

DoD Cyber Scholarship Program

2024 DoD CySP Kick Off
November 2023





What is the DoD CySP?

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The Department of Defense (DoD) Cyber Scholarship Program (CySP) is designed to encourage the recruitment of the nation's top cyber talent and the retention of DoD personnel who have skills necessary to meet DoD's cyber requirements and help secure our nation against the threats of information systems and networks.

National Centers of Academic Excellence in Cybersecurity

NSA/DHS National Centers of Academic Excellence in Cyber Defense Education

NSA/DHS National Centers of Academic Excellence in Cyber Defense Research

National Centers of Academic Excellence – Cyber Operations

Grants are awarded for scholarships and capacity building to NCAE-Cs:

- ***Scholarships:***
 - ***Recruitment:*** Targets students who are not current DoD or Federal employees and who are enrolled at a designated NCAE-Cs
 - ***Retention:*** Targets DoD personnel for Graduate and PhD programs
- ***Capacity Building:*** To enhance, expand cyber education programs & curricula via outreach to Academia and DoD

What is a DoD CySP Grant



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- DoD CySP Grants provide funding for scholarships and/or capacity building.
- Three parts to a DoD CySP Grant:
 - Basic or Recruitment Students
 - Annex I or Retention Students (DoD Civilian and Active Military Students) –
 - Annex II or Capacity Building
- The DoD CySP is sponsored/funded by the DoD CIO. It is not an NSA program and should not be referred to as the NSA Scholarship Program.



Roles and Responsibilities

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DoD, Chief Information Officer (DCIO)

Overall policy and guidance

National Security Agency (NSA)

Oversee administration and execution

NCAE-Cs

For recruitment students: provide support (application nomination/academic mentoring)

For retention students: support (academic mentoring)

Administrative: Grant administration

Components

For recruitment students: Identify requirements, provide billets, select scholars, provide internships, and hire graduates

For retention students: Nominate current employees

Administrative: Assist in capacity building review



Updates for 2024-2025 Cycle

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- DoD Cyber and Digital Services Academy – new partner program
- Funding Allowance Changes:
 - Stipend Increase:
 - \$25k Community College
 - \$29k Undergraduate Students
 - \$34k Graduate Students
 - Books Allowance:
 - Changed to include Supplies/Certifications
 - Reduced to \$1000 from \$1250 due to many institutions providing access to digital books in tuition costs or not using books at all.
 - One-time Computer Allowance Increased from \$1500 to \$1650.
- Additional internship opportunity: Pathfinders
 - The DoD CySP is partnering with DoD's Director of Operational Test and Evaluation to offer newly selected DoD CySP Scholars the opportunity to participate in the Test & Evaluation Pathfinders program. The Pathfinders program is a 6-week summer internship (June–July 2024) that provides structured, field-specific training industry professional certifications and processed for adjudicated government security clearance during the summer.



Updates for the 2024-2025 Cycle

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- **NO MORE PAPER COPIES OF GRANT SUBMISSIONS!!!**



Timeline for the 2024-2025 Cycle

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- Application Closes for Recruitment and Retention: 01 February 2024
- NCAE-C Grant Submission: 28 February 2024
- DoD Agency Recruitment Student Review: March 2024
- DoD CySP Retention Selections Finalized: March 2024
- DoD CySP Recruitment Football Draft: 04 April 2024
- DoD CySP Recruitment Selection Notification: 12 April 2024
- Recruitment Accept or Decline Date: 26 April 2024
- Grant Notification: Beginning May 2024 (notifications include Recruitment, Retention, and Capacity Building)
- Final Grant Awards: June/July 2024



How does a student apply?

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- Students will be responsible for their own application!
- The online tool will allow us to track students and provide metrics to DoD and Congress
- Links:
 - Recruitment:
<https://www.avuedigitalservices.com/casting/aiportal/control/mainmenu?agency=DDW&portal=CYSP>
 - Retention:
https://www.avuedigitalservices.com/casting/aiportal/control/mainmenu?agency=DDW&portal=CYSP_RETENTION



How Does a NCAE-C Apply

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- NCAE-Cs may apply for DoD CySP Grants by submitting a proposal based on the solicitation was released on 02 Nov 2023.
- A proposal must be submitted in one of the following ways:
 - Basic (Recruitment) + Annex II (Capacity)
 - Annex I (Retention) + Annex II (Capacity)
 - Basic (Recruitment) + Annex I (Retention) + Annex II (Capacity)
- All NCAE-C proposals must include Recruitment and/or Retention scholarship opportunities in order to apply for Capacity
- The solicitation was released to all NCAE-Cs on 02 November 2023 and they will be available on the DoD CySP website: <https://public.cyber.mil/dcysp/>
- NCAE-C proposals are due to the DoD CySP Program Office by 28 February 2024 via email to AskCySP@nsa.gov. The Excel Spreadsheet MUST arrive in Excel Format.



