



CyberCorps®: Scholarship for Service

NEW SFS COHORT APPROVAL PROCESS

PI INSTRUCTIONS: Once you have made your selections you will need to complete the service agreement questionnaire and service agreement (attachments 1 and 2) for each student, and email to the SFS Program Office at sfs@opm.gov for review.

The SFS Program Office will provide a decision for each student in your new cohort via an Email message to the Principal Investigator within 10 business days from receipt of the completed package (e.g. questionnaire and signed service agreements for each student). This Email will convey a formal approval letter and instructions to have students register for the program. You should have your students register on the SFS website as soon as possible.

Please be sure to let your new students know that their acceptance into the SFS Program is not official until the SFS Program Office has approved/signed the agreement.

ATTACHMENTS:

1. Service Agreement Questionnaire
2. SFS Service Agreement



CyberCorps®: Scholarship for Service

Service Agreement Questionnaire

PI Instructions: In order to obtain approval of your new SFS students, please complete and submit both the Service Agreement Questionnaire and the Service Agreement for each student in your new cohort to SFS@opm.gov . Incomplete or partially completed forms will be returned with no action.

Participating Institution Information:

SFS Grantee Participating Institution:

PI Name:

PI Email Address:

PI Phone Number:

Co-PI Name:

Co-PI Email Address:

Co-PI Phone Number:

PC Name:

PC Email Address:

PC Phone Number:

Name, email address, and phone number any additional PI(s), CO-PI(s), and PC(s):

NSF Grant Award #:

Do you have a default/collection plan in place at your institution? If no, please reach out to us at sfs@opm.gov for guidance:

Yes

No

Subcontract Institution(s) (List your CC partner(s) here if applicable):

Name, email address, and phone number of Subcontract Institution POC(s):

New SFS Student Information:

First and Last Name:

Email Address (participating school or other non-school email – This will be the email we will use to contact the student while they are part of the SFS Program):

Citizenship:

US

Lawful Permanent Resident

For Lawful Permanent Residents Only – Please describe plan for successful completion of program (i.e. student will obtain citizenship before they graduate, etc.):

Start/Enrollment Date (Semester/Quarter and year):

From which institution will student start receiving SFS Funding?:

When will student transfer to grantee institution (if applicable)? Please list semester/quarter and year:

Expected Funding Support Completion Date (Month and year) – Max funding allowed is 3 years:

Expected Graduation Date (Month and year). This should be the date they will graduate and be ready to begin working for the Government:

Length of funding (total # of semesters/quarters) – Remember a prorated amount does not constitute a reduction in the service obligation owed. Any funding support received for that semester/quarter will require 6 months of service:

Deferral Expected? If yes, note the semester and year the deferral is expected to begin:

Yes

No

Degree pursuing under SFS (BS, BS/MS, MS, PhD, etc.). For Cyber Community College Pilot (C3P) students. note whether professional certificate or AAS/AS. This should be the degree or professional certificate they will have when they graduate and are ready to begin working for the Government:

Degree Type/Professional Cert Type:

Major:

Minor (If applicable):

Explain how the coherent formal academic cybersecurity requirement will be met. Please provide

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Promissory Note been signed? If yes, please provide a copy of the promissory note:

Yes

No

Please use this space to provide any additional pertinent information:

******* SERVICE AGREEMENT GUIDANCE*******

Ensure student initials each page of the service agreement.

PI and Notary's are the only individuals authorized to sign as the witness, unless you have an approved delegation request from us. Delegation requests should be submitted to us at sfs@opm.gov for review and approval. Once approved, ensure you keep a copy of the approval for your records.

Ensure the student and witness signature dates match.



CyberCorps®: Scholarship For Service (SFS) (Scholarship Track)

Service Agreement

The CyberCorps®: Scholarship For Service (SFS) Program provides the means for program-approved academic institutions to grant scholarships to students (hereinafter referred to as participants) who agree to pursue a degree in the information assurance fields and serve at an approved Federal, State, local, or tribal Government agency (hereinafter referred to as “participating agency”) in a qualifying position (i.e., a position in the information assurance field) for a period of up to three years upon completing academic degree requirements, depending on the length of the scholarship. This Service Agreement sets forth the participant’s responsibilities.

