

Archived Information

U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
TEACHER AND STUDENT DEVELOPMENT PROGRAMS SERVICE
WASHINGTON, DC 20006-8524



Fiscal Year 2010

APPLICATION FOR NEW AWARDS

ERMA BYRD SCHOLARSHIP PROGRAM

CFDA No. 84.116E

CLOSING DATE: March 26, 2010

DATED MATERIAL – OPEN IMMEDIATELY

OMB No. 1840-0805

Exp. 06/30/2012

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0805. The time required to complete this information collection is estimated to average .5 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of the individual submission of this form, please contact Lauren Kennedy at 202-502-7630 or ermabyrdprogram@ed.gov.

Table of Contents

Paperwork Burden Statement	2
Table of Contents	3
Dear Applicant Letter	4
Competition Highlights.....	5
General Information.....	6
Notice Inviting Applications for New Awards for Fiscal Year 2010	9
Instructions for Applying to the Erma Byrd Scholarship Program.....	20
Instructions for Completing the Applicant Information Form.....	21
Eligible Fields of Study for the Erma Byrd Scholarship Program.....	22
Instructions for Transmitting Applications	23
Checklist for Application Package.....	25
Notice to Applicants: the Government Performance and Results Act.....	26
Important Notice to Prospective Participants in U.S. Department Of Education Contract and Grant Programs	27
Consolidated Appropriations Act, 2010	28
Privacy Act Statement.....	29
Erma Byrd Scholarship Program – Applicant Information Form.....	32
Certification of Eligibility for Federal Assistance in Certain Programs.....	34
Social Security Number/Pell Grant Eligibility Certification Sheet	35

Dear Applicant:

I am pleased to provide the application booklet for the Fiscal Year 2010 Erma Byrd Scholarship Program competition. The U.S. Department of Education's Office of Higher Education Programs administers the Erma Byrd Scholarship Program, which is authorized under division D, title III of the Consolidated Appropriations Act, 2010, Pub. L. 111-117.

The Erma Byrd Scholarship Program provides scholarships to individuals pursuing a course of study that will lead to a career in industrial health and safety occupations, including mine safety. This program is designed to increase the skilled workforce in these fields at both the fundamental skills level and the advanced skills level.

Please note that the Notice Inviting Applications for New Awards published in the *Federal Register* is the official document describing the requirements for applying for an Erma Byrd Scholarship and provides application submission procedures. Applicants should not rely upon any information that is inconsistent with the guidance contained within the official document.

To be eligible for an Erma Byrd Scholarship, students must be within two years of completing an associate's, bachelor's, or graduate degree program in an eligible field of study at an accredited United States institution of higher education. The applicant must be a citizen, national, or permanent resident of the United States and must be eligible to receive federal grants, loans, or work assistance, in accordance with Section 484 of the Higher Education Act of 1965, as amended.

An application will not be considered complete unless all information is provided using the Applicant Information Form found in this booklet. For undergraduate students, scholarships will be awarded first to students who are eligible to receive a Pell grant, in the order that applications are received. If additional funds are available, scholarships will be awarded to undergraduate students who are not Pell eligible in the order that applications are received. For graduate students, scholarships will be awarded in the order that applications are received.

All applicants must submit their Social Security Number to the program office via postal mail prior to the competition deadline, using the form contained in this booklet. Undergraduate applicants who wish to be considered for Pell eligibility must also complete a Free Application for Federal Student Aid (FAFSA), which may be obtained at www.fafsa.ed.gov or from their institution's financial aid office. We encourage applicants to submit their FAFSA electronically, since electronic filing is 7 to 14 days faster than filing via mail.

The Erma Byrd Scholarship Program office is available to assist all applicants and may be reached by e-mail at ermabyrdprogram@ed.gov or by telephone at (202) 502-7630. **Please note that all applications must be submitted or postmarked no later than March 26, 2010.** The instructions for transmitting the application can be found in this booklet.

On behalf of the Erma Byrd Scholarship Program and the U.S. Department of Education, I wish you every success with your application and in your studies.

Sincerely,

Alan J. Schiff
Acting Deputy Assistant Secretary for Higher Education Programs
Office of Postsecondary Education

Competition Highlights

1. All applications must be submitted no later than March 26, 2010.
2. All Erma Byrd Scholarship recipients must be enrolled or planning to enroll in an accredited, degree-granting program at the associate's, bachelor's, or graduate level. Students must be within two years of completing a degree in one of the following fields:
 - Mining and mineral engineering
 - Industrial engineering
 - Occupational safety and health technology/technician
 - Quality control technology/technician
 - Industrial safety technology/technician
 - Hazardous materials information systems technology/technician
 - Mining technology/technician
 - Occupational health and industrial hygiene.

Students pursuing a degree in any field other than those listed above are not eligible for this scholarship.

