

# Award Flowchart



## Award Flowchart (Cont.)

During tenure the NRC manages Associate travel for professional and programmatic purposes. Associate travel requires submission of a Travel Authorization form. The NRC directs Associates to Omega World Travel to book flights. An electronic Travel Expense Report is required 10 days after completion of travel.

Six months after starting tenure at the lab, Associate submits a Six-Month Report.

Approximately 3 months prior to the end of the tenure year, the NRC notifies Associate regarding the option for renewing/ extending tenure period (or ending tenure as scheduled). Renewal of tenure requires the submission of an Application for Renewal/ Extension from the Associate, and an Evaluation of Associate from the Adviser .

Prior to the end of tenure, Associate submits a Final Report and Adviser submits a final Evaluation of Associate form.

Upon completion of tenure and submission of a Final Report, the NRC issues a Certificate of Completion to Associate.