

Community College Internships (CCI) Application Assistance Workshop



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Breakthroughs at the DOE National Laboratories

- **Advanced Supercomputing** -The National Labs operate some of the most significant high performance computing resources available, including 32 of the 500 fastest supercomputers in the world. El Capitan is currently the world's fastest supercomputer and is owned by the U.S. DOE.
- **Put the Jolt in Volt**- Chevy's Volt would not be able to cruise on battery power were it not for the advanced cathode technology that emerged from a National Lab (specifically, Argonne National Lab).
- **Decoded DNA**-In 1990, the National Labs joined with the National Institutes of Health and other laboratories to kick off the Human Genome Project, an international collaboration to identify and map all of the genes of the human genome.
- **Brought the web to the U.S.**-National Lab scientists, seeking to share particle physics information, were first to install a web server in North America, kick-starting the development of the worldwide web as we know it.
- **Largest Digital Camera** – The SLAC National laboratory earned a Guinness World Record for developing the largest digital camera known as the LSST Camera.
- **World's First Video Game**- Before there was PlayStation or Nintendo, there was Tennis for Two, which may have been the first video game ever created, Brookhaven National Lab scientists built the pioneering system to entertain visitors to the Lab in 1958.
- **Nuclear Physics PhDs Research**-One-third of all nuclear physics PhDs awarded in the U.S. are based on research happening at Thomas Jefferson National Accelerator Laboratory.
- **3D Printing Bigger and Better**-A large-scale additive manufacturing platform developed by a National Lab and an industry partner printed 3D components 10 times larger and 200 times faster than previous processes. So far, the system has produced a 3D-printed sports car, SUV, house, excavator and aviation components.
- **Discovered 22 elements** - To date the National Labs have discovered: technetium, promethium, astatine, neptunium, plutonium, americium, curium, berkelium, californium, einsteinium, fermium, mendelevium, nobelium, lawrencium, rutherfordium, dubnium, seaborgium, flerovium, moscovium, livermorium, tennessine and oganesson.



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Our Mission:

Deliver scientific discoveries and major scientific tools to transform our understanding of nature and advance the energy, economic, and national security of the United States.



More than **29,400** researchers supported at more than **300** institutions and **16** DOE national laboratories



