

NRC Research Associateship Programs

Policies, Practices, and Procedures

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The National Academies of Sciences, Engineering and Medicine is a private, nonprofit organization that provides independent advice and expertise to policymakers, the private sector, and the public. The NRC Research Associateship Programs is administered by the Fellowships Office within the National Academies, which offers opportunities for graduate, postdoctoral, and senior researchers to conduct research in a variety of fields.

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Introduction

NRC Research Associateship awards are administered by the Fellowships Office of the National Academies of Sciences, Engineering, and Medicine (the National Academies), located in Washington, DC.

NRC Research Associateship awardees join the ranks of distinguished scholars who have been chosen to participate in the NRC Research Associateship Programs (RAP). Since the Programs began in 1954, the exceptional research of Associates has contributed greatly to the scientific efforts of federal laboratories and to the body of scientific knowledge.

The NRC Research Associateship Programs aim to:

- Offer uniquely promising postdoctoral and senior scientists/engineers the chance to pursue self-directed research that aligns with the goals of the sponsoring laboratories.
- Enhance the comprehensive research efforts of these laboratories.
- Provide recent doctoral graduates with a platform to conduct focused research in collaboration with select members of the permanent professional laboratory staff.
- Foster the professional growth of Associates by providing opportunities to gain skills, experience, and connections through collaboration with leading scientists, enhancing their future career prospects in academia, industry, or government research roles.

This document states the conditions of an award, the responsibilities of Associates, and the procedures observed by the NRC Research Associateship Programs. Under limited circumstances, the NRC may seek sponsor approval for an exception to a condition of the award set out in the PPP subject to a timely request and written approval of the Contracting Officer at the applicable sponsor.

Definitions

Research Associate

Research Associates are participants in the NRC Research Associateship Programs who have been awarded an opportunity to conduct research at a sponsoring federal laboratory on problems related to their own interests and those of the federal laboratory. Research Associates are considered guest investigators at the laboratory and are not considered to be employees of either the National Academies or the sponsoring laboratory and, as such, do not perform personal services for either organization.

NRC Postdoctoral Research Associate

An NRC Postdoctoral Research Associate has held the doctoral degree for less than five years at the time of application.

NRC Senior Research Associate

An NRC Senior Research Associate has held the doctoral degree for five or more years at the time of application or holds a permanent appointment in academia, government, or industry and has research experience that has resulted in significant contributions and recognition as an established investigator in their specialized field.

Tenure

Tenure is considered the inclusive dates during which an NRC Research Associate is in residence at a sponsoring federal laboratory, from the start date through the last date as a researcher at the laboratory.

Laboratory and Center

“Laboratory” is used to refer to any agency or facility, or division of such an agency or facility, which is currently participating in RAP. The terms “center” and “institute” are sometimes used instead of “laboratory.” In some cases, federal laboratories partner with non-federal centers. These centers may be located within universities or other non-federal research facilities. In all cases, these affiliated centers have been approved for participation in the NRC Research Associateship Programs.

Laboratory Program Representative

A Laboratory Program Representative (LPR) is a professional staff member of a laboratory who is responsible for managing its NRC Research Associateship Program and assisting Research Associates at their respective laboratory with all administrative aspects of their tenure.

Research Adviser

A Research Adviser is the scientist or engineer at a laboratory who has been approved for participation in the Programs and with whom Research Associates work most closely. Research Advisers aid Associates with conducting their research program but do not act as supervisors. For an NRC Postdoctoral Research Associate, a Research Adviser serves as the Associate's mentor, while a Research Adviser typically functions in a more collegial relationship for an NRC Senior Research Associate.

Program Administrator

A Program Administrator is an employee within the Fellowships Office at the National Academies who is responsible for the proper conduct of programs at their assigned laboratories.