NCAE-C Eligibility

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NCAE-C Community Colleges are eligible to apply for:

- Recruitment Students:
 - 2nd year Community College students who are transferring to a 4-year NCAE-C Program
 - Students who already hold a Bachelor's degree in any subject who are pursuing a cyber-related Associates.
- Retention Students:
 - Community College who agree to accept current DoD civilians and Active Duty Military members
- Capacity Building:
 - Can propose if they nominate students under the Recruitment program or agree to accept Retention Students.

NCAE-C Institutions Offering Bachelor's or Graduate Program are eligible to apply for:

- Recruitment Students:
 - Junior, Senior, Master's or PhD/Doctorate
- Capacity Building:
 - Can propose if they nominate students under the Recruitment program



Types of Students - Recruitment

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- Junior, Senior, Master's, or PhD Students
- Second Year Community College Students who plan to transfer to a 4-year NCAE-C undergrad program
- Community College Students who already possesses a Bachelor's or Higher degree
- National Guard / Traditional Reservists may apply but should understand the commitment.
- Active Duty Military who will retire or separate from service before the start of the Fall 2024 semester
- **Ineligible to Apply**
 - Current Federal employees are not eligible
 - Current DoD Civilians/Active Duty Military
 - National Guard or Reservists who are on active-duty status
 - Students who currently have another service obligation



Scholarship Funding - Recruitment

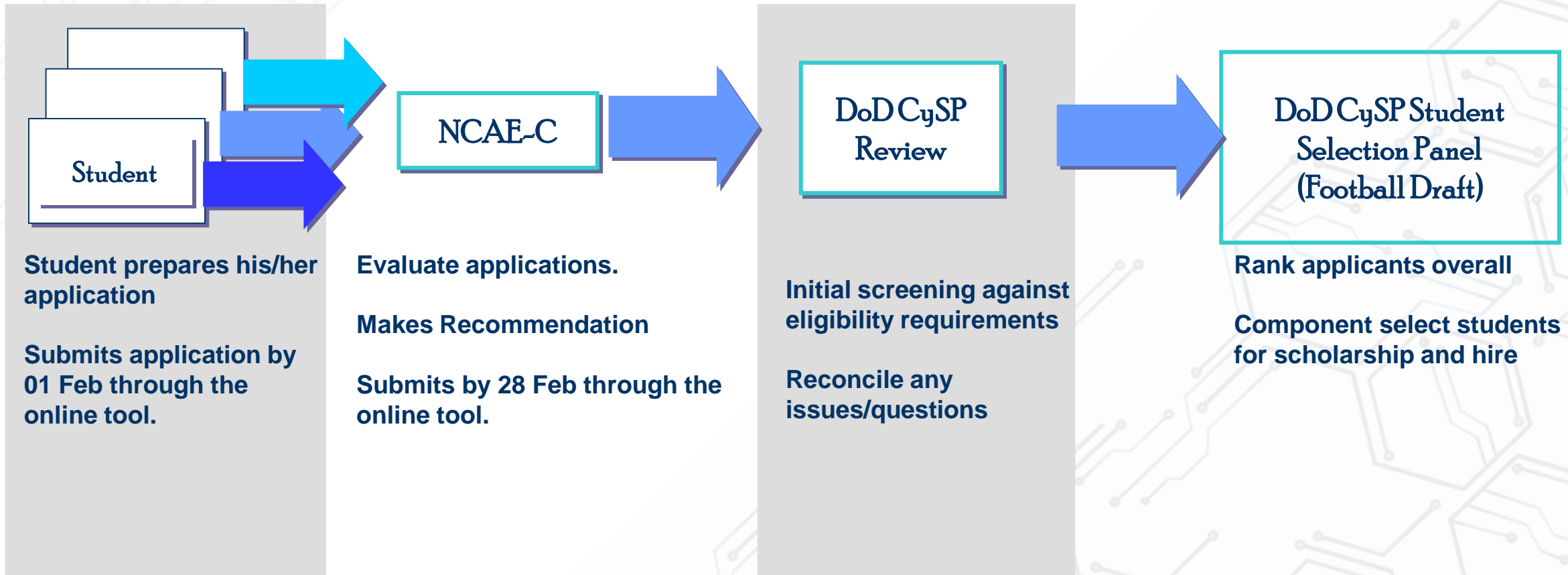
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- Full Tuition (this is determined by your NCAE POC and the DoD CySP Program Office)
- Stipend:
 - *\$25,000 for Community College Students*
 - *\$29,000 for Undergraduates*
 - *\$34,000 for Graduates*
- Books/Supplies/Certifications: *\$1000 per academic year*
- Fees: Varies by School
- Laptop/Computer: One time purchase of up to *\$1650*
- Travel:
 - Funding to one Cybersecurity Conference – US locations only
 - Funding to and from Summer Internship (one round trip)
- Paid Summer Internship



