



OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION

Managed by ORAU for DOE

ORISE Research Participation Program Selection and Approval Form

Fill out this form and send it to ORISE to appoint a participant to a NASA program administrated by ORISE.

Participant and Sponsor Information:

Participant Information:

Participant's Name:

Participant's Email:

Citizenship:

Visa Type:

Academic Status:

Sponsor Information:

Location of the Appointment:

NASA Advisor's Name:

Advisor's Division/Lab:

Center Representative's
(Center Rep) Name:

Center Rep's
Phone Number:

Center Rep's Email:

Appointment Details:

Appointment Type:

Participation Level:

Start Date*:

End Date:

Field of Research:

Project Description:

**Start date is dependent upon the availability of funding and eligibility.*

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Authorization for Payments and Reimbursements:

If required by the sponsor, ORISE can provide a cost estimate for an ORISE participant.

The sponsor authorizes ORISE to make the following payments and reimbursements to the participant according to the ORISE *Terms of Appointment* and availability of funding.

Stipend: Payment _____ per month **OR** _____ annually

Stipend Supplement for Health Insurance either the percentage of insurance cost covered by the sponsor or lump sum:

Percentage Authorized: _____ If lump sum, specify amount each month: _____

Honorarium: Payment _____ per event, with the event defined as: _____

Estimated number of events during period of appointment: _____

Relocation to the appointment location, up to a ceiling of: _____

One-Time Dislocation Allowance, in the amount of: _____

Training: Amount _____

Travel during the appointment is reimbursable in accordance to federal travel regulations.

Total travel budget during the appointment is estimated to be this amount: _____

Or is capped at this limit per year: _____

Additional Payments and Reimbursements are authorized (describe these in the "Instructions to ORISE" box below)

Instructions
to ORISE:

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This approval reflects the maximum allowable amount ORISE is authorized to pay or reimburse the participant based on the availability of funding. For travel or training, actual reimbursements will be based on receipts submitted by the participant to ORISE for expenses not to exceed the maximums authorized. This approval also summarizes the details that ORISE will include in the offer letters and terms of appointment.

Authorization for additional activities may be provided by the sponsor at any time. Additional funding may be sent when necessary. Those elements will be provided, described, and reimbursed based on the availability of funding. Any additional elements of the appointment must be approved in advance by the sponsor and acknowledged by ORISE.

All appointments are contingent upon continued availability of funds. In the event that funding is depleted before the end of the authorized appointment period, additional funding may be sent to complete the appointment. Alternatively, you may choose to terminate or renew the appointment early.

Appointments requiring new funding will be initiated after funding is approved.

Authorizing Signatures:

NASA Advisor Date

NASA Center Representative Date

Division Director or Other Approving Official Date

Submit This Form to ORISE

Please email this ORISE Research Participation Programs Selection and Approval Form to:

Janeen Pointer (Senior Program Specialist)

Phone: 865-574-3172

Email: Janeen.Pointer@orau.org