3. For undergraduate students, scholarships will be awarded first to students who are eligible to receive a Pell grant, in the order that applications are received. If additional funds are available, scholarships will be awarded to undergraduate students who are not Pell eligible in the order that applications are received. For graduate students, scholarships will be awarded in the order that applications are received.
4. All applicants must submit their Social Security Number to the program office via postal mail prior to the competition deadline, using the form contained in this booklet. For security reasons, **DO NOT** submit your Social Security Number electronically with the other application forms.
5. Applicants who wish to be considered for Pell eligibility must also submit a Free Application for Federal Student Aid (FAFSA), which may be obtained at www.fafsa.ed.gov or from your institution's financial aid office.
6. Based upon the availability of funds and the scholar's continued academic progress, the Erma Byrd Scholarship may be renewed once following the initial award. An individual may receive a scholarship for a total of two years, or the time required to complete the degree for which the scholarship was awarded, whichever comes first.
7. Upon completion of their degrees, scholarship recipients will be required to be employed in a career position directly related to industrial health and safety, including mine safety, for a period of one year. A verification of employment report is to be submitted by the scholarship recipient to the Secretary within six months of completion of academic study, reporting on post graduation activities. **Failure to fulfill the service obligation will result in the scholarship converting to a Direct Student Loan with all the associated repayment conditions, including interest payments and possible penalties for late repayment.**

General Information

Applicants can access the FY 2010 Erma Byrd Scholarship Program application by electronically downloading it from the program Web site at <http://www.ed.gov/programs/ermabyrd/index.html>.

An applicant who is unable to obtain an electronic copy of the application package may submit a written request to obtain a hardcopy. In the request, the applicant should explain the reason or reasons that prevent the applicant from using the Internet to obtain a copy of the application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax or e-mail your written statement to the Department, we must receive the statement no later than two weeks before the application deadline date.

Address and mail or fax or e-mail your statement to: Erma Byrd Scholarship Program, U.S. Department of Education, 1990 K Street, N.W., 6th floor, Washington, DC 20006-8524. Fax: (202) 502-7852. E-mail: ermabyrdprogram@ed.gov.

Individuals with disabilities may obtain the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program office.

To request a Free Application for Federal Student Aid (FAFSA), please contact: Federal Student Aid Information Center, P.O. Box 84, Washington, DC 20044-0084. Telephone (toll free): 1 (800) 433-3243. Internet: <http://www.fafsa.ed.gov/>.

If you have any questions regarding the Erma Byrd application, please contact the program office at ermabyrdprogram@ed.gov or 202-502-7630.

Overview

The Erma Byrd Scholarship Program provides scholarships to individuals pursuing a course of study that will lead to a career in industrial health and safety occupations, including mine safety. The selected areas of study are: mining and mineral engineering, industrial engineering, occupational safety and health technology/technician, quality control technology/technician, industrial safety technology/technician, hazardous materials information systems technology/technician, mining technology/technician, and occupational health and industrial hygiene. This program is designed to increase the skilled workforce in these fields at both the fundamental skills level and the advanced skills level.

The program has a service obligation component, requiring recipients of the scholarship to be employed in a career position directly related to industrial health and safety, including mine safety, for a period of one year upon completion of the degree program. Scholarship recipients must begin such employment no more than six months after the completion of their degree program.

Authorization

For Federal fiscal year 2010, the Erma Byrd Scholarship Program is established by division D, title III of the Consolidated Appropriations Act, 2010, Pub. L. 111-117.

Eligible Applicants

Eligibility is limited to individuals who, at the time of application, are:

- (1) enrolled or planning to enroll in an associate's, bachelor's, or graduate degree program at an accredited U.S. institution of higher education;
- (2) within two years of completing a degree in an eligible field of study under the Erma Byrd Scholarship Program;
- (3) a citizen, national, or permanent resident of the United States; and
- (4) eligible to receive federal grants, loans, or work assistance pursuant to Section 484 of the Higher Education Act of 1965, as amended.

For undergraduate applicants to the Erma Byrd Scholarship Program, priority will be given first to students who are eligible to receive a Pell grant. Applicants who wish to have Pell eligibility considered as part of their application must demonstrate financial need by submitting a Free Application for Federal Student Aid (FAFSA), which may be obtained at www.fafsa.ed.gov or from your institution's financial aid office. We encourage students to submit the FAFSA electronically since electronic filing is faster (as much as 7 to 14 days faster) than filing a paper FAFSA. The Erma Byrd Scholarship Program has direct access to the financial information provided on each applicant's FAFSA. The applicant does not need to specify a Federal school code for the Erma Byrd Scholarship Program.

All applicants (undergraduate and graduate) must submit their Social Security number to the program office **via postal mail** prior to the competition deadline, using the form contained in this booklet. For security reasons, **DO NOT** submit your Social Security Number electronically with the other application forms.

A person is ineligible to apply for this fellowship if he or she has defaulted on a debt to the Federal Government on any previous non-procurement transaction and has not made satisfactory arrangements to repay a defaulted debt, or has received sentencing under Section 5301 of the Anti-Drug Abuse Act of 1988.