Program Coordinator

A Program Coordinator is an employee within the Fellowships Office at the National Academies who is assigned to work with a Program Administrator to assist Associates and laboratory staff in administering the NRC Research Associateship Programs. Program Coordinators will answer questions related award acceptance, contingencies, renewal, early resignation, termination, and changes in address or Adviser during an Associate's tenure.

Approval

Throughout this document, procedures are cited which require the express written approval of the Research Adviser, the Laboratory Program Representative, and/or the Program Administrator, and any actions taken based on verbal concurrence are hereby deemed non-binding unless followed by appropriate written authorization.

1. Accepting an Award and Beginning Tenure

1.1. Notification of an Award

- 1.1.1. The official award notification includes a link to log in to the NRC Research Associateship Programs website to view the details of an award, accept or decline an award, and view the list of actions that need to be completed prior to beginning tenure.

1.2. Award Response

- 1.2.1. An awardee must accept or decline the award by following these steps:
 - (a) Access the Associate module using the link in the award notification.
 - (b) Select Edit under the Actions column.
 - (c) Select the Associate Pre-Start Tasks tab.
 - (d) Select Accept or Decline.
- 1.2.2. An online award response must be submitted no later than 14 days after the award notification is received.
- 1.2.3. The Program Coordinator and Research Adviser must both be notified if more time is needed.
- 1.2.4. Once an award is accepted, Associates may propose a start date and request a stipend advance, if desired. See [Section 2.4](#) for more information about stipend advances.

1.3. Change of Address for Relocation

- 1.3.1. To maintain eligibility for relocation reimbursement, Associates must obtain advanced, written approval for a change of address from the Program Coordinator if the address is different from what was shown on their application.

1.4. Beginning Tenure and/or Changing the Start Date

- 1.4.1. Tenure should normally begin within six months after the award is accepted unless special arrangements are made.
- 1.4.2. The Program Coordinator and Research Adviser must be notified if there are changes to the tenure start date.

1.5. Conditions for Beginning Tenure

1.5.1. For an NRC Research Associate to begin tenure and be eligible for relocation reimbursement, the following requirements must be met:

(a) Completion of the Doctoral Degree

All NRC Research Associates must have earned a Ph.D., Sc.D., M.D., D.V.M., or academically equivalent research doctorate before beginning tenure. An official transcript copy must be mailed by the university directly to the attention of the Program Coordinator. If degree has not yet been received, the graduate dean or must certify in writing that the Associate has met all requirements for the degree. This document must then be uploaded as a placeholder for the “Proof of Ph.D.” within the Associate Pre-Start Tasks page until an official transcript is made available. The transcript is not required for those awarded NRC Senior Research Associateships. All documents required to satisfy this requirement must be written in the English language or officially translated into English.

(b) Visa Requirement for Non-United States Citizens

For non-US citizens, evidence of an acceptable visa must be provided. Further information on visas can be found in [Section 3](#).

(c) Security Review or Visitation Clearance

Certain laboratories require a security review or visitation clearance, and tenure cannot begin until the conditions for this requirement have been satisfied. Procedures for meeting this requirement should be discussed in advance with the Laboratory Program Representative.

1.5.2. Until the requirements detailed in Section 1.5.1 are met, the NRC is unable to issue any stipend payments, travel reimbursement, relocation reimbursement, or medical insurance coverage.

1.5.3. Prior to beginning tenure, Associates must also meet two additional requirements by submitting information in the online Associates module:

(a) Insurance Coverage

All NRC Research Associates must show proof of health insurance or enroll in the CareFirst Blue Cross/Blue Shield Insurance program.

(b) Payroll Information

A U.S. bank account number and routing number is required for the electronic funds transfer (EFT) of stipend payments. Associates must also submit either an IRS W-9 (U.S. Citizen/Permanent Resident) or IRS W-8 BEN (Nonresident Alien) form.