Recruitment Scholar – New Application

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Recruitment Scholar – Application Changes

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New Applicants:

- Second Recommendation Letter will have a due date of 01 Feb 2024
- Clearer guidance on the graduation date
- Students will be limited to one school
- Transcripts cannot be sent through a service
- Duplicate Accounts will be removed

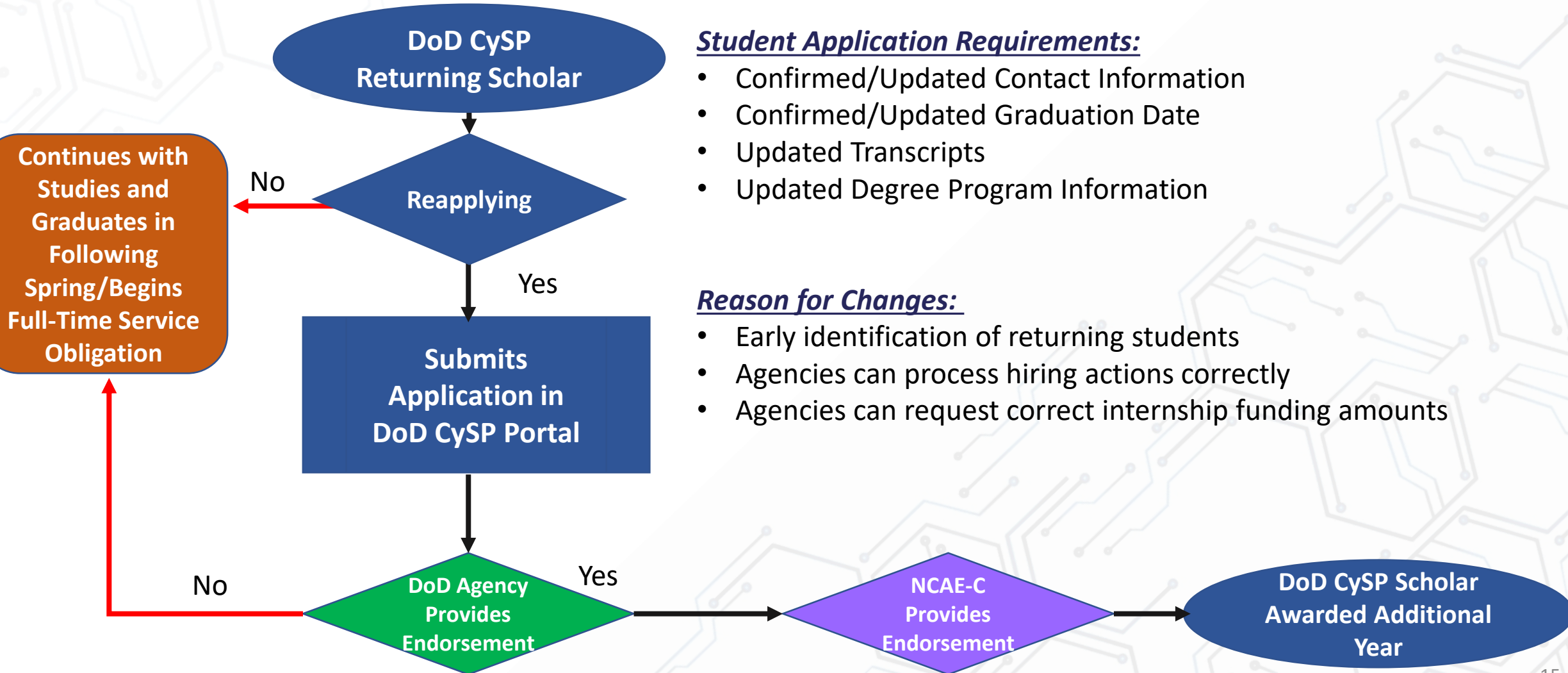
Returning Applicants:

- Last year for students who originally applied via the paper application
- New process (see next slide) allows agencies to process students correctly



Recruitment Scholar – Returning Application

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Student Application Requirements:

- Confirmed/Updated Contact Information
- Confirmed/Updated Graduation Date
- Updated Transcripts
- Updated Degree Program Information

Reason for Changes:

- Early identification of returning students
- Agencies can process hiring actions correctly
- Agencies can request correct internship funding amounts



Recruitment Student “Football” Draft

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- Each Agency making student selections attend the meeting
- DoD CySP Program Office acts as a proxy for those who can not attend
- Each Agency has a rank listing of their desired selections
- Agencies wanting the same student must consider the following:
 - Agency Mission – Is it a good fit for the student’s educational background, experience, and/or areas of interest?
 - Student Choice – Did the student want to go to that agency?
 - Agencies will negotiate with each other to determine who gets the student. DoD CySP Program Office will act as a mediator.

NSA	DSS	DISA	NRL	ARL
Jane Doe	John Doe	Mary Smith	John Doe	Joe Smith
Mary Jones	John Smith	Mike Doe		
John Jones	Mary Doe	Mike Smith		
Joe Smith				



Recruitment Student Funding

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- Once all selections have been decided the DoD CySP will create selection letters based on funding amounts.
- Students are selected until funding is exhausted.
- All agencies receive a fair share of selections based on the average number of selections

	NSA	DSS	DISA	NRL	ARL
Funded 1st →	Jane Doe	John Smith	Mary Smith	John Doe	Joe Smith
Funded 2nd →	Mary Jones	Mary Doe	Mike Doe		
Funded 3rd →	John Jones		Mike Smith		



Types of Students - Retention

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- **Active-duty military members**
 - Currently not performing a period of obligation service for another program.
- **Traditional Reservist and National Guard members**
 - Must be in an active-duty status.
 - May apply if they are eligible to attend an education program while on active-duty.
- **Permanent DoD civilian employees**
 - Must have completed any required probationary time.
 - Temporary, conditional, or employees on performance improvement plans are not eligible to apply for the DoD CySP.
 - Those currently not performing a period of obligated service for any programs.



Scholarship Funding - Retention

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- Full Tuition (this is determined by your NCAE POC and the DoD CySP Program Office)
- Books: *\$750 per academic year*
- Fees: Varies by School
- Travel:
 - ONLY for degree cohort specific requirements – Paid through the DoD CySP Program Office.



Retention Student Selection

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- Retention students are current DoD Civilians or Active Duty Military Members
- Applicants will submit their application in a separate section of the online tool.
- DoD CySP Program Office and DoD CIO will conduct an initial review of the applications.
- DoD CySP Program Office will consult with the Partner NCAE-C for a preliminary review of the scholarship student.
- DoD CySP will provide the DoD Component scholarship acceptance letters.
- Partner NCAE-Cs should engage/advise the students who are attending through the scholarship program.