Eligible Fields of Study

The fields eligible for the Erma Byrd Scholarship Program are courses of study leading to the following careers: mining and mineral engineering, industrial engineering, occupational safety and health technology/technician, quality control technology/technician, industrial safety technology/technician, hazardous materials information systems technology/technician, mining technology/technician, and occupational health and industrial hygiene. On the Applicant Information Form, all applicants must specify the eligible field of study in which they desire to have their application evaluated. The applicant must be enrolled or plan to enroll in a degree program for the eligible field of study in which they have applied. **Applications submitted for study in fields not listed will be ruled ineligible and will not be reviewed.**

Application Review and Selection Process

Applications will be reviewed by Department of Education staff to ensure compliance with program requirements and eligibility criteria. The number of scholarships awarded will be allocated between undergraduate students and graduate students in the same proportion as the number of fundable applications received from those groups of students, taking into account the size of the awards to be made to students in those groups.

Undergraduate Applicants: In selecting undergraduate applicants to receive an Erma Byrd scholarship, priority will be given first to students who are eligible to receive a Pell grant. The Secretary will award scholarships to Pell eligible students in the order that the applications are received. If additional funds are available, scholarships will be awarded to undergraduate students who are not Pell eligible, in the order that their applications are received.

Graduate Applicants: In selecting graduate applicants, the Secretary will award scholarships to students in the order that the applications are received.

Awards

Based upon the availability of funds and the scholar's continued academic progress, the Erma Byrd Scholarship may be renewed once following the initial award. An individual may receive a scholarship for a total of two years or the time required to complete the degree for which the scholarship was awarded, whichever is less.

The institutions of higher education that Erma Byrd Scholars have chosen to attend administer all awards. In order for a student to receive his or her scholarship, the institution the student is attending must agree to accept the grant and administer the scholarship in compliance with the guidelines governing this program. The award will be paid to the student's institution on behalf of the scholarship recipient. The disposition of the institutional payment to the student is solely the responsibility of the institution.

Conditions of Award

Scholarship recipients must be enrolled or planning to enroll in an accredited, degree-granting program at the associate's, bachelor's, or graduate level. Students must be within two years of completing a degree in an eligible field of study as specified in this application package.

A second year of funding will be provided to students who continue to meet program eligibility requirements, contingent upon: (1) the availability of funds and (2) satisfactory academic progress as determined by the student's institution. Scholarship recipients are eligible for support for up to two years or until degree completion, whichever comes first.

Scholarship recipients will be required to be employed in a career position directly related to industrial health and safety, including mine safety, for one year upon completion of their degree. Scholarship recipients must begin such employment no more than six months after the completion of their degree program. A verification of employment report is to be submitted by the scholarship recipient to the Secretary within six months of completion of academic study, reporting on post graduation activities. **Failure to fulfill the service obligation will result in the scholarship converting to a Direct Student Loan with all the associated repayment conditions, including interest payments and possible penalties for late repayment.**

Restrictions

Erma Byrd Scholarships are portable awards. Requests to change a recipient's institution or program of study must be approved in advance by the Secretary of Education. Such requests should be addressed to the Erma Byrd Scholarship Program office.

Notice Inviting Applications for New Awards for Fiscal Year 2010

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Erma Byrd Scholarship Program

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.116E.

Dates:

Applications Available: February 24, 2010.

Deadline for Transmittal of Applications: March 26, 2010.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Erma Byrd Scholarship Program provides scholarships to individuals pursuing a course of study that will lead to a career in industrial health and safety occupations, including mine safety. This program is designed to increase the skilled workforce in these fields at both the fundamental skills level and the advanced skills level. The program has a service obligation component, which requires recipients of the scholarship to begin employment in a career position related to industrial health and safety no later than six months after completion of the degree program, and to continue to work in a career position

related to industrial health and safety, including mine safety, for a period of one year.

The scholarships are available to students in the following eligible areas of study related to industrial health and safety: mining and mineral engineering, industrial engineering, occupational safety and health technology/technician, quality control technology/technician, industrial safety technology/technician, hazardous materials information systems technology/technician, mining technology/technician, and occupational health and industrial hygiene.

Program Authority: For Federal fiscal year 2010, the Erma Byrd Scholarship Program is established by division D, title III of the Consolidated Appropriations Act, 2010, Pub. L. 111-117.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

II. Award Information

Type of Award: Discretionary grant.

Estimated Available Funds for New Awards: \$833,750.

Estimated Average Size of Awards: \$2,500 (associate's degree student); \$5,000 (bachelor's degree student); \$10,000 (graduate degree student).

Estimated Number of Awards: 120. The number of scholarships awarded will be allocated between undergraduate students and graduate students in the same proportion as the number of fundable

applications received from those groups of students, taking into account the size of the awards to be made to students in those groups.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 24 months.

III. Eligibility Information and Program Requirements

1. Eligible Applicants: Individuals who, at the time of application, are: (1) enrolled or planning to enroll in an associate's, bachelor's, or graduate degree program at an accredited U.S. institution of higher education; (2) within two years of completing a degree in an eligible field of study under the Erma Byrd Scholarship Program; (3) a citizen, national, or permanent resident of the United States; and (4) eligible to receive Federal grants, loans, or work assistance pursuant to section 484 of the Higher Education Act of 1965, as amended (HEA).