1.6. Arriving at the Laboratory

- 1.6.1. The Program Coordinator, the Laboratory Program Representative, and the Research Adviser should be kept informed of an Associate's expected time of arrival at the laboratory.
- 1.6.2. Associates must confirm their first day in the laboratory (See [Section 2.2](#)).
- 1.6.3. Upon arrival at the laboratory, an Associate should seek assistance from the Laboratory Program Representative for logistical arrangements.

1.7. Contacting the NRC Research Associateship Programs Office

- 1.7.1. The NRC Research Associateship Programs Office must be informed of any of the following:

- (a) **Leave of Absence from the Lab**

- The Program Coordinator must be notified using a Leave of Absence Approval Form if an Associate will be absent from the lab for an extended period (see [Section 1.11.4](#)).

- (b) **Change of Residence**

- An Associate's address must be kept up to date in the online Associate module. Associates sponsored on a J-1 visa must inform the NRC Research Associateship Programs Visa Officer within 10 days of any change of address (see [Section 3.1.3](#)).

- (c) **Health Insurance**

- Any changes in marital or dependent status must be reported immediately to the Program Coordinator (see [Section 4](#)).

- (d) **Early Resignation**

- If an Associate decides to resign their award before their tenure officially ends, they must notify their Program Coordinator as soon as possible (see [Section 9](#)).

1.8. Working with the Research Adviser

- 1.8.1. A Research Adviser acts as a mentor and professional colleague to their Associates, providing guidance on all aspects of their research activities. This includes assisting Associates in acquiring office space, computer equipment, lab equipment, and any other necessary resources.

1.9. Change of Research Adviser or Research Program

- 1.9.1. Approval by the Laboratory Program Representative and the Program Administrator is required to change an Associate's Research Adviser.
- 1.9.2. The Research Adviser, the Laboratory Program Representative, and the Program Administrator must approve a major change in an approved research program.

1.10. Status of an NRC Research Associate

- 1.10.1. NRC Research Associates are guest investigators in the federal laboratory, affiliated center, or institute. Associates are not employees of the laboratory or of the National Academies and do not perform personal services for either organization.
- 1.10.2. In view of this special status, Associates are expected to devote full effort to research, to publish in the open scientific literature, and to participate in all appropriate scientific meetings and technical activities of the sponsoring laboratory.

1.11. Residency and Full-Time Requirements

- 1.11.1. While on tenure, Research Associates are required to devote 100% of their working time and intellectual effort to their approved research program.
- 1.11.2. Research Associates are expected to conduct research in residence at the sponsoring federal laboratory or affiliated center.
- 1.11.3. Any plans for time away from the lab for personal matters or vacation must be discussed with the Research Adviser.
- 1.11.4. Time away from the laboratory for meetings, professional development, field work or other off-site research activities must be approved by the Research Adviser and the Laboratory Program Representative, generally using a Travel Authorization form ([Section 6](#)).
- 1.11.5. Periods of extended time away from the laboratory due to illness, maternity, or other family reasons must be authorized in writing by an Associate's Research Adviser in advance. A determination will be made whether an unpaid break in tenure is appropriate. NRC Research Associates who will be absent from the lab for an extended period, as described above, must notify the Program Coordinator using a Leave of Absence Approval Form, signed by the Research Adviser and the Laboratory Program Representative.
- 1.11.6. Failure to comply with the requirements in Section 1.11 could result in termination of an award or a reduction in stipend for unapproved absences.

1.12. Receiving Outside Compensation

1.12.1. Research Associates may not accept additional compensation for services from another appointment, including part-time teaching, research, consulting, or outside work. During tenure, Associates may not hold fellowships or similar awards that provide any funds for personal expenses.

1.12.2. Awards may be accepted if they meet the following criteria:

(a) An award or grant that is designated for support of research costs in the sponsoring laboratory or for professional travel.

(b) An award from a professional society that includes a monetary component, if the award was unsolicited (the awardee was nominated by others and selected by the organization). The award must be from a recognized professional organization and must be an established award.