Steward **10** of the 17 DOE national laboratories



Nearly 40,000 users of **28** Office of Science scientific user facilities

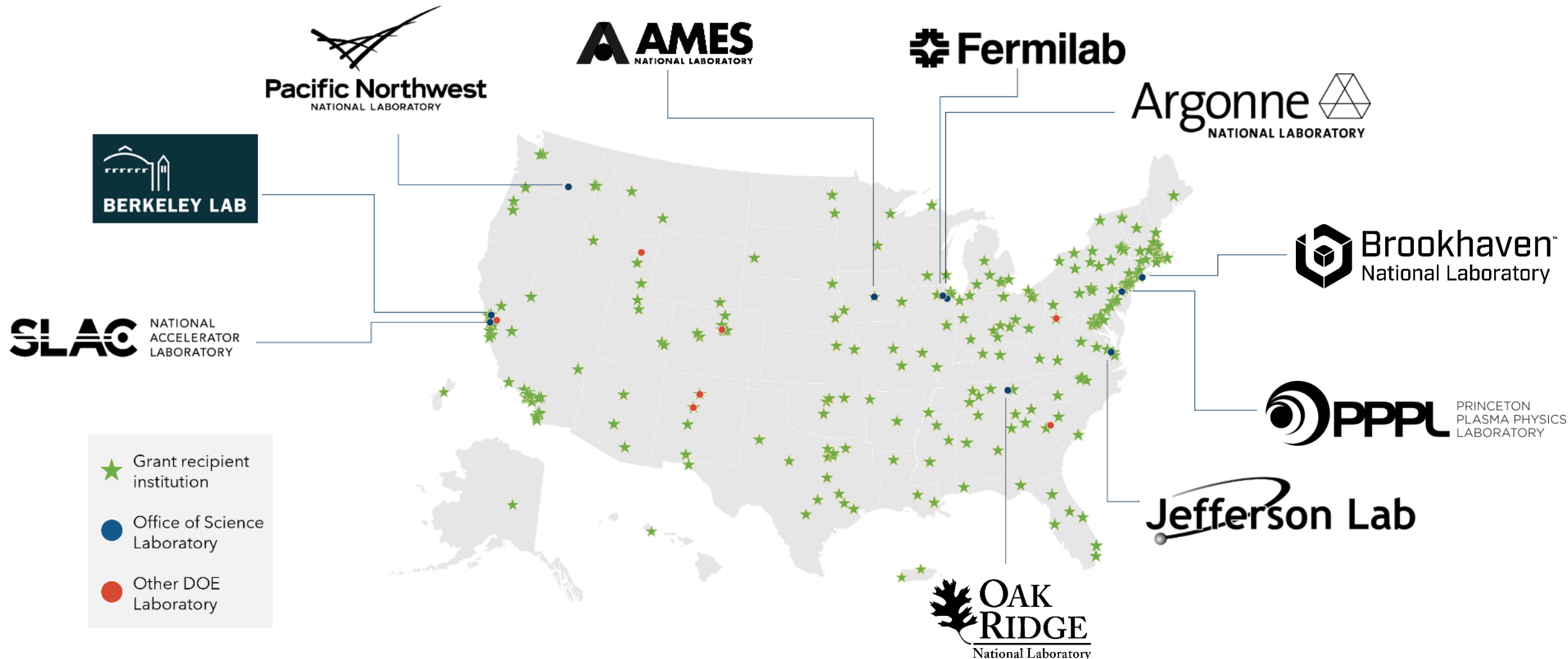


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(FY 24 enacted)



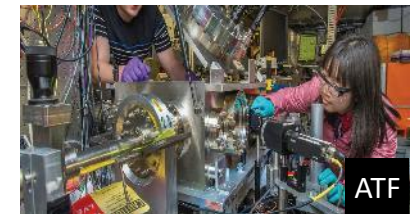
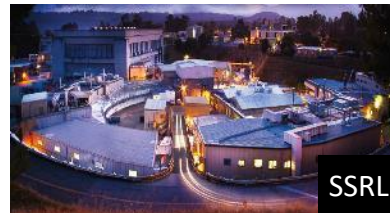
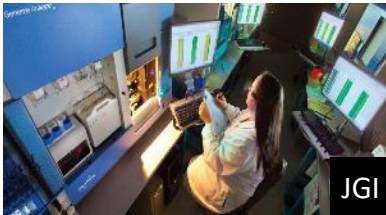
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Where we are, who we support



Office of Science User Facilities

FY 2024
28 scientific
user facilities
nearly 40,000 users





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ENERGY

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Driving Discovery Science for the Nation

Discovery science supported by the Office of Science builds the foundation for ensuring America's future prosperity and competitiveness by addressing its energy, environment, and national security challenges.

Fostering Great Minds and Great Ideas

The Office of Science addresses the world's most challenging scientific problems, supporting innovation from America's brightest minds, across multiple disciplines, and at universities, DOE's national laboratories, and other research institutions.

Providing Unique, World-Class Facilities

The Office of Science stewards a suite of scientific user facilities that provide the broad scientific community with world-leading capabilities for research - from physics, materials science, and chemistry to genomics and medicine.

- **Workforce Development is a pillar for DOE Science and Technology Mission**
- **DOE National Laboratories provide unique, world-class research and training environment for science and technology leaders for tomorrow**
- **Engaging students, educators, institutions, and communities from a spectrum of backgrounds DOE, SC, and WDTS opportunities**

