



**Air Force Research Lab  
Summer Faculty Fellowship Program  
Administered by:  
Systems Plus, Inc.**



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## ACCEPTANCE OF TERMS AND CONDITIONS FORM

### FORMS SUBMISSION

- With the exception of the Direct Deposit Authorization Form, all forms should be sent via e-mail to [afsffp.pmo@sysplus.com](mailto:afsffp.pmo@sysplus.com). Documents **must** be saved as a PDF.

### GRADUATE STUDENTS ACCOMPANYING FACULTY MEMBERS

- Graduate students who are carrying out their research with a faculty member may not begin their research before their faculty member; neither may they continue research at the facility once the faculty member has officially left the facility for the summer.

### STIPEND PAYMENTS

- In order to receive the first stipend payment, the following forms must be submitted:
  1. Faculty or Graduate Acceptance Form
  2. Acceptance of Terms and Conditions Form
  3. Temporary Moving Allowance Request Form (If you are not relocating for the summer, please indicate this on the form.)
  4. Direct Deposit Authorization Agreement Form
  5. Official Start Date Form (The signed form must be submitted after you have begun your work at the research facility.)
- In order to receive your final stipend payment, all final paperwork must be submitted:
  1. Patent and Inventions Disclosure Form (signed)
  2. Evaluation Questionnaire Form
  3. Final Report Abstract and Cover Sheet Form
  4. Final report\*

**\*PLEASE NOTE:** Faculty and graduate students may not submit the same report.

### TRAVEL REIMBURSEMENTS

In order to receive reimbursement for travel expenses to and from the AF research facility, the following must be submitted within thirty (30) days of arrival\* at the facility:

1. Relocation Allowance Reimbursement Request Form
2. Copies of receipts for claims listed on the form
3. Mileage verification (Electronic maps to and from facility)

**\*PLEASE NOTE:** Participants who fail to submit the above-listed items within the 30-day deadline will not be reimbursed.



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**TERMS AND CONDITIONS**

**Period and Place of Appointment**

The term of appointment can be 8 to 12 **continuous** weeks. Appointments must take place on-site at the designated host research facility.

Fellows who received approval to have a graduate student accompany them must supervise their student at all times and neither fellow nor student may take leave from the lab unless expressly authorized by the AFOSR.

Failure to comply with these stipulations could result in termination of the fellowship and/or have all paid funds returned to Systems Plus.

**Requirements**

Participants must be citizens or permanent residents of the United States. Faculty must have a Ph.D. in Science, Mathematics, or Air Force relevant disciplines and must currently be a full-time faculty member of an accredited baccalaureate-granting U.S. college, university, or technical institution. Graduate students must be pursuing a graduate degree at the time of nomination. Undergraduate students will not be considered, even if they intend to attend graduate school the following semester.

Research must be conducted on site at the designated Air Force facility and participants cannot receive additional stipend, scholarship, or fellowship payments from other federal funding sources during the tenure of this appointment.

All appointments are subject to the participant's successful security investigation and approved access to unclassified government information systems. If the results of the personnel security investigation are unfavorable and/or the awardee does not receive interim or final approval to access the required government systems, the awardee will not be retained in the AF SFFP.

**Weekly Stipend and Daily Expense Allowance**

| <b>Faculty levels</b>                                 | <b>Weekly Stipend</b> |
|---|-----------------------|
| Assistant Professor                                   | \$1,500               |
| Associate Professor                                   | \$1,700               |
| Professor   | \$1,900               |
| <b>Graduate Student Levels</b>                        |                       |
| <b>Graduate Student Levels</b>                        | <b>Weekly Stipend</b> |
| Pursuing a master's degree at the time of nomination: | \$884                 |
| Pursuing a Ph.D. at the time of nomination:           | \$1,175               |



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In addition to the stipend, AF SFFP participants may receive a daily expense allowance of \$70 per workday (excluding weekends and federal holidays) if they obtain a temporary residence while at the Air Force research facility. In order to obtain this allowance, the temporary residence must be located at a distance of at least 50 miles (one way by the most direct route) from the participant's permanent residence.

Participants will be paid bi-monthly for the period of their participation. A final stipend will be paid only after 1) a patent form, 2) an abstract of the summer's research, 3) a final report of the summer's research, and 4) a program evaluation have been submitted. Please note that faculty and graduate students may not submit the same report, and each individual participant must submit each set of documents. All stipend income is reported to the IRS, and it is the responsibility of the participant to report income to the IRS. All disbursements are contingent upon the availability of federal funds.

**Relocation Allowance Reimbursement:**

A suitable temporary moving allowance for participants to relocate from their homes (i.e., one round-trip) to the Air Force research facility is available. This round trip cost may not exceed \$1,500. There is no relocation allowance for individuals who live within 50 miles of their research site.

Air Travel:

Round-trip airfare exceeding \$500 must be pre-approved by the Systems Plus AF SFFP Project Lead. Systems Plus authorizes coach class commercial air transportation only when travel by a discount class is not available or would impose undue hardship on the traveler. If the traveler elects to fly a more premium class without System Plus's authorization, System Plus will pay only that portion of the total cost equal to the lowest available discount fare.

When submitting an expense reimbursement form, copies of boarding passes as well as any receipts for baggage fees should be included. System Plus does not reimburse for travel insurance.

Please note that participants who opt to take an early flight and pay for overnight lodgings previous to the flight will not be reimbursed for their hotel accommodations.

Automobile Travel:

For those who will be traveling by car, Systems Plus will reimburse round-trip expenses at the current U.S. General Services Administration (GSA) rate. The mileage rate is inclusive of all expenses incurred during automobile travel (lodging, tolls, gasoline, meals, parking, etc). In order to receive this reimbursement and to verify mileage, two sets of driving instructions/maps (e.g. from Google maps or MapQuest) must accompany the Relocation



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Allowance Reimbursement Form. The first map should record the total number of miles driven on the first day(s) of travel, and the second map should record the number of miles predicted for the return trip.

**Car Rental:**

There is no car rental allowance associated with this program while you are at the lab for the summer.

Any car rental for relocation purposes only (one round-trip) must be pre-approved by Systems Plus. Mileage will be reimbursed for the initial and return trips; however, the rental car, insurance, additional mileage, and any other accompanying fees will not be reimbursed.

All appointments and participant payments are dependent on government funding.



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**ACCEPTANCE OF TERMS AND CONDITIONS FORM**

I hereby accept this appointment to the Air Force Summer Faculty Fellowship Program.

By accepting this appointment, I acknowledge the following:

- I understand the terms and conditions of the appointment specified in the Terms and Conditions of Appointment.
- All appointments are subject to the availability of federal funds.
- I understand the conditions set forth in the memorandum from Systems Plus concerning the patent rights pertaining to my participation in the Air Force Summer Faculty Fellowship Program.
- I understand that the appointment is not a contract for services between me and Systems Plus or the Air Force. My role is that of a self-employed guest researcher who agrees to conduct and report on research of interest both to myself and to the Air Force.
- I have read and understand the memorandum titled "Tax Treatment of Summer Fellowships."

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate the number of weeks and dates you propose to start and end your summer research.

Number of weeks\*: \_\_\_\_\_ First work day: \_\_\_\_\_ Final work day: \_\_\_\_\_

\*If your number of weeks or start date differs from what you listed in your original application, you must first contact your lab advisor who must send confirmation and approval of the change to [Afsffp.pmo@sysplus.com](mailto:Afsffp.pmo@sysplus.com).

**PLEASE UPLOAD FORM TO YOUR AFRL SFFP ONLINE ACCOUNT**

**(<https://applyafrlsffp.sysplus.com/>)**