(c) A one-time monetary award from the federal sponsor given in accordance with agency awards policy (e.g., Special Act, Outstanding Performance).

1.12.3. Senior Research Associates who are faculty members of a university may receive sabbatical leave pay under the existing regulations of their university but may not participate in university grant or contract activities during their tenure as an NRC Research Associate.

1.12.4. Research Associates under J-1 status must request written authorization from the NRC Research Associateship Programs Visa Officer before undertaking any outside consultation or giving a talk for which they will be paid. This requirement is based on federal J-1 regulations.

1.13. Conforming to Laboratory Policies, Procedures, and Requirements

1.13.1. As a guest investigator, Research Associates are expected to conform to all established policies and procedures of the sponsoring laboratory as they pertain to professional guest investigators.

1.13.2. The Laboratory Program Representative and Research Adviser will assist Research Associates with established requirements for the safety and health of individuals working in the laboratory, including working hours for the conduct of research.

2. Stipend

2.1. Stipend Amount

- 2.1.1. The stipend amount can be found in the NRC Research Associateship award notification. Stipend payments are issued at the end of each month.

2.2. Start Date Confirmation

- 2.2.1. All Associates must confirm their first day of tenure by using the *Confirm Start Date* tab in their InfoRAP profile.
- 2.2.2. Research Advisers must confirm an Associate's tenure start date before stipend payments can be distributed.
- 2.2.3. An Associate's start date confirmation may not be completed in advance of the actual start date.

2.3. Social Security Number (SSN)

- 2.3.1. Each Associate must report a United States Social Security Number (SSN) to the Fellowships Office. If an Associate does not have an assigned SSN, they must apply for one in person at the nearest U.S. Social Security Administration office.
- 2.3.2. Associates under J-1 or F-1 status should wait at least 10 days after entering the United States before applying for an SSN.
- 2.3.3. Take with you your SSN application form, passport, I-94 admission form printout, and either Form DS-2019 (for J-1s) or Form I-20 and your EAD (for F-1s). Your SSN card will be mailed to you in a few weeks. After you have received your Social Security Card by mail, complete the [IRS Form W-8BEN](#), adding your SSN, and email the completed Form W-8BEN to the Payroll Specialist Barbara Kneebone (bkneebone@nas.edu).

2.4. Stipend Advance

- 2.4.1. A stipend advance is an advance payment of a portion of a monthly stipend payment.
- 2.4.2. Stipend advances of up to one month of the gross stipend can be requested in the *Proposed Start Date* section under the Associate Pre-Start Tasks tab.
- 2.4.3. Stipend advances will be received as a direct deposit once the requesting Associate has started in the lab and has been entered into payroll.

2.5. Repaying a Stipend Advance

- 2.5.1. Advance stipend payments are repaid by equal monthly deductions from an Associate's stipend until the total advance is repaid.
- 2.5.2. The repayment period for an advance must be greater than one month and not longer than one month less than the total period of tenure. For example, if an Associate's tenure is one year, the repayment period for the advance cannot be longer than 11 months.

2.6. Receiving Stipend Payments

- 2.6.1. All monthly stipend payments must be deposited electronically into a banking account.
- 2.6.2. All Associates must complete the online Payroll Information section of award initialization before the tenure start date can be confirmed.
- 2.6.3. Monthly stipend advices will be sent as PDFs to the email address on file for each Associate.

3. Visas

The NRC Research Associateship Programs sponsors J-1 exchange visitor visas, and accepts F-1, J-2, L-2, and immigrant (permanent resident) visas, as well as individuals in asylee and refugee status, and those awaiting issuance of a green card. Postdoctoral F-1 students must be authorized for optional practical training (OPT) by their university and USCIS. No other visa classes may be held during tenure.