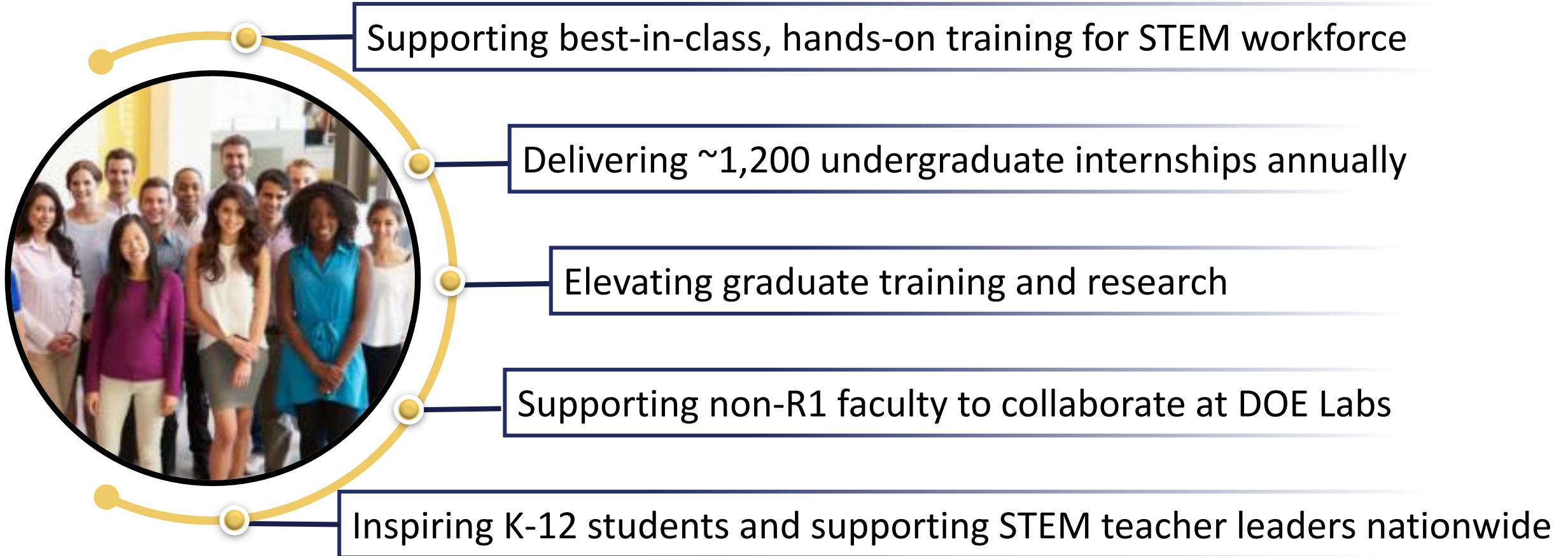


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WDTS Mission:

Sustaining a highly skilled STEM talent pool for a strong future DOE workforce



Community College Internships (CCI)

- Prepare for technical careers and/or pursue 4-year degrees
- Hands-on, discovery learning, and professional development guided by mentors.
- Benefits: \$650/week stipend, travel and lodging assistance
- Program Offered: Spring, Summer, Fall
- Fall 2024 Term Placements: ~30

Learn more about CCI and apply at:



Image Courtesy of Berkeley Lab



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Eligibility Requirements

- **Citizenship**-Must be a United States Citizen or Lawful Permanent Resident at the time of applying.
- **Age**-Must be 18 years or older at the time the internship begins.
- **Enrollment**-Must be currently enrolled as a part-time or full-time student at a community college or accredited two-year college and completed at least one semester at the time of applying.
- **High School Diploma or GED**- Must have earned a high school diploma or General Educational Development (GED) equivalent at the time of applying.
- **Grade Point Average (GPA)**-Must have an undergraduate cumulative minimum Grade Point Average (GPA) of 2.7 on a 4.0 scale for all completed courses taken as a matriculated student at the applicant's current (or recently-graduated) institution and at any undergraduate institutions attended as a matriculated postsecondary student during the 5 years preceding the start of the current enrollment. *College courses completed during high school are not required to be reported. Note : Applicants with a GPA of 2.7 to 2.95 must submit a waiver statement during the application to be considered.*
- **Coursework**-Must have completed at least 6 credit hours in science, mathematics, engineering, or technology course areas, and completed at least 12 credits hours towards a degree
- **Participation and Application Limit**-Applicants are limited to participation in CCI program to no more than two internships. Applicants can apply to the CCI program a maximum of three times.

Before you apply, verify you meet the "all" eligibility requirements.

Eligibility requirements: <https://science.osti.gov/wdts/cci/Eligibility>

Key Dates

CCI Internship Term: Fall 2025	
On-line Application Opens	March 13, 2025
Applications including recommendations due	May 21, 2025 5:00 PM EST
Offer Notification Period Begins on or around	June 4, 2025
All DOE Offers and Notifications Complete	On or around August 5, 2025

*****The Application System closes at 5:00 PM Eastern Daylight Time. Materials will not be accepted after the system has closed.**



Application Requirements

APPLY NOW

- All applications must be completed online through the [online application system](#). You will need to create an account to access the online application system.
- Only complete applications submitted by the deadline will be considered for evaluation and placement. As a reminder, letters of recommendations are a component of a completed application.
- The application system is compatible with smartphones. Completion of applications and letters of recommendation requires use of a computer and web browser.

Completed applications must be submitted by 5:00 p.m. EDT on May 21, 2025 through the online application system.



Navigating the Application

REMINDER: All application materials must be submitted through the Application Portal:
<https://apps.ornl.gov/ccf/Account/Login>

The CCI application will close in 50 days

Instructions

To apply for CCI Fall 2025, complete these four steps before the **application deadline** of **5/21/2025 5:00 PM Eastern Time**:

- 1 Complete Your Application**

Provide all the required information in the [application form](#). For assistance in selecting DOE Laboratories, please see the [Laboratory Selection Tool](#).

[Complete Your Application](#)
- 2 Request Recommendations**

Recommendations should be requested from individuals familiar with your academic achievements and professional accomplishments. College faculty members who teach science, technology, engineering, or mathematics courses are the best references, but you may also use former high school teachers, lab assistants, teaching assistants, or employers (especially if they work in a research or technical setting). Recommendations are not allowed from family members or friends of family members.

Make [requests for recommendations](#) as soon as possible, then verify that they have been received on the [status page](#).

NOTE: Applications can be submitted immediately after requests for recommendations have been made; recommendations DO NOT have to be received before applications can be submitted.