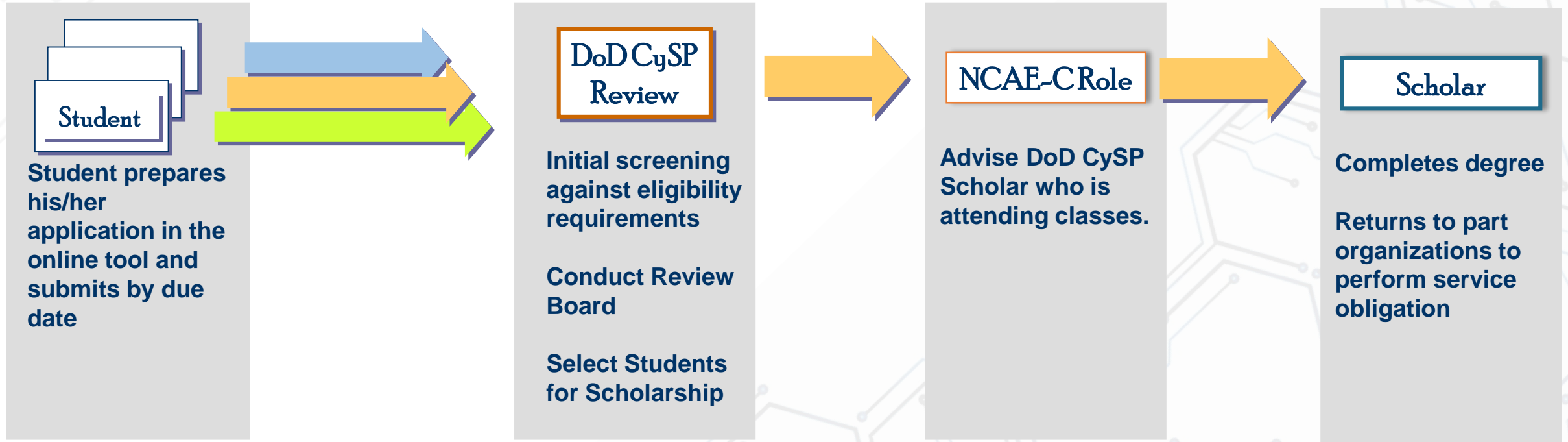
Community College NCAE-Cs: May propose supporting Retention Scholars for 2-year programs

NCAE-Cs that offer graduate program, more information is coming on how you can partner with the National Defense University's, College for Information and Cyberspace.



Retention Student Selection Process

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DoD CySP Capacity Building



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In developing a strong educational base for the scholarship program, CAE proposals may also address plans for building the institution's capacity for research and education in information assurance and technology as described at ANNEX II. Funding may be requested to address needs in Outreach to DoD (DoD Partnerships) and Outreach to Technical Colleges, Community Colleges and/or Minority Institutions.

Capacity Building is subject to the availability of funds.



Requirements for Capacity Building Proposals

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- Each project you propose must have a unique title which matches the narrative in your technical proposal
 - **Good Title:** XYZ University – Outreach to ABC Community College through Summer Enrichment Programs for Women and Minorities
 - **Bad Title:** XYZ University – Capacity Building Proposal
 - **Good Title:** XYZ University – Collaboration with ABC DoD Agency to enhance the availability of 123 Certification Testing
 - **Bad Title:** XYZ University – Outreach to DoD Capacity Building Project
- Each project you propose must have a separate budget, spend plan, and timeline.
- Budgets for proposed project may not exceed the limit set in the solicitation.
- Proposals should discuss how to sustain the work beyond the first funding year.
- Projects proposing partnerships must identify those partnerships by name and include contact information.



Faculty Do's and Don'ts - Recruitment

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- **Prior to Selection:**
 - Faculty should get to know their students prior to nomination
 - Faculty will perform the review for new students
- **After Selection:**
 - Faculty **SHOULD** have a discussion with students to determine the:
 - Amount of credits the student plans to take in the next academic year
 - Consider the following:
 - Required summer course pertaining to an internship requirement
 - Required degree courses only offered in the summer
 - Additional credits beyond full-time – Students may take more than a full-time load – the DoD CySP will pay for that.
 - Students are required to be full-time, but allowances are made for those at the end of their degree program.
 - Health Insurance Needs
 - Faculty **MAY NOT** require additional work or research to receive the stipend.
 - Faculty **MAY** require students to attend group meetings/update sessions/events that pertain to scholarship for service type programs.
 - Faculty **SHOULD NOT** lump SFS and DoD CySP students in the same group when it pertains to benefits and covered costs.
 - Faculty **SHOULD NOT** hold the laptop allowance for new students until the end of the grant
 - Book allowance can be used to purchase an e-Reader, iPad, or tablet as long as the item will be used for “digital” books.
 - Remaining money can be used to pay for DoD 8140/8570 certificates.

Additional Scholarships???



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- DoD CySP is a first-pay merit-based scholarship
 - All tuition funding must come from the DoD CySP – NO additional scholarships to support tuition
 - FAFSA/Expected Family Contribution is not required
 - Does not follow published Cost of Attendance (COA)
- No cap for additional scholarships that cover books, supplies, living expenses, transportation, etc.
- Selected scholars should understand what additional scholarships cover – they may have to decline those additional scholarships.
- DoD CySP Scholars can not accept another scholarship for service type program until the DoD CySP is “paid-off.”
 - Example: Can’t accept the DoD CySP for undergrad and then get a National Science Foundation, SFS for graduate program.