2. Program Requirements:

(a) Satisfactory academic progress. Scholarship recipients must maintain satisfactory academic progress in accordance with 34 CFR 668.34 throughout the period of funding; additionally, they must submit a Student Activities Report to the Secretary at the end of each year of funding, with a certification from an authorized representative of the institution that the student is maintaining satisfactory academic progress. If an Erma Byrd Scholarship recipient does not maintain satisfactory academic progress throughout the period of funding or does not submit a Student

Activities Report to the Secretary at the end of each year of funding, the recipient is not eligible for any additional funding and must repay the scholarship amount as a Direct Unsubsidized Student Loan with all the associated repayment conditions, including interest charges and fees as provided under title IV, part D of the HEA.

(b) Service obligation. Scholarship recipients must be employed in a career position related to industrial health and safety, including mine safety, for a period of one year following the completion of their degree program. Scholarship recipients must begin such employment no more than six months after the completion of their degree program. A scholarship recipient must submit a verification of employment report to the Secretary no more than six months immediately after completion of his or her degree program, reporting on post-graduation activities, including changes in their permanent address, e-mail, phone number, and employment status. Additionally, scholarship recipients must submit a final employment report to the Secretary at the end of the one year service obligation period.

If an Erma Byrd Scholarship recipient does not fulfill the complete service obligation within eighteen months after completion of his or her degree program, the scholarship amount must be repaid as a Direct Unsubsidized Student Loan with all the associated repayment conditions, including interest charges and fees as provided under title IV, part D of the HEA.

3. Cost Sharing or Matching: This program does not require cost sharing or matching.

4. Applicability of Rulemaking Requirements. Under the Administrative Procedure Act (APA) (5 U.S.C. 553) and section 437 of the General Education Provisions Act (GEPA), 20 U.S.C. 1232(d)(1), the Department generally offers interested parties the opportunity to comment on proposed eligibility and other program requirements. Division D, title III of the Consolidated Appropriations Act, 2010, Pub. L. 111-117 provides, however, that the provisions of section 553 of the APA and section 437 of GEPA do not apply to this program.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Department. To obtain a copy via the Internet, use the following address for the Erma Byrd Scholarship Program Web site:

www.ed.gov/programs/ermabyrd/index.html.

To obtain a copy from the Department, write, fax, or call the following: Lauren Kennedy, Erma Byrd Scholarship Program, U.S. Department of Education, Teacher and Student Development Programs Service, 1990 K Street, NW., room 6133, Washington, DC 20006-8524. Telephone: (202) 502-7630. Fax: (202) 502-7852 or by e-mail: ermabyrdprogram@ed.gov.

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g. braille, large print, audiotape, or computer diskette) by contacting the person listed in this section.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

3. Submission Dates and Times:

Applications Available: February 24, 2010.

Deadline for Transmittal of Applications: March 26, 2010.

4. Intergovernmental Review: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: All applications must be submitted electronically by e-mailing the application in the form of a Microsoft Word (.DOC or .DOCX) document to ermabyrdprogram@ed.gov. Please note that an electronic application in a format other than Microsoft Word will not be accepted.

If you are unable to submit your application by e-mail and wish to submit your application by mail, you must submit a request for permission to submit it by mail, no less than 10 days prior to the application deadline date, to Lauren Kennedy by e-mail to ermabyrdprogram@ed.gov or by postal mail to U.S. Department of

Education, Teacher and Student Development Programs Service, 1990 K Street, N.W., room 6133, Washington, DC 20006-8524. In your request, you must include the reason why you are unable to submit the application electronically.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

V. Application Review Information

1. Selection Criteria:

All applicants are required to complete and submit the Erma Byrd Scholarship Program Applicant Information Form, which will be used to determine the applicant's eligibility for the scholarship.

2. Review and Selection Process:

(a) Undergraduate applicants. In selecting undergraduate students to receive a scholarship, the Secretary will award scholarships to students in the order that the applications are received. Priority will be given first to students who have demonstrated financial need and are eligible to receive a Federal Pell Grant.

Qualified undergraduate applicants who wish to have their Federal Pell Grant eligibility considered as part of their application must demonstrate financial need by submitting a Free Application for Federal Student Aid (FAFSA), which may be obtained at www.fafsa.ed.gov or from their institution's financial aid office, and by submitting their Social Security Number via postal mail using the Pell Grant Eligibility Certification Sheet contained in the Erma Byrd Scholarship Program application package. Applicants who have already submitted their FAFSA for the 2010-2011 award year do not need to resubmit the FAFSA.

The Secretary will award scholarships to applicants who are eligible for Federal Pell Grants and who are enrolled in eligible fields of study in the order that the applications are received.

If additional funds are available after awards are made to undergraduate students who are eligible for a Federal Pell Grant, scholarships will be awarded to qualified undergraduate students who are not eligible for a Federal Pell Grant in the order that their applications are received.