[Request Recommendations](#)
- 3 Verify & Submit**

Verify that all information is complete and correct, then [submit your application](#). After submittal, you will be able to un-submit and edit your application until the application deadline. If you un-submit, you must resubmit your application before the deadline to be considered. After the application deadline, you will only be able to update your contact information in the applicant profile, but you can remove yourself from consideration by selecting "Withdraw" on the [status page](#).

[Verify & Submit](#)
- 4 Check Your Status**

After your information has been submitted, you can [check your status](#) at any time.

[Check Your Status](#)



Components of the CCI Application Menu

- Applicant Profile
- Educational Background
- Work Experience and Skills
- Program Information
- Essays



Credit: Lawrence Berkeley National Laboratory

Applicant Profile




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Applicant Profile

 The CCI application will close in 71 days.

APPLICANT PROFILE

☒ General Information

☐ Address

☐ Citizenship / Languages / Eligibility

☐ Demographics

EDUCATIONAL BACKGROUND

☒ Academic Information

☐ Undergraduate Institutions

☐ STEM Courses

☐ Awards

☐ High School Graduation or GED

Applicant Profile

General Information

First Name

WDTS

Preferred Name

Optional

Middle Name


Optional

Last Name

TEST

Previous Last Name(s)

Optional (separate multiple names with commas)

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WORK EXPERIENCE & SKILLS

☐ Work Experience

Applicant Profile

Citizenship / Languages / Eligibility Information

I will be 18 years of age or older by the time the internship begins.

☒ Yes ☐ No

All applicants are required to be U.S. citizens or lawful permanent residents at the time of applying.

Are you a U.S. Citizen?

☐ Yes ☒ No


Are you a Lawful Permanent Resident?


☒ Yes ☐ No

LPR Number

LPR Expiration Date

- Name must match that on transcript and letters of recommendation
- Will you be 18 years or older by the start of the internship?
- Are you a U.S. citizen or U.S. permanent resident?

Response "No"  **Not Eligible**

Response "No"  **Not Eligible**

Educational Background



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Educational Background

APPLICANT PROFILE

☒ General Information

☐ Address

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☐ Demographics

EDUCATIONAL BACKGROUND

☒ Academic Information

☐ Undergraduate Institutions

☐ STEM Courses

☐ Awards

☐ High School Graduation or GED

WORK EXPERIENCE & SKILLS

☐ Work Experience

☐ Professional Associations

☐ Computer Skills

☐ Laboratory/Technical Skills

PROGRAM INFORMATION

☐ Eligibility

☐ Previous DOE Internship/Fellowship Experience

The CCI application will close in 50 days.

Educational Background

Academic Information

Eligibility requires that all applicants be currently enrolled in a minimum of 6 credit hours as an undergraduate student at a community college or accredited two-year college and completed at least one semester at the time of applying.

Note: Students must have completed at least 6 credit hours in science, mathematics, engineering, or technology course areas, and completed at least 12 credit hours towards a degree. Eligibility for CCI requires all applicants must have an undergraduate cumulative minimum Grade Point Average (GPA) of 2.7 on a 4.0 scale for all completed courses taken as a matriculated student at the applicant's current institution and at any undergraduate institutions attended as a matriculated postsecondary student during the 5 years preceding the start of the current enrollment.

Are you currently attending a community college?

☒ Yes

☐ No

Are you currently enrolled as a full-time or part-time student?

☒ Full-time

☐ Part-time

Select the option that best describes your current academic status.

Second-Year Community College Student

▼

If you are selected as a participant in this DOE program, will you receive academic credit from your university/college for participating?