3.1. General Information

- 3.1.1. Non-United States citizens may begin tenure only when they have provided evidence to the Fellowships Office that they are in valid immigrant or nonimmigrant status.
- 3.1.2. The Fellowships Office can provide information regarding nonimmigrant visas but is unable to apply for a visa or permanent residency on behalf of an Associate or cover the costs in connection with passport or visa applications.
- 3.1.3. Resident and nonresident aliens who move to a new home address must notify the U.S. Citizenship and Immigration Services (USCIS) within ten (10) days on Form AR-11 to maintain legal status. Under Student and Exchange Visitor Information System (SEVIS) regulations, F-1 and J-1 visa holders may satisfy this requirement by notifying their visa sponsor (the NRC Research Associateship Programs Visa Officer) within 10 days.

3.2. J-1 Exchange Visitor Visa

Full information regarding J-1 visa requirements is available separately from the Fellowships Office. Following are general remarks.

- 3.2.1. An NRC Research Associateship awardee may apply for a J-1 exchange visitor visa under the sponsorship of the Fellowships Office, as designated by the U.S. Department of State. To be eligible for J-1 research scholar sponsorship one must:
 - (a) Have not been in any J status during 6 out of the past 12 months (exception: short term scholars and those here for less than 6 months) and
 - (b) Have not held J-1 or J-2 research scholar or professor status within the last 24 months.
- 3.2.2. Upon written request, a DS-2019 form (Certificate of Eligibility for Exchange Visitor J-1 Status) will be issued by the Fellowships Office if all other outstanding contingencies have been met, including evidence of the doctorate.
- 3.2.3. If an Associate resides outside the United States at the time of the award, they may apply for a J-1 visa at the nearest United States embassy or consulate.

- 3.2.4. If an Associate resides in the United States on any other visa, they may apply to the U.S. Citizenship and Immigration Services (USCIS) for a change of nonimmigrant status.
- 3.2.5. Associates may begin tenure at the laboratory only after written USCIS approval has been received. F-1 students authorized for optional practical training may begin tenure in F-1 OPT status while their change of status is being processed by USCIS.
- 3.2.6. If an Associate resides in the United States on a J-1 research scholar visa under a different sponsorship, they must transfer to NRC Research Associateship Programs sponsorship. The Associate's research field must remain the same, and they must obtain their current J-1 sponsor's agreement. Once requested, the transfer process is completed electronically through SEVIS by the Fellowships Office and the Associate's current sponsor. When the transfer becomes effective, the Fellowships Office issues a new DS-2019 form to the Associate.
- 3.2.7. If an Associate resides in the United States on a J-1 student visa, they may hold tenure using postdoctoral academic training with the authorization of their university international office.
- 3.2.8. Under federal regulations, all J-1 exchange visitors are subject to the following requirements:
 - (a) Research scholars may stay up to 60 months; J-1 short-term scholars may stay up to 6 months; and J-2 dependents' stay is determined by their J-1 spouse sponsorship.
 - (b) Many J-1 exchange visitors and their families are required to return to their home country or country of legal residence for at least two years after completing their J-1 program before changing to certain other visa statuses.
 - (c) J-1 visa holders and their accompanying family members are required to be continuously enrolled in health insurance coverage throughout the period they are in J-1 status. Insurance is provided by the NRC Research Associateship Programs (See [Section 4.2](#)). J-2 family members may hold other health insurance if it meets U.S. Department of State requirements for exchange visitors. Accompanying dependents of Associates who are sponsored on a J-2 visa are required to maintain uninterrupted health insurance coverage while in J status, even if they spend substantial periods of time abroad.

3.3. Immigrant Visa

- 3.3.1. Associates who are currently in the United States as a Permanent Resident and hold an alien registration number without restrictions on length of stay and employment may continue in that status.
- 3.3.2. Associates who have applied for and expect to receive an immigrant visa must provide the Fellowships Office with evidence of authorization for employment before they may begin tenure.

