works.</p> <p>If there are any unusual circumstances involved in your training situation or if you are seeking a degree from an institution other than the one in which the training will take place, give a detailed description under Item 16.</p>	<p>15. It is most important that your references be carefully selected. Graduate school references are preferred over those from undergraduate schools. However, students enrolled in a graduate degree program may use undergraduate references. List scientists or faculty members (other than your sponsor), include, if applicable your M.S. and Ph.D. thesis advisors whose knowledge of you and your work permits them to give meaningful answers to the questions asked. Your sponsor should provide this type of information on the EPA Form 5770-3, Fellowship Facilities and Commitment Statement. Where possible, you should select a respondent who is not in the department where you are now studying but is knowledgeable as to your qualifications. Also, if applicable, have your immediate supervisor submit one of these forms.</p> <p>Reference reports should be requested only from individuals who will be able to submit them on your behalf in time to be utilized by EPA. Bare in mind any factor (e.g. illness or extended vacation, etc.) which might cause an inordinate delay in the response.</p> <p>16. THIS ITEM WILL BE OF PARAMOUNT IMPORTANCE IN EVALUATING YOUR REQUEST FOR A FELLOWSHIP, YOUR ANSWER, THEREFORE, SHOULD BE WELL THOUGHT OUT AND EXPRESSED IN A CLEAR AND DETAILED BUT CONCISE MANNER. State your reasons for desiring academic training in environmental subjects. Include a statement of your career objectives, your plans for specialization within the environmental field and your exceptions of the contribution which your fellowship training can make to your personal development and career advancement. Discuss your past experience and education and its relationship to your proposed study. Indicate any features of your past academic record or work experience which you feel may need explanation. Include information of any nature which your feel would be helpful in evaluating your application.</p>

Paperwork Reduction Act Notice

Public reporting burden for the collection of this information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed; and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection if information, including suggestions for reducing the burden, to Chief, Information Policy Branch, PM-233, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; and to the Paperwork Reduction Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 2000503.