☐ Yes

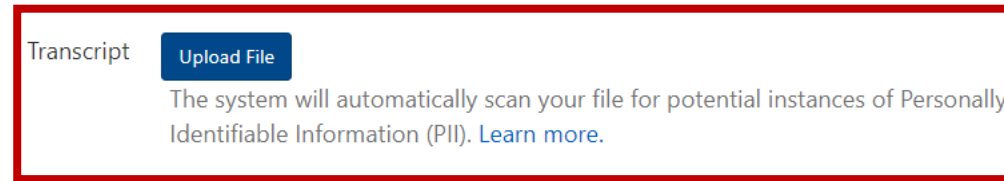
☒ No

Select "no" = not eligible

Save

Educational Background: Submitting Transcripts

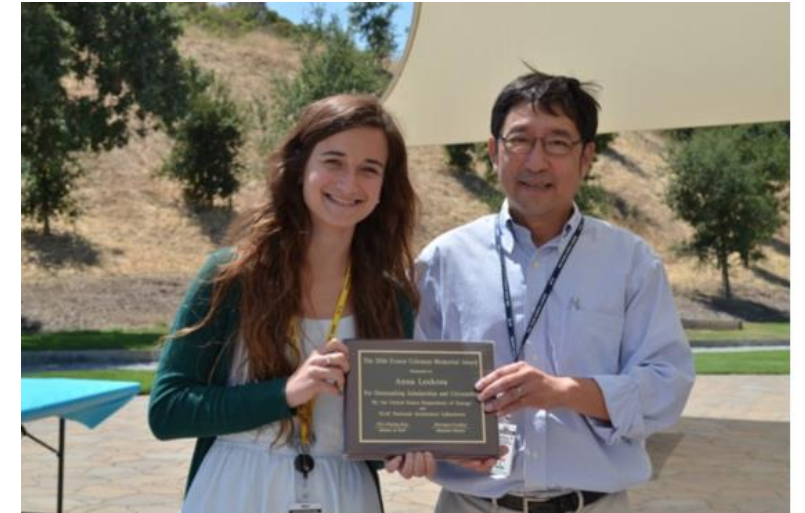
- Eligibility requires submission of the transcript from an applicant's current institution. This must be the most recent transcript available at the time of application. Recent is defined as the transcript printed or accessed no earlier than the opening date of the application or **March 13, 2025**.
- Upload a transcript in Pdf format in the application system for each postsecondary institution enrolled within the last 5 years of most recent enrollment.

A screenshot of a web interface for uploading a transcript. It features a red rectangular border. Inside, the word "Transcript" is on the left. To its right is a blue button with the text "Upload File". Below the button, a message states: "The system will automatically scan your file for potential instances of Personally Identifiable Information (PII). [Learn more.](#)"

- **Redact personal identifiable information (PII) such as full date of birth and social security number.**
- Ensure the transcript includes the applicant's name, institution name, and course names and grades and cumulative GPA.
- Unofficial transcripts are acceptable for submission to the application system if they contain applicant's name, institution name, and course names and grades, and cumulative GPA. Otherwise, the applicant must upload an official transcript.
- Watch this [video](#) to assist with transcript uploads.

Education Background: Awards

- Include all awards you received during your academic career. Examples of awards may include:
 - Dean's List
 - Membership in Honor's Society
 - Merit Scholarships
 - Honors Program
 - Winner of contests, challenges, and tournaments



Lab Director Chi-Chang Kao presents the Ernest Coleman Award to SULI intern Anna Leskova.

SLAC

Accessed 1/9/2019 at <https://www6.slac.stanford.edu/news/2016-08-26-undergraduate-interns-learn-summer-research.aspx>

Work Experience



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Work Experience and Skills: Work Experience

APPLICANT PROFILE

☒ General Information

☐ Address

☐ Citizenship / Languages / Eligibility

☐ Demographics

EDUCATIONAL BACKGROUND

☐ Academic Information

☐ Undergraduate Institutions

☐ STEM Courses

☐ Awards

☒ High School Graduation or GED

WORK EXPERIENCE & SKILLS

☐ Work Experience

☐ Professional Associations

☐ Computer Skills

☐ Laboratory/Technical Skills

Work Experience & Skills

Work Experience

Please provide information about your relevant work experience.

Enter Work Experience

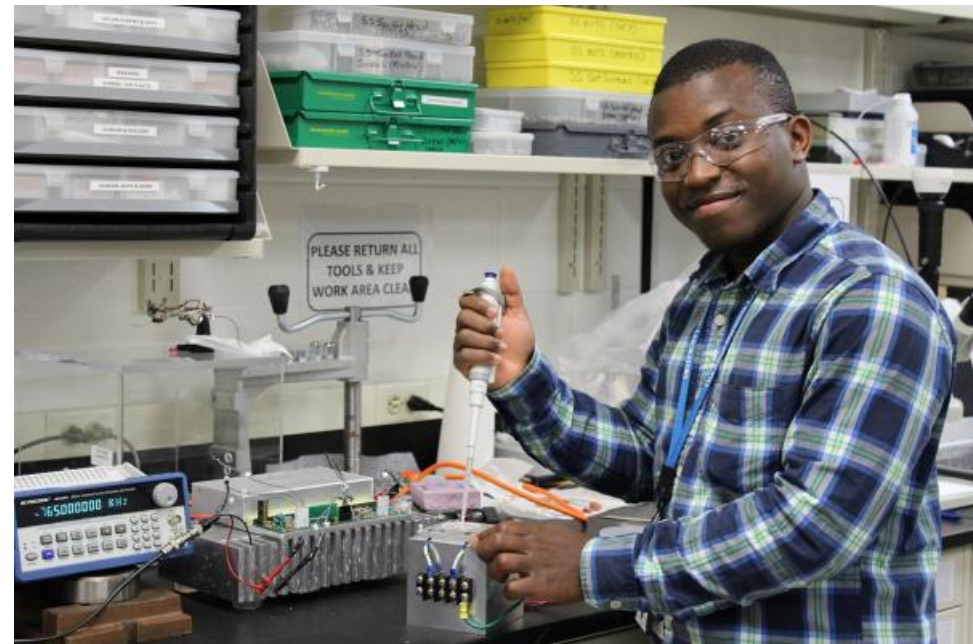
Not Applicable/No relevant experience

- *Include paid and volunteer work experience*
 - *STEM internships or research experiences*
 - *Tutoring appointments*
 - *Teaching Assistantships*
 - *Mentoring*



Work Experience and Skills: Laboratory and Technical Skills

- Describe your research and technical skills in detail
- The skills may be obtained through employment or coursework.