4. Insurance

For additional information on health and medical insurance, refer to the health insurance information posted on the RAP website on the Associate Information and Forms page.

4.1. Health and Medical Insurance

- 4.1.1. A group health insurance program, which provides coverage for major medical expenses, is available to NRC Research Associates and their qualifying dependents in the United States. The cost of this program is shared by Associates and their sponsoring agency.
- 4.1.2. Insurance enrollment forms must be submitted before the beginning of an Associate's tenure.
- 4.1.3. Health and medical coverage begin on the official start date of tenure and ends on the last day of the month in which tenure officially ends, as shown on the Associate Award Information page.
- 4.1.4. CareFirst Blue Cross/Blue Shield enrollment forms and insurance information are located on the RAP website on the Associate Information and Forms page.
- 4.1.5. The enrollment form must be completed and returned to the Fellowships Office on or before an Associate's first day of tenure. Blue Cross/Blue Shield will send the Associate an insurance identification card within a month.
- 4.1.6. Any changes in marital or dependent status must be reported to the Program Coordinator immediately.
- 4.1.7. To qualify for making changes outside of an open enrollment period, such as updates to coverage due to a marriage or the birth of a child, the Program Coordinator must be notified within 30 days of the event.

4.2. Insurance Coverage for Nonresident Aliens

- 4.2.1. Nonresident aliens and their accompanying dependents are eligible to be covered by the health insurance policy offered by the Fellowships Office once they are in the United States and the Associate has begun tenure.
- 4.2.2. When a dependent family member does not relocate with the Associate, or if they relocate later, they will not be eligible for health insurance through the Fellowships Office until they arrive in the United States and are under J-2 sponsorship. The U.S. Department of State requires J-1 exchange visitors and their eligible dependents to carry health insurance continuously during their J program. (See [Section 3.2.7\[c\]](#)).

5. Taxes

5.1. Tax Information for NRC Research Associates

- 5.1.1. NRC Research Associates are not employees of the Academies or the laboratories to which they are assigned and are considered guest investigators residing in host laboratories.
- 5.1.2. Fellowship awards to postdoctoral researchers under the NRC Research Associateship Programs are characterized as non-compensatory grants and Associates are strongly suggested to review their individual tax situation with a tax advisor or an IRS representative to determine the proper tax treatment for the specific award and any obligation for payment of quarterly estimated taxes.

5.2. Federal Tax Liability for U.S. Citizens and Permanent Residents

- 5.2.1. For Associates who are U.S. citizens, permanent residents, or resident aliens, the Fellowships Office will provide a Statement of Stipends Paid Memorandum by mid-February of the following year. This memorandum summarizes the stipend payments, contributions to health insurance, and relocation and professional travel expenses incurred during the year. The fellowship award amount that requires tax reporting includes stipends, sponsor-paid portions of health insurance, and all travel and relocation expenses, including airfare and moving expenses paid directly by the Fellowships Office. The Fellowships Office does not need to report the payments made to U.S. citizens and permanent residents for tax purposes on IRS form 1099-MISC, as it is not mandatory for non-compensatory scholarship or fellowship payments.

5.3. Federal Tax Liability of Nonresident Aliens

- 5.3.1. For all Associates in J-1 or F-1 status, the Fellowships Office is required to withhold 14% from their monthly stipend and benefits. This deduction will be reported to the Internal Revenue Service (IRS) at the end of each tax year. The withholding includes payments made by the NRC Research Associateship Programs on the Associate's behalf for health insurance premiums, relocation expenses, and travel in connection with the award.
- 5.3.2. Taxes will be withheld at the 14% level regardless of any country tax treaties that may be in effect. Actual tax liability is determined when the Associate files a federal income tax return.
- 5.3.3. Nonresident aliens should file Form 1040-NR no later than the 15th day of June following the close of the calendar year. Other filing options can be discussed with a tax professional and/or the IRS.