I. Participant Responsibilities

The SFS scholarship participant agrees to the following:

1. Scholarship Phase:

During the scholarship phase the participant will:

- a) maintain enrollment at a participating college or university on a full-time basis;
- b) maintain good academic standing, as defined by his or her academic institution, in an information assurance program of study;
- c) at the end of the semester (or quarter or trimester, as applicable), submit an official course transcript to the Principal Investigator (PI) at the academic institution, the hiring official at the participating agency making an employment offer to the participant, or to the SFS Program Office, if so requested, listing the courses in which the participant is enrolled and the final grade(s) received;
- d) if the period of scholarship exceeds an academic year, search for and serve an information assurance-related internship of at least 10 weeks at a participating agency;
- e) participate in SFS-sponsored job fairs and all other SFS program activities;
- f) register with the SFS program, complete a participant profile, and create a résumé on-line at www.sfs.opm.gov;
- g) update SFS profile (résumé, job search activity report, and contact information) at least once quarterly;
- h) search for post-graduation employment with a participating agency in an information assurance-related position;
- i) complete periodic surveys as requested by the SFS Program Office; and
- j) respond to all requests from SFS Program Office and PI for information concerning the SFS program and participant status in accordance with guidance provided in the request.

2. Commitment Phase:

Following completion of academic degree requirements, the participant will:

- a. work full time in a qualifying position at a participating agency for a period commensurate with the length of the scholarship or one year, whichever is longer;¹
- b. provide documentation to the SFS Program Office verifying employment;
- c. ensure contact information in SFS profile remains current throughout period of obligation;
- d. complete periodic surveys as requested by the SFS Program Office; and
- e. respond to all requests from SFS Program Office and PI for information concerning the SFS program and participant status in accordance with guidance provided in the request.

3. Monitoring Phase:

Upon completion of the Service Commitment Participants enter the Monitoring Phase. During this phase the Program Office monitors the Participant's employment status and keeps current contact information on Participants. This begins upon completion of the Service Commitment and concludes 8 years after the Service Commitment end date. Participants will be required to:

- a. update contact information when it changes;
- b. complete periodic surveys as requested by SFS Program Office (usually annually).

4. Failure to secure a qualifying position:

If participant has not secured a qualifying position upon graduation, the participant agrees to:

- a. continue to search for employment with a participating agency in a qualifying position;
- b. respond to all requests from SFS Program Office and PI for information concerning the SFS service commitment in accordance with guidance provided in the request; and
- c. continue to update SFS profile (résumé, job search activity report, and contact information) at least once quarterly.

It is expected that the participant enters the commitment phase within 18 months of graduation however an extension may be granted by the SFS Program Office. If the participant has not secured a qualifying position within 18 months of graduation or by the end of the granted extension the participant understands that he/she will be indebted to the Federal Government and may be required to reimburse the SFS Program. Section II-2 addresses exceptions.

II. Participant Reimbursement to the Federal Government

1. A participant who fails to comply with any Program requirement established under this Service Agreement will be indebted to the Federal Government and must immediately reimburse the SFS Program. Failure to promptly reimburse the SFS Program will require that the funds be collected as a debt owed the U.S. Treasury.ⁱⁱ The reimbursable amount will be prorated based on time already served to fulfill the employment obligation following completion of degree requirements.

- a. Failure to fulfill the terms of the program during the scholarship phase occurs for any of the following reasons:
 1. the participant's enrollment is terminated by the academic institution for reasons under the control of the participant (including failure to meet academic or behavioral standards);
 2. any changes to the participant's curriculum or major field of study that are not compatible with the SFS program;
 3. failure to complete academic degree requirements within the scholarship period unless there are mitigating circumstances agreed to by the SFS Program Office;
 4. the participant fails to qualify for internship placement, including obtaining a security clearance if required;