Credit: Oak Ridge National Laboratory

Program Information



From left: **PPPL** physicist Ahmed Diallo, SULI student Jalal Butt, and PPPL physicist Egemen Kolemen. Photo by Raphael Rosen.

From <https://www.pppl.gov/news/press-releases/2018/08/undergraduate-students-extoll-benefits-national-laboratory-research>
Accessed 1/9/2019



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Fall 2025 Term: Participating Host DOE Laboratories

- Ames Laboratory
- Argonne National Laboratory
- Brookhaven National Laboratory
- Fermi National Accelerator Laboratory
- General Atomics/DIII-D Facility
- Idaho National Laboratory
- Lawrence Berkeley National Laboratory
- Lawrence Livermore National Laboratory
- Los Alamos National Laboratory
- National Renewable Energy Laboratory
- Oak Ridge National Laboratory
- Pacific Northwest National Laboratory
- ▲ Princeton Plasma Physics Laboratory
- ▲ Thomas Jefferson National Accelerator Facility

Selecting a Host DOE Lab: <https://science.osti.gov/wdts/ci/How-to-Apply/Selecting-a-Host-DOE-Laboratory>

Technical Project Areas for CCI

- | | |
|--|---|
| 1. Accelerator Engineering and Technology | 23. Engineering Technology - Materials |
| 2. Biotechnology (nonmedical) | 24. Engineering Technology - Mechanical |
| 3. Chemical Analysis and Instrumentation | 25. Engineering Technology - Mining |
| 4. Chemical Technology | 26. Engineering Technology - Nuclear |
| 5. Computer Technology | 27. Engineering Technology - Operations/Systems |
| 6. Cyber Security | 28. Engineering Technology - Optical |
| 7. Energy Technology - Bio | 29. Engineering Technology - Petroleum |
| 8. Energy Technology - Buildings | 30. Engineering Technology - Power |
| 9. Energy Technology - Fossil | 31. Environmental Management |
| 10. Energy Technology - Nuclear | 32. Environmental Technology |
| 11. Energy technology - Solar | 33. Information Technology |
| 12. Energy Technology - Transportation | 34. Instrumentation Technology |
| 13. Energy technology - Vehicles | 35. Materials Technology |
| 14. Energy Technology - Wind | 36. Nanotechnology |
| 15. Engineering Technology - Aeronautical | 37. Nuclear Technology |
| 16. Engineering Technology - Biological (nonmedical) | 38. Quantum Communication |
| 17. Engineering Technology - Chemical | 39. Quantum Computing |
| 18. Engineering Technology - Civil | 40. Quantum Engineering |
| 19. Engineering Technology - Computer | 41. Quantum Information Science- Other |
| 20. Engineering Technology - Electrical | 42. Quantum Materials |
| 21. Engineering Technology - Environmental | 43. Quantum Sensing |
| 22. Engineering Technology - Industrial | 44. Quantum Simulation |



Program Information: DOE Laboratories and Technical Project Areas

- Applicants must select a first-choice and second-choice laboratory to be considered for placement. These laboratories will conduct a merit review for consideration of a placement. You're encouraged to confirm your selections as they cannot be changed after the application deadline.
- Applicants are encouraged to review [laboratory websites](#) and contact DOE researchers to learn about their research.
- Visit the **Laboratory Selection Tool** to learn the success rates of eligible applicants by lab.
- **Double check your lab selections before submitting your application! WDTS is unable to switch your laboratory preferences.**

***Note: For the Fall/Spring terms, you may choose to have your application reviewed by any lab if you're not selected by your first or second-choice lab.*

Program Information

Get Help With...

Host DOE Laboratories and Technical Project Areas Selection

When selecting your first and second choice host DOE Laboratories, and your first, second, and third choice project areas, please carefully [review the R&D program area descriptions](#). Not all project areas are available at all DOE Laboratories. For further assistance in selecting DOE Laboratories, please see the [Laboratory Selection Tool](#).

