

NSSC FACULTY GUIDE

General Information

NSSC General Contact: nssc_info@berkeley.edu
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Website: <http://nssc.berkeley.edu/>

Overview of NSSC Faculty Responsibilities

As an **NSSC Faculty Co-PI**, you are responsible for:

- Ensuring [citizenship requirements](#) are upheld at your institution
- Reporting progress on NSSC-funded research at your institution
- Distinguishing between [NSSC fellows and affiliates](#)
- Maintaining a roster of NSSC-funded personnel at your institution
- Maintaining a roster of NSSC affiliates at your institution
- Maintaining records of NSSC-funded equipment and infrastructure at your institution
- Supporting NSSC student degree completion at your institution
- Reporting on NSSC alumni career transitions
- [Engaging with NSSC partner national laboratories](#) (e.g., collaborative student mentorship and research, etc.)
- Participating in the annual University Program Review Meeting, including reviewing research presentations and posters produced by scholars at your institution
- Attending the NSSC Annual Workshop and Meeting of the External Advisory Board
- Attending monthly NSSC Leadership meetings
- Ensuring NSSC Fellows and Affiliates at your institution meet the requirements outlined in the **NSSC FELLOW AND AFFILIATE GUIDE** available to review on the [NSSC website](#)

As an **NSSC Faculty Member**, you are responsible for:

- Ensuring [citizenship requirements](#) are upheld in your research group
- Reporting progress on NSSC-funded research under your supervision
- Distinguishing between [NSSC fellows and affiliates](#)
- Maintaining a roster of NSSC-funded students and affiliates under your supervision
- Supporting NSSC student degree completion under your supervision
- [Engaging with NSSC partner national laboratories](#) (e.g., collaborative student mentorship and research, etc.)
- Participating in the annual University Program Review Meeting, including reviewing research presentations and posters produced by scholars under your supervision
- Attending the NSSC Annual Workshop and Meeting of the External Advisory Board
- Ensuring NSSC Fellows and Affiliates under your supervision meet the requirements outlined in the **NSSC FELLOW AND AFFILIATE GUIDE**
- (*Assistant Professors Only*) Participate in the NSSC Laboratory Investigators Rotation - The NSSC Laboratory Investigators Rotation is a 6-8 week on-site assignment at an NSSC partner national laboratory where assistant professors will perform research in basic and applied nuclear science. Program participants will be connected with national laboratory experts to initiate new research projects, facilitate existing ones, and deepen

University-Lab connections. The goal is for this program to accelerate cooperative research by making available lab expertise, facilities, and instrumentation to NSSC faculty as well as opportunities for participation in seminars, lectures, organized tours, and other enrichment.

NSSC3 Citizenship Requirements:

Due to funding restrictions, ONLY U.S. Citizens and permanent residents may participate as NSSC Faculty, Students, Postdoctoral Scholars, Staff, and/or Research Specialists. This applies to NSSC Fellows AND Affiliates and includes all sources of funding: fellowships, travel, conference fees, etc. Non U.S. Citizens and permanent residents faculty may engage with NSSC students and research in unfunded positions.

Tracking Fellows and Affiliates

What does it mean to be a NSSC **Fellow**?

- For an **undergraduate** student, NSSC pays the hourly wage.
- For a **graduate** student, NSSC pays tuition and/or a monthly stipend.
- For a **postdoctoral scholar**, NSSC pays all or part of the salary.
- For a **research specialist**, NSSC pays all or part of the salary.

What does it mean to be a NSSC **Affiliate**?

- NSSC Affiliates receive *non-stipend financial support* from NSSC. NSSC Affiliates are engaged with the NSSC community through access to NSSC-sponsored summer schools, webinars, and student sessions, and they receive financial support in the form of travel and research funding. NSSC Affiliates may also be asked to present their research at program review meetings and workshops. If a NSSC Fellow's funding situation changes, and they are no longer receiving NSSC funding, they will remain an NSSC Affiliate until their graduation, in order to maintain their connection with the NSSC Community.

National Laboratory Engagement

Every NSSC Fellow (student, postdoctoral scholar, and research specialist) is required to have a national laboratory mentor. Engagement with the national laboratories is a critical component of the NSSC mission to facilitate the transfer of knowledge from an aging nuclear science and engineering workforce to the next generation. It is strongly encouraged for students, postdocs, and specialists to conduct research on lab-directed projects and/or in-residence research at our partner national laboratories.