(b) Graduate applicants. In selecting graduate students to receive a scholarship, the Secretary will award scholarships to qualified students in the order that the applications are received.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify you and your U.S. Representative and U.S. Senators and send a Grant Award Notification (GAN) directly to the institution you

will be attending. The institution will disburse funds to scholarship recipients in accordance with its regular payment schedule.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: Scholarship recipients must submit a Student Activities Report to the Secretary at the end of each year of funding, which includes certification from an authorized representative of the institution that the student is maintaining satisfactory academic progress. In addition, a scholarship recipient must submit a verification of employment report to the Secretary no more than six months immediately after completion of his or her degree program, reporting on post-graduation activities, including changes in their permanent address, e-mail, phone number, and employment status. Finally, scholarship recipients must submit

a final employment report to the Secretary at the end of the service obligation period.

At the request of the student, an institution of higher education in which a scholarship recipient is enrolled must provide the student with written certification from an authorized representative of the institution that the student is maintaining satisfactory academic progress.

4. Performance Measures: The effectiveness of the Erma Byrd Scholarship Program will be measured by graduation completion rates, time-to-degree completion rates, and the percentage of students fulfilling the one-year service obligation within eighteen months of graduation. The Department will use the verification of employment and final employment reports to assess the program's success in assisting scholarship recipients in completing their course of study and receiving their degree, and entering the specified fields.

VII. Agency Contacts

For Further Information Contact: Lauren Kennedy, Erma Byrd Scholarship Program, U.S. Department of Education, Teacher and Student Development Programs Service, 1990 K Street, N.W., room 6133, Washington, DC 20006-8524. Telephone: (202) 502-7630 or by e-mail: ermabyrdprogram@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF), on the Internet at the following site:

www.ed.gov/news/fedregister. To use PDF, you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html.

Delegation of Authority: The Secretary of Education has delegated authority to Daniel T. Madzelan, Director, Forecasting and Policy Analysis for the Office of Postsecondary Education, to perform the functions and duties of the Assistant Secretary for Postsecondary Education.

Dated: Feb. 4, 2010

Daniel T. Madzelan,
Director,
Forecasting and Policy Analysis.

Instructions for Applying to the Erma Byrd Scholarship Program

Application requirements for the Erma Byrd Scholarship Program will be strictly enforced. Applications must contain all required materials when submitted to the Department of Education. **No exceptions will be made.**

A complete application package must consist of the following items or it will not be reviewed:

- **Applicant Information Form**

Applicants must type all items to complete the Applicant Information Form located on pages 32-33 of this booklet. Use the instructions on page 21 of this document to complete each item on the application form. **Applicants must remember to sign the form** by typing their name on the signature line before submitting the form electronically in Microsoft Word (.DOC or .DOCX) format. Original signatures may be required at a later date.

- **Certification of Eligibility for Federal Assistance in Certain Programs**

All applicants must sign the Certification of Eligibility for Federal Assistance in Certain Programs (ED Form 80-0016) by typing their name on the signature line and submitting the form electronically in Microsoft Word (.DOC or .DOCX) format with the Applicant Information Form. Certifications sent separately to the Department of Education will not be accepted. Original signatures may be required at a later date.

- **Social Security Number/Pell Grant Eligibility Certification Sheet**

All applicants (undergraduate and graduate) must submit their Social Security Number to the program office **via postal mail**, using the form found in this application package. For security reasons, **DO NOT** submit your Social Security Number electronically with the other application forms. Applicants who submit their Social Security Number via any method other than postal mail will be disqualified.

NOTE: Failure to provide complete and accurate information necessary to determine eligibility will result in the disqualification of your application. The provision of fraudulent information on your application may result in the withdrawal of an Erma Byrd Scholarship, even after the award has been made.

Instructions for Completing the Applicant Information Form

PRINT OR TYPE.

- Item 1. **Name:** Each applicant must provide his or her last name, first name and middle initial.
- Item 2. **Current Address and Phone Number:** Each applicant must indicate where he or she may currently be contacted by mail and phone. Applicants should inform the program office of any changes to their current address or phone number.
- Item 3. **Permanent Address and Phone Number:** Each applicant must indicate where he or she may be contacted by mail or phone at any time. Applicants should inform the program office of any changes to their permanent address or phone number.
- Item 4. **E-mail Address:** Applicants should provide an e-mail address where they may be reached. This e-mail address will be used if we need to contact you regarding your application. Applicants should inform the program office of any changes to their e-mail address.
- Item 5. **Nationality:** Applicants must indicate whether they are citizens, nationals, or permanent residents of the United States.
- Item 6. **Field of Study:** Each applicant must select a field of study from the list provided. Only the fields listed are eligible for Erma Byrd Scholarships. Applications submitted for fields of study not listed will be ruled ineligible and not reviewed.
- Item 7. **Institution of Higher Education You are Attending or Plan to Attend:** Each applicant must indicate the institution where he or she expects to study as an Erma Byrd Scholar.
- Item 8. **Degree You Expect to Pursue as an Erma Byrd Scholar:** Each applicant must indicate the degree he or she expects to pursue as an Erma Byrd Scholar and anticipated graduation date.
- Item 9. **Educational History:** Each applicant must provide a list of all schools attended, in reverse chronological order.
- Item 10. **Certification:** Each applicant must sign the form by typing his or her name on the signature line.