First Choice Host DOE Laboratory

Ames National Laboratory (AMES) ▼

First Choice Technical Project Area

Nanotechnology ▼

Second Choice Technical Project Area

Quantum Communication ▼

Third Choice Technical Project Area

Chemical Technology ▼

Second Choice Host DOE Laboratory

Brookhaven National Laboratory (BNL) ▼

First Choice Technical Project Area

Environmental Technology ▼

Second Choice Technical Project Area

Cyber Security ▼

Third Choice Technical Project Area

Essays



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Essays: Technical and Research Experience

Technical/Research Experience

Describe your previous technical/research experience or equivalent experience on complex projects, including the level of independence, while working as a member of a technical/research/project team.

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- Describe all prior research and technical experience including
 - Research experiences (paid and unpaid)
 - Special projects
 - Skills obtained during coursework count!
 - No previous research experience beyond coursework is required!

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Essays: Technical and Research Experience

Interests



Essays

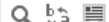


Essays

Technical/Research Interests

Describe the type(s) of technical/research subjects or activities that interest you at your first and second choice host laboratories, and discuss any particular factors influencing your choice of host laboratories.

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- Elaborate on why you wish to participate in the CCI Program.
- Which labs are you interested in conducting research and how your interest align with those labs.
- What do you hope to gain from the experience?

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Essays: Personal and Professional Goals

Essays

Personal Experience

Describe your professional, academic, or life experience and skills you have that enhance your ability to be an excellent contributing member to the CCI Program.

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- Share your skills or experience, outside of research, that are applicable to CCI.
- What life experiences motivated or inspired you to pursue your major?
- Think of your employment, academic, extracurricular, and life experiences, and how they've led to you applying to CCI.
- Include unique qualities which may influence your participation in CCI such as being a first-generation college student, working student etc.

Current Character Count [0] (max: 2500)

Continue

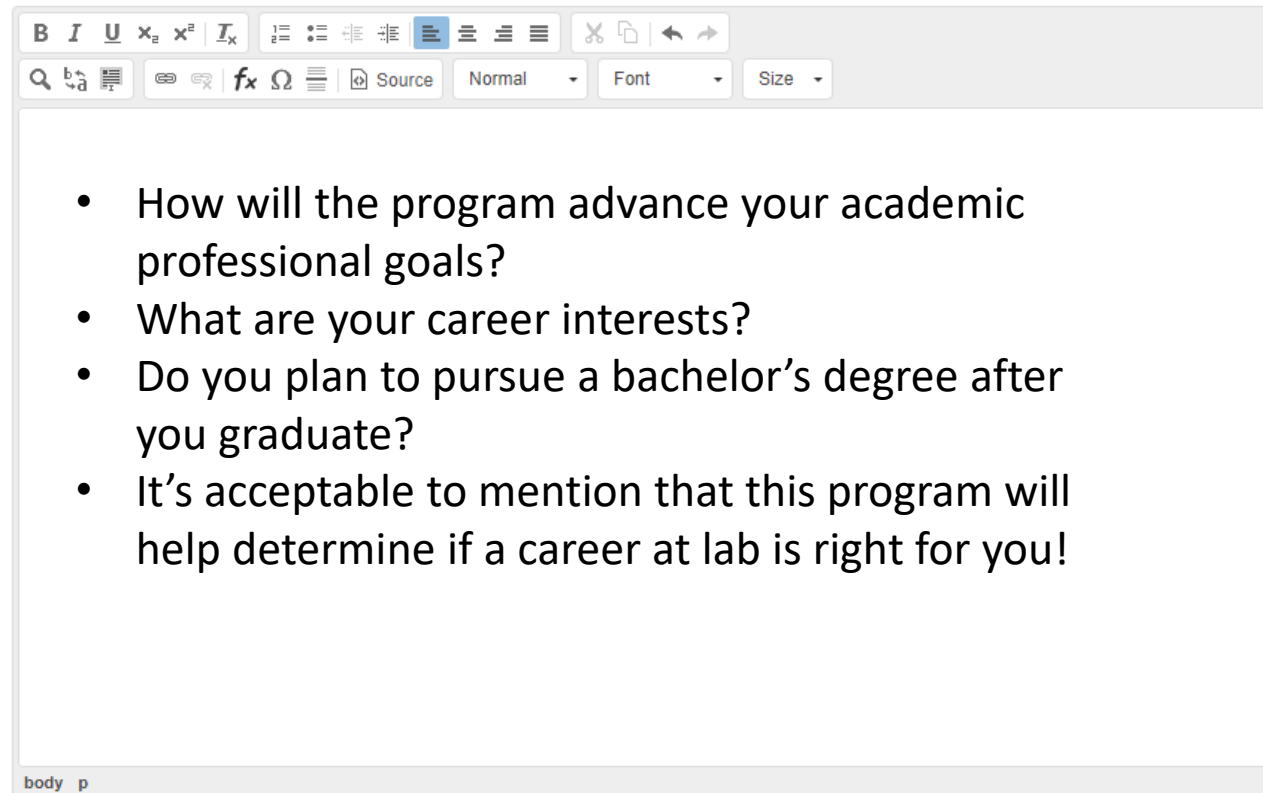


Essays: Professional Interests

Essays

Professional Goals

Describe your long-term academic and professional goals, and how participation in the CCI program could develop or expand skills required to achieve those goals.