If NSSC students, postdocs, or research specialists are just starting their academic program or research position, they should be assigned a national laboratory mentor to receive additional guidance on potential laboratory engagement. If you would like assistance in identifying an appropriate lab mentor for a particular research area, please contact the NSSC Executive Team at nssc_info@berkeley.edu.

The NSSC national laboratory POCs are also available to connect you with lab scientists, resources, and facilities: <https://nssc.berkeley.edu/people/national-laboratory-scientists/>

Management Structure & Contacts

Support is available from both inside and outside the Consortium to ensure innovation in nuclear science and engineering research, synergies with ongoing research in DOE national laboratories, and communication, coordination, and integration amongst all consortium partners. Up to date personnel list available here: <https://nssc.berkeley.edu/people/>

- ***NSSC Executive Team:*** Directs research, programming, and administrative tasks. Makes final decisions on budget allocation. Oversees consortium progress. Leads the development of milestones and monitors progress. Convenes External Advisory Board and Point-of-Contact (POC) council meetings. Manages education activities, including laboratory internships, summer schools, workshops, and lab outreach. Reports financial and technical progress to the NNSA. Coordinates research to ensure alignment with the mission space. Provides guidance on priority decisions based on the impact of the science and its relevance to meeting the evolving DNN R&D mission needs. Oversees national laboratory collaborations and coordinates with laboratory POCs. Supports coordination of research projects in all focus areas and facilitates student placement at national laboratories. The PI has primary responsibility for the entire research project.
- ***External Advisory Board:*** Provides advice to the Executive Team on research priorities. Identifies new and emerging issues that the Consortium should address. Recommends changes in management structure or personnel. Reviews progress of the Consortium on human capital and technology development. The External Advisory Board meets once a year and participates in an Annual Fall Workshop and Advisory Board Review.
- ***POC Council:*** Made up of the Laboratory and University POCs or their designees, the POC Council advises the Executive Team on the technology development and educational program aspects of the Consortium activities. The Focus and Crosscutting Area Leads also participate in the POC Council meetings, that are held once a month.
- ***Focus and Crosscutting Area Leads:*** Ensure that each task has a national laboratory connection. Identify national laboratory expertise relevant to the science and/or educational mission and make the appropriate connections. Collect and approve individual Co-PI milestones and organize the efforts of Co-PIs in their research area across institutions. Monitor the progress of milestones for each of the participating Co-PIs. Identify and develop the connections between the basic research and relevant aspects of the DNN R&D mission. Develop connections between research focus and crosscutting areas. The education crosscutting area lead supervises the educational and training programs of the Consortium, and coordinates workshops, schools, and seminars relevant to each focus/crosscutting area that will be organized by the focus/crosscutting area leads.

Leveraged Resources

Leveraging financial support for NSSC graduate students and postdoctoral scholars is strongly encouraged. This could be accomplished by encouraging the best students to apply to various

fellowship programs, or by partially funding students and postdocs from various other faculty research grants or national lab support. If you would like assistance in identifying additional fellowship and scholarship opportunities, please contact the NSSC Program Manager at nssc_info@berkeley.edu.

Personnel Tracking

Each time you identify a new student or postdoc to support through NSSC, you must connect them with the NSSC Program Manager. NSSC Fellows and Affiliates are required to fill out an onboarding form *before* moving on to NSSC funding.

All new NSSC students, postdocs, and specialists must complete the NSSC onboarding form, available on the NSSC [Website](#)

Each quarter, the NSSC Program Manager will reach out to POC Council members for an up-to-date roster of all NSSC-funded personnel at your institution.

The NSSC Program Manager will provide new Fellows and Affiliates with the *NSSC Scholarship & Fellowship Terms and Requirements*, which outlines the general responsibilities and expectations of each student funded by NSSC. (NSSC funded students and postdocs will be responsible for conducting research, participating in education and training programs, and reporting their progress and metrics. For more information, see the *NSSC Scholarship & Fellowship Terms and Requirements*.) This guide is available on the NSSC [website](#) and is sent to Fellows and Affiliates quarterly.

Quarterly Reporting

Each quarter, all NSSC Fellows and Affiliates will be contacted by the NSSC Program Manager to submit a report on their research activities and relevant metrics. Academic POCs will be sent the draft report, and should review the report for accuracy, and provide any additional metrics from their institution. The Quarterly Report is submitted to the sponsoring agency by the lead institution. This reporting process is the primary means by which NSSC collects sponsor required metrics from our partner institutions. Accuracy is critical.