Eligible Fields of Study for the Erma Byrd Scholarship Program

Students pursuing a degree in the following fields of study are eligible to apply to the Erma Byrd Scholarship Program:

FIELD CODE	FIELDS OF STUDY
14.2101	Mining and Mineral Engineering
14.3501	Industrial Engineering
15.0701	Occupational Safety and Health Technology/Technician
15.0702	Quality Control Technology/Technician
15.0703	Industrial Safety Technology/Technician
15.0704	Hazardous Materials Information Systems Technology/Technician
15.0901	Mining Technology/Technician
51.2206	Occupational Health and Industrial Hygiene

Students pursuing a degree in any field other than those listed above are not eligible for this scholarship. Examples of ineligible fields include nursing, occupational therapy, medical assistant training, and health administration.

Instructions for Transmitting Applications

Applications for grants under this program must be submitted electronically unless an applicant has obtained advance permission to submit a paper application. See below for instructions.

a. Electronic Submission of Applications

All applications must be submitted electronically by e-mailing a Microsoft Word (.DOC or .DOCX) document to ermabyrdprogram@ed.gov. Applications will not be accepted if submitted in any format other than Microsoft Word.

b. Paper Submission of Applications

To request permission to submit a paper application by mail, contact the program office at ermabyrdprogram@ed.gov at least 10 days prior to the application deadline date. In your request, you must include the reason why you are unable to submit the application electronically.

Paper applications submitted without first obtaining permission from the Department through the process described above will be disqualified.

After the program office has notified you that your request to submit a paper application has been approved, mail your application to the following address on or before the deadline date:

Erma Byrd Scholarship Program (CFDA #84.116E)
Teacher and Student Development Programs Service
Office of Postsecondary Education
U.S. Department of Education
1990 K Street, N.W., 6th Floor
Washington, DC 20006-8524

Mailed applications must show proof of mailing on or before the deadline date using one of the following methods:

- (1) A legibly dated U.S. Postal Service postmark,
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service,
- (3) A dated shipping label, invoice, or receipt from a commercial carrier, or
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Applications by Hand Delivery

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: CFDA #84.116E
550 12th Street, S.W.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

Note: this address is only for hand delivered applications. Paper applications submitted via postal mail should not be sent to this address. If you have obtained permission from the Department to submit a paper application via postal mail, it should be sent to the address listed in section b of these instructions.

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

If you hand deliver your application to the Department--

- (1) You must indicate on the envelope the CFDA number, including suffix letter, of the competition under which you are submitting your application. The CFDA Number of the Erma Byrd competition is 84.116E.
- (2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

d. Accommodations or Auxiliary Aids

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the program office for assistance. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Checklist for Application Package

Does your application include each of the following items?

- Applicant Information Form*
Submitted electronically as a Microsoft Word document

- Certification of Eligibility for Federal Assistance in Certain Programs*
Submitted electronically as a Microsoft Word document

- Social Security Number/Pell Grant Eligibility Certification Sheet*
Submitted via postal mail as a paper document

Notice to Applicants: the Government Performance and Results Act

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

Goal 1: Improve student achievement, with a focus on bringing all students to grade level in reading and mathematics by 2014

Goal 2: Increase the academic achievement of all high school students

Goal 3: Ensure the accessibility, affordability, and accountability of higher education, and better prepare students and adults for employment and future learning.

What are the performance indicators for the Erma Byrd Scholarship Program?

The performance indicators for the Erma Byrd Scholarship Program are part of the Department's plan for meeting Goal 3. The specific goal for the Erma Byrd Scholarship Program is to increase the skilled workforce in industrial health and safety occupations, including mine safety. The effectiveness of the Program will be measured by:

1. graduation completion rates
2. time-to-degree completion rates
3. percentage of students fulfilling the service obligation within eighteen months of graduating.

How does the Department of Education determine whether performance goals have been met?

As a condition of the award, a verification of employment report is to be submitted by the scholarship recipient to the Secretary within six months of completion of academic study, reporting on post graduation activities. This report will document the extent to which project goals and objectives are met.

Important Notice to Prospective Participants in U.S. Department Of Education Contract and Grant Programs

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be rejected without any consideration whatever.

