

Grant #SCON-xxxx

**SCIENCE POLICY
FELLOWSHIP
TERMS OF APPOINTMENT**

The following terms and conditions govern the Science Policy Fellowship you have been awarded, which is administered by the Gulf Research Program (GRP) of the National Academy of Sciences (NAS), a private tax-exempt corporation. Any requests for changes or modifications must be approved by the NAS Program Officer named in the Award Summary.

AWARD SUMMARY

NAS DETAILS

NAS Funding Opportunity
NAS Program Officer
 Phone and E-mail
NAS Finance Manager
 Phone and E-Mail

Science Policy Fellowship – Award Year 2025

AWARD DETAILS

Fellow Name
Address
Host Office Mentor
Host Office Name
Host Office Address
Effective Date
Expiration Date
Grant Amount

August 1, 2025
August 31, 2025
\$

Tenure, Stipend, Allowances, and Benefits

Tenure: This award agreement is for 13 months, and your GRP Science Policy Fellowship with the host agency has a tenure of 12 months, starting on September 1, 2025. You are required to report to your host office no later than September 2, 2025.

Stipend: You will receive a stipend of \$[63,500/68,500], paid in twelve monthly disbursements, as well as a \$1,500 one-time payment in September to offset relocation costs. Additional support, up to \$5,000, will be provided on a reimbursable basis to offset tuition and/or fees for professional development courses or for professional travel related to your host office experience.

Your Fellowship does not include any dependency or other allowances, and you will not be provided with any health insurance or other benefits as part of the Fellowship award.

Situations may arise over the course of your Fellowship year in which your eligibility changes. This may be due to any number of reasons, including but not limited to personal reasons, leaving your graduate degree program, dissatisfaction with your Fellowship experience, or your choice to pursue employment opportunity. If your eligibility status changes at any point during the term of your Fellowship, your Fellowship will be terminated and you will cease to receive stipend payments as of the date of the change in eligibility.

General Conditions

Acceptance of a Science Policy Fellowship from the Gulf Research Program of the National Academy of Sciences affirms that the information contained in the fellowship application and supporting documents is true and accurate to the best of your knowledge. Failure to meet one or more of these conditions may result in the delay of stipend payments or NAS terminating your award.

Career Goals: By accepting this award, you are affirming that your career goals include working at the intersection of science, research, and policy for the well-being and betterment of the Gulf region related to the major focal areas of the Gulf Research Program..

Goals Memo: In consultation with your host office mentor, you will develop a goals memo that outlines both short and long term goals as well as the skills you will plan to develop over the course of your fellowship year. This memo should be submitted to your NAS Program Officer in October of 2025 and should follow the guidelines provided during your orientation and in the GRP Science Policy Fellows Handbook.

Professional Development: You are encouraged to participate in professional development activities during your Fellowship (e.g., science communication course, project management course, conferences or meetings relevant to your host office placement). Additional support, up to \$5,000, will be provided on a reimbursable basis to offset tuition and/or fees for professional development courses and meetings or for professional travel related to your host office experience. Requests for use of your \$5,000 allotment must be submitted in writing to the NAS Program Officer identified in the Award Summary following the guidelines provided during your orientation and in the GRP Science Policy Fellows Handbook.

Fellowship Orientation and Other Travel: You will attend a Fellowship Orientation, to be held virtually or in-person (in Washington, DC) in late August/early September 2025. You may be required to attend other conferences/events throughout the year. Travel expenses for these events will be covered by the Gulf Research Program; these expenses are in addition to the Fellowship stipend and \$5,000 professional development support.

If situations arise out of your control or the control of the Gulf Research Program, such as serious illness, death in the immediate family, severe weather, pandemic, natural disaster, war, etc., which would hinder travel to the Fellowship Orientation or other conferences/events, it is expected that you work with the NAS Program Officer to determine a mutually satisfactory solution, including remote participation or attendance at a rescheduled event.

Monthly Fellow Webinars: You will participate in monthly webinars facilitated by program staff. These required webinars will include various professional and career development topics. If unable to attend a monthly webinar, you must notify your NAS Program Officer before the event with a reason for your absence.

Bi-Monthly Program Officer Calls: You will participate in an individual check-in call with your NAS Program Officer every other month to provide informal updates on how your Fellowship is progressing. These calls may address your work in your host office, professional development opportunities, and any achievements or challenges you encounter through the course of your fellowship. These calls will be scheduled by NAS Fellowships staff.

Host Office Mentor Interaction: You will maintain regular and consistent communication with your host office mentor and colleagues. You should meet with your host office mentor at a minimum of once a month.

Expectations Regarding Fellow/Host Experience: NAS expects you to demonstrate diligence, give full effort to the Fellowship, and be adaptable to the host environment. You may expect your host to be sensitive to your educational needs. Should issues arise during the Fellowship term regarding difficulties in the Fellow/Host Experience that require conflict resolution, there will be an open discussion between the host, you, and the NAS Fellowships staff to find a mutually satisfactory solution.

Major Changes

Major changes in your duties within the host office or a change in host office requires prior approval by the NAS Program Officer identified in the Award Summary.

Employment and Other Awards

You may not be employed, including teaching assistantships, while on Fellowship tenure. If extenuating circumstances exist, NAS may consider waiving this restriction. To be considered for a waiver, you must make a request in writing to the NAS Program Officer identified in the Award Summary before final arrangements for employment are made.

You may not accept remuneration from another major fellowship or similar external award while on Gulf Research Program Science Policy Fellowship tenure without prior approval from the NAS Program Officer identified in the Award Summary.

Acceptance of unapproved employment or of remuneration from another major fellowship or similar external award may result in NAS terminating your award.

Reporting Requirements

In addition to submitting a goals memo and participating in monthly Fellow webinars and bi-monthly Program Officer calls, you will be required to submit a mid-year progress report no later than February 28, 2026, and a final report no later than one month after the Expiration Date of this award. The reports are expected to include a statement of accomplishments.

Failure to submit required reports may result in stipend payment suspension until the requirements are fulfilled. Stipend payments will be contingent upon receipt of the mid-year progress and final reports.

Liability

NAS does not assume any responsibility to you or your dependents for any compensation for your injury, disability, or death during the tenure of your Fellowship.

Taxation

Your Gulf Research Program Science Policy Fellowship award is considered income from a non-compensatory fellowship. NAS is not required to report payments on 1099-MISC and will not send you any official tax form. You are encouraged to contact a tax advisor to determine individual tax liability.

The Gulf Research Program will share a tax memo with all Fellows which is not an official tax document, and it is the only tax-related document that fellows will receive. This memo serves to list all payments made to the fellow or on behalf of the fellow during the calendar year.

Program and Award Administration

The Gulf Research Program of the National Academy of Sciences administers the Science Policy Fellowship and follows your progress. Inquiries concerning all aspects of program and award administration should be directed to the NAS Program Officer identified in the Award Summary.

ACCEPTED BY:

Fellow Signature

Printed Name

Date

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