	Q1	Q2	Q3	Q4
Dates	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept
Circulated	Dec 15	Mar 15	Jun 15	Sept 15
Fellow Reports Due to NSSC	Jan 1	Apr 1	Jul 1	Oct 1
Final Report Due to Sponsor	Jan 30	Apr 30	Jul 30	Oct 30

All data will be provided to Focus Area Leads to maintain transparency and cohesion in NSSC research trajectories. The final report will be provided to all participating faculty.

Data and Metrics Tracking

NSSC management will be requesting metrics data to be reported to the sponsor. We will be collecting the following metrics directly from NSSC Fellows and Affiliates via quarterly report forms, and have provided them only for your reference.

1. Number of undergraduate students supported
2. Number of graduate students supported
3. Number of Junior Faculty supported
4. Number of Associate/Senior Faculty supported
5. Number of Postdoctoral Scholars
6. Number of Adjunct National Laboratory Faculty
7. Number of B.S.-Equivalent Degrees awarded
8. Number of M.S.-Equivalent Degrees awarded
9. Number of Ph.D.-Equivalent Degrees awarded

Personnel measures of excellence focus on national laboratory engagement:

- Undergraduate Students
 - Connection with a lab mentor at a National Laboratory
 - Conducting research in-residence at a National Laboratory
 - Contributing to a lab-directed project
 - Continuing to graduate school in relevant fields
 - Accepting a position at a National Laboratory or US government agency
 - Accepting a position in nuclear security related industry
 - Honors and Awards
- Graduate Students
 - Connection with a lab mentor at a National Laboratory
 - Participation in an NSSC-sponsored internship and/or summer school at a National Laboratory
 - Conducting research in-residence at a National Laboratory
 - Contributing to a lab-directed project
 - Accepting a postdoctoral position at a National Laboratory
 - Accepting a career position at a National Laboratory or US government agency
 - Accepting a position in academia, industry, or other nuclear security related field
 - Honors and Awards
- Postdoctoral Scholars
 - Connection with a lab mentor at a National Laboratory
 - Conducting research in-residence at a National Laboratory
 - Contributing to a lab-directed project
 - Accepting a postdoctoral position at a National Laboratory
 - Accepting a career position at a National Laboratory or US government agency
 - Accepting a position in academia, industry, or other nuclear security related field
 - Honors and Awards

- Faculty
 - Promotions
 - Honors and Awards
 - Invited Talks/Keynote Addresses

Strategic impact is further measured in terms of research successes (e.g., peer-reviewed publications, oral and poster presentations, etc.), training accomplishments, and infrastructure development:

- Number of oral presentations at conferences
- Number of poster presentations at conferences
- Number of consortium-wide webinars delivered
- Number of patents published
- Number of conference proceedings published
- Number of peer-reviewed publications
- Number of non-peer-reviewed publications
- Number of M.S. theses/reports
- Number of Ph.D. theses
- Funds towards new equipment
- Funds towards renovating laboratory space
- Funds towards cyber infrastructure
- Number of students attending NSSC-sponsored summer schools
- Number of students attending NSSC-sponsored workshops
- Number of laboratory scientists participating in NSSC-sponsored summer schools
- Number of laboratory scientists participating in NSSC-sponsored workshops
- Number of faculty, postdoctoral scholars and faculty-student teams participating in the NSSC Young Investigators Laboratory Rotation
- Number of courses developed
- Number of summer schools developed

***Note: The NSSC must track degree status and post-matriculation activities for any student, postdoc, or specialist ever funded by NSSC. Please ensure that you retain contact information.**

Acknowledgements & Disclaimer

It is a requirement to include the following acknowledgements and disclaimer on any NSSC-supported work products (e.g., oral or poster presentation, publications, etc.).

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The disclaimer below must also be added in each case:

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You are also strongly encouraged to use the NSSC logo, which is available for download on the NSSC website:

<https://nssc.berkeley.edu/nssc3-resources/>

Travel and Reimbursements

Funding should be allocated to support student travel to required NSSC summer schools and to support research or conference participation. All students have been instructed to refer to their institutional NSSC co-PI for more information on travel and reimbursement policies. All UC Berkeley students will receive the UC Berkeley NSSC Student Travel Guide and should send travel related queries to nssc_info@berkeley.edu.