The rules, including the deadline for applying for each grant, are published individually in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
550 12th Street, S.W.
Room 7041
Washington, DC 20202-4260

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFPOfferors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you. ED FORM 5348, 8/92

REPLACES ED FORM 5348, 6/86 WHICH IS OBSOLETE

Consolidated Appropriations Act, 2010

Provided further, That \$1,500,000, to remain available until expended, shall be available to carry out a scholarship program for the purpose of increasing the skilled workforce for industrial health and safety occupations, including mine safety: *Provided further*, That the Secretary of Education shall identify these scholarships as "Erma Byrd Scholarships": *Provided further*, That such scholarships shall be awarded without regard to an applicant's prior work experience, but the Secretary shall, notwithstanding section 437 of the General Education Provisions Act and 5 U.S.C. 553, by notice in the Federal Register, establish the eligibility requirements, service obligations, payback requirements, and other program requirements similar to those specified in section 515 of the Federal Mine Safety and Health Act as are necessary to implement such a program: *Provided further*, That such scholarship funds may be used to replace a student's expected family contribution, but institutions accepting such scholarship funds may not use these funds to supplant existing institutional aid: *Provided further*, That the Secretary shall be authorized to accept contributions for such scholarships from private sources: *Provided further*, That these funds shall be used for scholarships for academic year 2010-2011 and may be available for scholarships in academic year 2011-2012

Privacy Act Statement

Authority

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the U.S. Department of Education (“Department”) is authorized to collect information to implement the Erma Byrd Scholarship Program (EBSP) under Title III of the Omnibus Appropriations Act, 2009. In accordance with this authority, the Department receives and maintains personal information on applicants for use in processing applications and selecting scholarship recipients.

Principal Purpose

The principal purpose for collecting this information is to administer the program, including use by program staff to determine eligibility, to select scholarship recipients, and to verify completion of the service requirement associated with this program.

Routine Uses

The Department may disclose information submitted by EBSP applicants without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected. The Department may make these disclosures on a case-by-case basis, or, if the Department has complied with the computer matching requirements of the Computer Matching and Privacy Protection Act of 1988, as amended, under a computer matching agreement. The information provided by you in this form will be subject to the following routine uses:

1. The Department may disclose information from the record of an individual to an institution of higher education to verify that the applicant is enrolled in an eligible program at that institution and to facilitate the disbursement of scholarship funds under the EBSP. The Department may also disclose information from the record of an individual to the scholarship recipient’s employer to verify that the scholarship recipient is employed in a career position related to industrial health and safety, including mine safety, for at least one year after completion of the degree.
2. The Department may disclose information from the record of an individual to any Federal, State, local, or foreign agency or public authority responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation where that information is relevant to any enforcement, regulatory, investigative, or prosecutorial responsibility with the receiving entity’s jurisdiction.
3. The Department may disclose information from the record of an individual to the appropriate agency, whether foreign, Federal, State, Tribal, or local, charged with the responsibility of investigating or prosecuting a violation of any applicable statutory, regulatory, or legally binding requirement.
4. If the Department or an employee of the Department is involved in litigation, the Department may disclose information from the record of an individual to the Department of Justice, a court, adjudicative body, individual or entity empowered by the Department to resolve disputes, counsel or representative or potential witness provided such disclosure is compatible with purpose for which the information was requested.
5. The Department may disclose information from the record of an individual to the Department of Justice or the White House Office of Management and Budget for the purpose of obtaining advice as whether particular records are required to be disclosed under the Freedom of Information Act (FOIA).
6. When the Department contracts with a private firm for the purpose of administering the program, relevant records will be disclosed to the contractor. The contractor shall be required to maintain Privacy Act safeguards with respect to such records.
7. The Department may disclose information from the record of an individual to a Congressional office in response to any inquiry from the Congressional office made at the request of that individual.
8. The Department may disclose records to appropriate agencies, entities, and persons when it is suspected or confirmed that the security or confidentiality of information in the EBSP system has been compromised; the Department has determined that there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of the EBSP system or other systems that rely upon the

compromised information; and the disclosure is made to agencies, entities, and persons who are reasonably necessary to assist the Department in responding to the suspected or confirmed compromise and in helping the Department prevent, minimize, or remedy such harm.

9. The Department may disclose to a consumer reporting agency information regarding a claim by the Department which is determined to be valid and overdue as follows: (1) The name, address, taxpayer identification number and other information necessary to establish the identity of the individual responsible for the claim; (2) the amount, status, and history of the claim; and (3) the program under which the claim arose.
10. Finally, if you do not complete the service requirement associated with this program, and your scholarship is converted into a Direct Loan, the Department may disclose information from your record in accordance with the routine use disclosures published in the system of records notice entitled "Title IV Program Files" (18-11-05), 64 Fed. Reg. 30163-66 (June 4, 1999), as amended 64 Fed. Reg. 72407 (December 27, 1999).

Whether Disclosure Is Mandatory or Voluntary and Effect on Individual of Not Providing Information

You are not required to submit the information requested in this application. However, the information will be used in the processing and evaluation of applications, and failure to provide all or any part of the requested information may delay or make it impossible to process your application.

Disclosure of your Social Security Number is mandatory and is required by Federal statute (31 U.S.C. 7701). For undergraduate applicants only, the Department will give preference to applicants who are eligible to receive a Federal Pell Grant. For undergraduate applicants, the Social Security Number will be used to determine whether an applicant is eligible to receive a Federal Pell Grant as determined by the Department's National Student Loan Data System. For all applicants, the Social Security Number will be used to facilitate converting the amount of the scholarship into a Federal Direct Loan should the scholarship recipient fail to complete the service requirement associated with this program.

