

NOAA EPP/MSI NERTO Protocol At A Glance

1. An approved [SSIO](#) project is the basis for the development of an approved EPP/MSI NERTO package.
2. A complete application package is [submitted](#) by the **EPP/MSI Cooperative Science Center (CSC) Director** to NOAA Office of Education (OED) Educational Partnership Program with Minority Serving Institutions (EPP/MSI).
3. OED EPP/MSI reviews the application package and transmits to the hosting mentor or returns to the EPP/MSI Center Director for edits.
4. Every application package must include a signed cover letter from the student. A cover letter must also be included in the package transmitted by the Center Director indicating the EPP/MSI NERTO application package has been reviewed and approved.
5. The NOAA mentor then submits a signed offer letter to **OED EPP/MSI** on NOAA letterhead. **NOTE: The letter is not sent to the student as the student is supported in an EPP/MSI NERTO through the NOAA EPP/MSI CSC award.**
6. NOAA EPP/MSI completes an administrative review of the offer letter and transmits to the Center Director or requests edits from the NOAA mentor prior to sending to the CSC.

7. The Center is required to provide EPP/MSI with a signed acceptance letter developed by the student for the EPP/MSI NERTO offer. The acceptance letter, addressed to the NOAA mentor, **can only be transmitted to NOAA EPP/MSI by the Center Director.**
8. EPP/MSI Program transmits the acceptance of the offer letter to the NOAA hosting mentor.
9. The 12-week internship plan is developed collaboratively by the EPP/MSI Center (student, CSC Distinguished Research Scientist, academic advisor) and hosting NOAA mentor. The 12-week internship plan is sent to NOAA EPP/MSI (oad.epp10@noaa.gov) no later than 1 week before the EPP/MSI NERTO intern starts the graduate internship at NOAA.
10. The hosting NOAA mentor, through the hosting office/lab administrative structure, has the responsibility for onboarding the EPP/MSI NERTO Intern. This includes: access to the NOAA facility (badging); network access; and, functional workspace.

As a reminder, the EP/MSI NERTO internship requirement is a minimum of 12 contiguous weeks (40 hours a week) at a NOAA facility. The EPP/MSI NERTO resources are available at www.noaa.gov/eppnerto/. This process ensures that full and transparent communication is available to all parties for the EPP/MSI NERTO. All queries are addressed by NOAA EPP/MSI Program (oad.epp10@noaa.gov).

Security clearance and Access for EPP/MSI NERTO Interns: The hosting NOAA mentor and their NOAA Office have the responsibility for onboarding the EPP/MSI NERTO intern including: (a) background security clearance and (b) access to the NOAA network as needed during the EPP/MSI NERTO graduate internship; (c) government furnished equipment (GFE); and, (d) securing a NOAA email account for the EPP/MSI NERTO intern, if applicable.

If there are further questions, please contact the EPP/MSI Program using oed.epp10@noaa.gov.