

DOE SULI & CCI Student Programs

Request & Selection Process: 2019 Summer Program

Overview

The DOE SULI and CCI Student Programs encourage undergraduate students to pursue science, technology, engineering, and mathematics (STEM) careers by providing research internships at one of 17 participating DOE laboratories. The Summer DOE SULI and CCI Student Programs run from 05/28/2019 to 08/02/2019.

Types of Students

The **Science Undergraduate Laboratory Internship (SULI)** program encourages undergraduate students and recent graduates to pursue science, technology, engineering, and mathematics (STEM) careers by providing research experiences at the Department of Energy (DOE) laboratories. Selected students participate as interns appointed at one of 17 participating DOE laboratories/facilities. They perform research, under the guidance of laboratory staff scientists or engineers, on projects supporting the DOE mission.

The **Community College Internship (CCI)** program seeks to encourage community college students to enter technical careers relevant to the DOE mission by providing technical training experiences at the DOE laboratories. Selected students participate as interns appointed at one of 15 participating DOE laboratories. They work on technologies or instrumentation projects or major research facilities supporting DOE's mission, under the guidance of laboratory staff scientists or engineers.

Funding a Student

The total cost per student is approximately \$12,000.

- EDU covers the majority of the cost of the student including:
 - \$500/week stipend
 - \$250/week housing (approximate)
 - \$500 for travel
- The Division/Program covers:
 - \$1,750 assessment
 - 50.925% Lab Indirect taxes

Only those projects that are within the DOE mission can be funded by ANL Education (EDU). If you select a SULI student and EDU funds are no longer available, EDU will contact the CELS Student Office to determine if your division will fully fund the student.

Key Dates

The DOE Student Program follows a clear set of processes and deadlines. Please be sure you review the details below to provide all the requirements and work within the given deadlines.

Deadline	Description
01/25/2019	Round 1 Opens: SULI/CCI links are open and divisions are able to view and select students who noted Argonne as their first choice.
02/18/2019	CELS Round 1 deadline to request a SULI or CCI student to ensure the Educational Program office receives offer packages prior to the 02/25/2019 deadline. The attached documents provide details on what paperwork, signatures, and approvals are needed for each type of student appointment.
02/26/2019	Round 2 Opens: Divisions are now able to view applications of students who noted Argonne as their first or second choice.
03/15/2019	CELS Round 2 deadline to request a SULI or CCI student to ensure the Educational Program office receives offer packages prior to the 03/22/2019 deadline. The attached documents provide details on what paperwork, signatures, and approvals are needed for each type of student appointment.

- 05/28/2019 Students may begin work at Argonne. Students cannot begin their appointment before May 28, 2019. No exceptions.
- 08/02/2019 Last day of the summer SULI/CCI student programs

Viewing Applications

- SULI & CCI applications can be viewed via the DOE Application Review System:
<https://apps.ornl.gov/wdts/Account/Login>
- Detailed Mentor instructions for accessing and choosing SULI and CCI students are provided in the email. If you are new to this process and need an account for the application system, please contact Lisa Reed in EDU at lreed@anl.gov.
- Only student applications and recommendations that are fully completed will be listed in the DOE system. DOE does not accept late applications or supporting documents.
- The viewable applications are only from those students who selected Argonne as their first choice.

Selecting a Student

All requests for Round 1 Summer SULI and/or CCI students are due to the CELS Student Office by 5pm on **Monday, February 18, 2019.**

All requests for Round 2 Summer SULI and/or CCI students are due to the CELS Student Office by 5pm on **Friday, March 15, 2019.**

All requests for students are sent via email to CELS Student Services at hr-student-programs@cels.anl.gov and MUST include the following items:

1. Completed Selection Form (see attached)
 - a. The form requirements include but are not limited to the student details and justification, project description, back-up mentor and funding details. Every single section of the form must be completed and all signatures and dates included before it can be submitted. Note: The form MUST be signed by both the mentor and the division director.
2. Completed and signed ANL-1015 (see attached)
3. Project Description and Project code (In the base of the email)

Argonne is an EEO employer who is committed to the Lab's Diversity and Inclusion plan. Therefore, we request that staff identify three (3) candidates that meet their needs and provide rationale for their top selection.

Only one offer to an individual student will be made. There will be no multiple offers. All offers will be on a first-come, first-serve basis. If a student declines an offer, no other offer will be made to this student. The application will be removed from all systems for consideration. The DOE does not allow exceptions to this process.

Once a student accepts an offer EDU will contact CELS HR and the Mentor to move the process forward.

Travel arrangements

Incoming student travel arrangements cannot be made until the student has received an acceptance letter and completed and passed a drug screen. EDU will notify you when the acceptance letter has been sent. All student travel for employment will be handled by the CELS Student Services team.

Future Deadlines

- Summer 2019 internships application deadline is March 15, 2019.
- Fall 2019 internships application deadline is June 30, 2019.
- Spring 2020 internships applications deadline is November 30, 2019.

If you have any questions about the DOE SULI and CCI programs, the student options, or the requirements, please review the attached documents and/or send an email to CELS Student Services at hr-student-programs@cels.anl.gov.