5.4. State Tax Liability

- 5.4.1. An Associate may be liable for state income taxes and should file the appropriate tax return in compliance with the laws of the state in which they reside. Associates should consult local government tax authorities for further details concerning this liability.

5.5. Tax Reporting Forms

- 5.5.1. For U.S. citizens, permanent residents, and resident aliens, the Fellowships Office will provide a *Statement of Stipends Paid* memo in mid-February. This memo includes an end-of-year summary of stipend payments, contributions to health insurance, and relocation and professional travel reimbursements.
- 5.5.2. Form 1042-S (Foreign Person's United States Source Income Subject to Withholding) will be mailed to nonresident aliens in mid-March.

5.6. Social Security

- 5.6.1. The Fellowships Office does not withhold Social Security taxes from any Associate's stipend payment and, therefore, Associates should study the pertinent publications on Social Security taxes to determine whether they have incurred any tax obligation.
- 5.6.2. Although Social Security taxes are not withheld from stipend payments, all Associates are still required to have an assigned Social Security Number (see [Section 2.3](#)).

6. Travel

- 6.1. As part of the NRC Research Associateship Programs award, Associates may have a budget for professional and programmatic travel and may be eligible for relocation.
- 6.2. Use of travel and relocation funds is governed by federal regulations (Federal Travel Regulations and Defense Travel Regulations) as well as Fellowships Office Travel Policy. Please refer to the [NRC Research Associateship Programs Travel Guide](#) for more information about travel associated with an award.
- 6.3. All professional, programmatic, and relocation travel undertaken during an Associate's tenure typically requires submission of a Travel Authorization form prior to travel.
 - 6.3.1. An approved Travel Authorization authorizes the Associate to travel and incur necessary expenses in accordance with applicable laws and regulations.
- 6.4. The Fellowships Office requires that Associates use the designated travel agency for both domestic and international travel to assure that their itinerary conforms to Federal Travel Regulations.
- 6.5. A Travel Expense Report must be submitted for all sponsored travel, regardless of if reimbursement is due to an Associate, no later than 10 days following the completion of travel.

7. Six-Month Progress Report and Final Report

7.1. Six-Month Progress Report

- 7.1.1. An interim report on the progress of an Associate's research is required six months following the start of their tenure.
- 7.1.2. At the appropriate time, Associates will receive a reminder about completing their Six-Month Progress Report.
- 7.1.3. The completed Six-Month Progress Report will be reviewed by the Program Coordinator and Program Administrator to ensure the Associate is receiving adequate support.

7.2. Final Report

- 7.2.1. Associates are required to complete a report summarizing their research and evaluating the program prior to the end of their tenure.
- 7.2.2. Associates must submit their Final Report no later than 15 days before the end of their tenure.
- 7.2.3. A Certificate of Completion will be mailed to the Associate only when the Final Report is completed from within the online Associate module.

8. Renewing/Extending an Associateship Award

- 8.1. NRC Research Associateship awards are made for one or two years depending on the policy of the federal laboratory.
- 8.2. Awards may be renewed for a second and possibly a third year, upon mutual agreement of the Laboratory Program Representative, Research Adviser, and NRC Research Associate, and pending the availability of funds.
 - 8.2.1. Renewals are generally for 12 months but may be granted for shorter periods.
- 8.3. At least three months before the end of their tenure, an Associate will receive a notification regarding the renewal or extension of their Associateship.
 - 8.3.1. The following must be completed for an Associate to renew or extend their award:
 - (1) The Associate must first complete the online application form.
 - (2) The Research Adviser will then need to complete an assessment of the Associate and recommendation for renewal or extension.
 - (3) The Laboratory Program Representative will then be asked to approve the renewal or extension.
- 8.4. Renewal or extension is neither automatic nor guaranteed and should be discussed between the Research Associate and Research Advisor.