• How will the program advance your academic professional goals?

• What are your career interests?

• Do you plan to pursue a bachelor's degree after you graduate?

• It's acceptable to mention that this program will help determine if a career at lab is right for you!

body p

Current Character Count [0] (max: 2500)



Letters of Recommendation



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[Energy.gov/science](https://energy.gov/science)

Letters of Recommendation

- A completed CCI application requires recommendations from **two** individuals familiar with the applicant's education, training, experience, aptitude, or promise relevant to the CCI Program. **Note: Family, friends, and friends of family are not allowed to serve as authors of recommendations.**
- An applicant will be asked to provide contact information for individuals indicated in the online application system. **Applicants are encouraged to make the requests for recommendations as soon as possible.**
- Letter of reference must be submitted through the application portal by the application deadline or **5:00 p.m. Eastern Daylight Time on May 21, 2025.**

Resources To Assist With Application Components

- Application [checklist](#)
- Submitting [transcripts](#)
- Tips for preparing [essays](#)
- Requesting [letters of reference](#)
- FAQ's-<https://science.osti.gov/wdts/cci/Frequently-Asked-Questions>



Selection and Notification

- **Eligibility and Compliance Check**-All applications must pass eligibility and compliance check.
- **Merit Review**- Assessment by first and second choice labs selected by the applicant.
 - Applications will be assessed based upon performance in completed academic coursework, strength of recommendations letters; expressed scientific or technical interests; and the applicant's background, experience, accomplishments, and interests as they relate to the host laboratories.
- **Notifications**-Offers made by a host Laboratory Education Director via e-mail. Applicant has 10 calendar days to respond to offer. **Only one offer will be extended to an applicant.**

All appointments are contingent upon proof of citizenship/permanent residency and the outcome of a formal background check.

Participant Obligations

- Commit to 10-weeks (40 hrs/week) in the program.
- Maintain health insurance during the appointment.
- Complete deliverables by deadline
 - Pre-survey
 - Post-survey
 - Research paper (6-8 pages)
 - Poster or oral presentation
- Maintain professional behavior.



More details: <https://science.osti.gov/wdts/cc/Participant-Obligations>

Benefits to Participating in CCI

- Contribute to exciting, real world, innovative, ongoing projects in the DOE national laboratories.
- Build professional networks with scientist and engineers.
- Opportunity to establish a mentor.
- Enrichment opportunities through professional development and technical seminars.
- Enhance science communication skills.
- Decide if a career in research is right for you.
- Land a permanent position.

CCI Alumni Spotlight: Meet Penny McKenzie



Interested in reading more Lab Stories? Visit <https://science.osti.gov/wdts/WDTs-Lab-Stories-and-Participant-Spotlights>.

Join Us for Virtual Office Hours!!

Dates:

April 30th at 2:00 p.m. EDT

May 7th & 14th at 2:00 p.m. EDT

Who Can Attend?

- Applicants
- Letter of Recommendation Writers

More info including registration is available on the CCI website.

Virtual Office Hours!



REGISTER NOW

Thinking about applying for the Science Undergraduate Laboratory Internships (SULI) or the Community College Internships (CCI) programs?

Got questions? Applicants and letter of recommendation writers are invited to attend office hours to answer administrative questions such as those pertaining to uploading transcripts, submitting letters of recommendation, and general inquiries.



**SUPPORTING THE
PREPARATION OF A
HIGHLY SKILLED FUTURE
WORKFORCE IN SCIENCE
AND TECHNOLOGY**



Don't forget!!

- **Application deadlines and requirements are firm, including receipt of recommendations (no exceptions!)**
- The application deadline is May 21, 2025 at 5:00 p.m. EDT.
- Plan early. Submit your application ahead of the deadline.
- Contact your reference letter writers as soon as possible. It is the applicant's responsibility to ensure recommendations are submitted by the deadline.
- Do your research! Visit the DOE National Laboratories and host sites webpages to make a more informed decision about your lab preferences.
- Technical support for the online system is available during regular business hours.
- Only complete, compliant, and eligible applications are reviewed by self-selected first and second-choice labs.
- Only one offer will be extended to an applicant during an application period..
- Send us a message if you have questions. Contact sc.cci@science.doe.gov.



Connect with us.....

- After this session, e-mail us sc.cci@science.doe.gov if you have questions.
- Office of Science – Workforce Development for Teachers and Scientists on LinkedIn.



WE'D LOVE TO
Connect
WITH YOU!



WDTs





Thank you!



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[Energy.gov/science](https://www.energy.gov/science)