

LAWRENCE BERKELEY LABORATORY
ADMINISTRATIVE MEMORec'd OSRA
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POLICY AND PROCEDURE

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NON-DOE TRAINING FELLOWSHIP AWARDS

DEFINITION

This policy sets forth the Laboratory's definition of a non-DOE training fellowship award. Award details such as award titles, payment methodologies, salary or stipend provisions, supply and indirect cost allowances, and other items may vary by sponsor. However, for purposes of application of Laboratory costing policy, LBL defines non-DOE training fellowships as awards for activities where all of the following conditions apply:

1. The award is made to a named individual or for the benefit of a named individual. Substitution of the training fellow is not permitted.
2. The sponsor's intent in making the award is to provide support solely for training of the named individual in the early stages of his or her career. Training for these purposes is defined as the acquisition of new scientific skills or techniques necessary to function independently in the area in which the training has occurred;
3. Any salary support is restricted to the fellow;
4. The scope of the training fellowship activity is proposed and developed by the fellow, subject to the review and approval of the Laboratory;

5. The activity provides a direct benefit to Laboratory work or enhances the capability of the Laboratory to carry out its mission; and
6. Receipt of any combination of non-DOE training fellowship awards while at LBL is limited to a total of five years for a specific level of training, i.e. pre-doctoral or post-doctoral.

LBL PROCEDURES FOR NON-DOE TRAINING FELLOWSHIP PROPOSAL SUBMISSIONS

Division submits fellowship application package to OSRA. Documentation should include:

- a. A copy of the sponsor's description of the fellowship program, such as a program announcement and guidelines. The documentation should demonstrate that the fellowship was not created for a specific individual, but rather the recipient is determined by a formal selection process and formal criteria. The documentation should also demonstrate that the fellowship award has been established by institutional or management policy, is intended to be ongoing, and is not exclusively designed for LBL
- b. Brief statements describing how the proposed activity meets each of the Laboratory's conditions used to establish training fellowship status.



R. M. Fleischman
Associate Laboratory Director
Administration