9. Termination and Early Departure

9.1. Termination Procedure

- 9.1.1. Associates may terminate their Associateship at any point during their tenure, although restrictions may apply (See below).
- 9.1.2. The Research Adviser and Program Coordinator must be notified of an early termination in writing at least 30 days prior to the end of tenure.
- 9.1.3. Associates who indicate they will terminate early will be asked to enter the date when they will end tenure, which may not fall on a weekend or a holiday.

9.2. Exchange Visitors

- 9.2.1. The Fellowships Office is required to notify the U.S. Department of State through SEVIS when an exchange visitor leaves the program earlier than 30 days before the ending date on the current DS-2019 Form.
- 9.2.2. The NRC Research Associateship Programs Visa Officer must be informed immediately about an Associate's early departure.

9.3. Restrictions

- 9.3.1. If early termination results in tenure of less than six successive months, expenses previously reimbursed for initial relocation must be repaid.
- 9.3.2. All outstanding travel and stipend advances must be reconciled before the last day of tenure.

9.4. Final Report

- 9.4.1. See [Section 7.2](#)

10. Publications, Copyrights, and Patents

10.1. Publications

- 10.1.1. The NRC Research Associateship Programs and the sponsoring laboratory encourage Associates to publish all scientific results.
- 10.1.2. Associates must conform to the laboratory's requirements for prior review and approval of all material, whether written or prepared for oral presentation.
- 10.1.3. All publications should include appropriate acknowledgment of the NRC Research Associateship Programs and the laboratory as follows:

“This project was supported in part by an appointment to the NRC Research Associateship Program at _____, administered by the Fellowships Office of the National Academies of Sciences, Engineering, and Medicine.”

- 10.1.4. Publication charges are not a part of the NRC Research Associateship Programs award budget, although many of the sponsoring laboratories will pay these charges.
- 10.1.5. Publication policies should be discussed with the Research Adviser and Laboratory Program Representative.

10.2. Copyrights

- 10.2.1. When an associate asserts copyright in written works that result from their research activities, the federal government and others acting on its behalf will be given a license to reproduce, distribute, prepare derivative works, publicly perform, and publicly display the copyrighted material.
- 10.2.2. The NRC Research Associate and the federal government will hold joint ownership of any copyrighted materials that result from the Associate's tenure.
- 10.2.3. Copyright agreements for journal publications must conform to the laboratory's procedures for review and approval.

10.3. Patents

- 10.3.1. Associates are required to report all inventions that are byproducts of the research conducted during their tenure promptly to the director of the laboratory or its patent counsel, in addition to the Program Coordinator.
- 10.3.2. Notice of an invention provided to the NRC Research Associateship Programs must include the title of the invention, the assigned case number, if any, the date of filing, the names of any co-inventors, and the name of any patent counsel at the sponsoring laboratory.

- 10.3.3. Neither the Academies nor the NRC Research Associateship Programs will exercise any rights to inventions made during an Associate's tenure.
- 10.3.4. The rights of an Associate to retain title in any invention made during their tenure may depend on the provisions of the applicable contract or grant awarded by each sponsoring agency to the NRC Research Associateship Programs and/or the policies and procedures of that agency.
- 10.3.5. The NRC Research Associateship Programs will not take a position on the relative intellectual property ownership rights between an NRC Research Associate and the sponsoring agency.
- 10.3.6. In cases where an invention is made jointly with a government employee, the sponsoring agency may ask an Associate to assign ownership rights to the agency. An Associate may be offered a share of any royalties that may result from use or licensing of the invention.
- 10.3.7. For each invention to which an Associate retains title, the federal Government will be granted, at a minimum, a nonexclusive, nontransferable, irrevocable, worldwide license to practice, or to have practiced for or on behalf of the United States.
- 10.3.8. This information will be superseded by any requirements for individual sponsoring agencies and will also be subject to applicable federal laws. It is important that Associates discuss the laboratory's patent policies and procedures with the appropriate laboratory personnel.