System Address

Erma Byrd Scholarship Program Office, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, N.W., 6th Floor, Washington, DC 20006.

FORMS TO BE FILLED OUT BY APPLICANT

Erma Byrd Scholarship Program – Applicant Information Form

(Refer to page 20 for instructions for completion)

1. Last Name:	First Name:	MI:
2. Current Street Address (Include city, state, and zip code):		
Current Phone:		
3. Permanent Street Address (Include city, state, and zip code):		
Permanent Phone:		
4. E-mail Address:		
5. Nationality (Mark ONE response only):		
<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> U.S. National <input type="checkbox"/> U.S. Permanent Resident <input type="checkbox"/> None of the above		
6. Field of Study (Mark ONE code only):		
	14.2101	Mining and Mineral Engineering
	14.3501	Industrial Engineering
	15.0701	Occupational Safety and Health Technology/Technician
	15.0702	Quality Control Technology/Technician
	15.0703	Industrial Safety Technology/Technician
	15.0704	Hazardous Materials Information Systems Technology/Technician
	15.0901	Mining Technology/Technician
	51.2206	Occupational Health and Industrial Hygiene

7. Institution of Higher Education You are Attending or Plan to Attend:

Name

City, State

8. Degree You Expect to Pursue as an Erma Byrd Scholar:

Level of Degree:

- Associate's
- Bachelor's
- Master's
- Doctorate

Name of Degree Program:

Anticipated Graduation Date (month/year): _____

9. Educational History (Please list all schools you have attended in reverse chronological order, beginning with your current or most recently attended school):

- 1.
- 2.
- 3.

10. Certification: I hereby certify that the above information is complete, truthful, and accurate.

Signature

Date



Certification of Eligibility for Federal Assistance in Certain Programs

I understand that 34 CFR 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the U.S. Department of Education (ED) as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that ED imposes under program regulations. Under 34 CFR 75.60 – 75.62:

I. I certify that:

A. I do not owe a debt, or I am current in repaying a debt, or I am not in default (as that term is used at 34 CFR Part 668) on a debt:

1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or
2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of ED that is subject to 34 CFR 75.60, 75.61, and 75.62, including:

- Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);*
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program (20 U.S.C. 1070(b), et seq.);*
- Leveraging Educational Assistance Partnership (LEAP) 20 U.S.C. 1070c, et seq.);*
- Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);*
- Federal Family Education Loan (FFEL) Program (20 U.S.C. 1071, et seq.);*
- William D. Ford Federal Direct Loan Program (20 U.S.C. 1087a, et seq.);
- Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
- Jacob K. Javits Fellows Program (20 U.S.C. 1134-1134d);
- Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
- Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
- Teacher Quality Enhancement Grants Program (20 U.S.C. 1021, et seq.);

OR

B. I have made arrangements satisfactory to ED to repay a debt as described in A.1. or A.2. (above) on which I had not been current in repaying or on which I was in default (as that term is used in 34 CFR Part 668).

II. I certify also that I have not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to ED for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

(Signature)

(Date)

(Typed or Printed Name)

Name or number of ED program under which this certification is being made: Erma Byrd Scholarship Program

NOTE: Signing this document means that you do not owe a debt, or are current in repaying a debt, or are not in default to the following Student Financial Assistance Programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Leveraging Educational Assistance Partnership, Federal Perkins Loans, Federal Family Education Loans, William D. Ford Federal Direct Loans.

Social Security Number/Pell Grant Eligibility Certification Sheet

All applicants (undergraduate and graduate) must provide their Social Security Number.

For undergraduate applicants to the Erma Byrd Scholarship Program, priority will be given first to students who are eligible to receive a Pell grant. Applicants who wish to have Pell eligibility considered as part of their application must demonstrate financial need by also submitting a Free Application for Federal Student Aid (FAFSA), which may be obtained at www.fafsa.ed.gov or from your institution's financial aid office. We encourage students to submit the FAFSA electronically since electronic filing is faster (as much as 7 to 14 days faster) than filing a paper FAFSA. The Erma Byrd Scholarship Program has direct access to the financial information provided on each applicant's FAFSA. The applicant does not need to specify a Federal school code for the Erma Byrd Scholarship Program.

Please fill out this form (print or type) and submit **via postal mail** to the address below on or before the deadline date:

Erma Byrd Scholarship Program
Teacher and Student Development Programs Service
Office of Postsecondary Education
U.S. Department of Education
1990 K Street, N.W., 6th Floor
Washington, DC 20006-8524

For security reasons, **DO NOT** submit this form electronically with the rest of your application. Your application file will be considered incomplete until we receive a hard copy of this form via postal mail.

Please be advised that the U.S. Department of Education will treat your Social Security Number in strict confidence.

Name (Last, First, MI): _____

Current Address: _____

Social Security Number: _____