DoD CySP Grant Submission

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Per Attachment A, DoD CySP Proposal Preparation Instructions:

DOD CySP/DCDSA Submission Format			
Document Name	Electronic Copy		
	Single PDF File	Separate File	File Name
Proposal Cover Page and Summary – Form 1	1 - PDF		University Name_DoD CySP 2024
Attachment B - Certifications 2024			
A-133 Summary of Auditor’s Results			
Recruitment / Basic Scholarship – Technical Proposal			
Recruitment / Basic Scholarship – Written Cost Proposal			
Retention / Annex I Scholarship – Technical Proposal			
Retention / Annex I Scholarship – Written Cost Proposal			
CVs			
Capacity Building / Annex II – Technical Proposal - Outreach to DoD			
Capacity Building / Annex II – Written Cost Proposal - Outreach to DoD		1 PDF	University Name_DoD CySP Annex II DoD
Capacity Building / Annex II – Technical Proposal - Outreach to Academia			
Capacity Building / Annex II – Written Cost Proposal - Outreach to Academia		1 PDF	University Name_DoD CySP Annex II Academia
Attachment E – Cost Form 2024 (Excel Format)		1 Excel	University Name_Attachment E DoD CYSP
Returning DoD CySP Scholar Applications (One File for Each Student)		1 PDF	LASTNAME First Name University Returning



Basic / Recruitment Funding Categories

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- **Enter Institution Name**
- **Enter Last name of New and Returning Scholars**
- **Tuition Calculations**
 - Enter number of credits for full time
 - Provide cost per credit
 - Provide fees per credit
 - Spreadsheet will calculate
- **Enter Amounts for New Scholars**
 - Identify In-State / Online / Out-of-State (***You may modify if you have multiple campuses***)
 - Line 16 number of students you are proposing
 - Line 17 last name of student you are proposing
 - Identify full-time tuition
 - Identify any additional credits (Winter classes and/or REQUIRED summer classes)
 - Identify Fees / Health Insurance
 - DoD CySP sets the amount for:
 - Stipend
 - Laptop
 - Books
- **Enter Amounts for Returning Scholars**
 - Identify In-State / Online / Out-of-State (***You may modify if you have multiple campuses***)
 - Line 29 – number of returning students
 - Line 30 – last name of returning student
 - Identify full-time tuition (enter .5 for half year)
 - Identify any additional credits (Winter classes and/or REQUIRED summer classes)
 - Identify Fees / Health Insurance
 - DoD CySP sets the amount for:
 - Stipend
 - Books
- **Faculty and Staff Time and Fringe Benefits**
 - PI release time for the “care and feeding” of DoD CySP Scholars
 - Can include office staff
- **Other:**
 - Computers / Laptops for New Scholars
 - Limited to \$1650
 - Travel Faculty
 - 1 Trip per PI to DoD CySP meeting/event
 - \$1750 total

NOTE: Only new Scholars receive the laptop/computer allowance. Scholars should retain ownership of the item upon graduation. Choose one of the lines to enter the funding amount. (line 22 or 50)



Annex I / Retention – Funding Categories

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- **Community Colleges Only:**

- Identify the number of students you can handle per academic year.
- Identify the cost of tuition for a full academic year
- Identify the fees for a full academic year – no health care!
- Book allowance is set by the DoD CySP PO
- No stipend or laptop allowance
- Identify Faculty and Staff support time and cost
- Identify Fringe Benefits
- Travel for one person to attend a DoD CySP meeting /event. Amount set by the DoD CySP PO.
- Include F&A rate
- First year applicants will not need to fill out the Current Student Names section.
- ***Ignore the Option Section***

- **NCAE-Cs Wishing to Establish Partnership Agreements with NDU/CIC:**

- State your intent in your written application.
- **In the OPTION SECTION ONLY!!!!**
 - Identify the number of students you can handle per academic year.
 - Identify the cost of tuition for a full academic year
 - Identify the fees for a full academic year – no health care!
 - Book allowance is set by the DoD CySP PO
 - No stipend or laptop allowance
 - Identify Faculty and Staff support time and cost
 - Identify Fringe Benefits
 - Travel for one person to attend a DoD CySP meeting /event. Amount set by the DoD CySP PO.
 - Include F&A rate



Annex II – Capacity Building

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Project Name:

- Faculty and Staff:
 - PI Release Time
 - Other Faculty Release Time
 - Administrative Support for the project
- Fringe Benefits:
 - PI
 - Faculty
 - Administrative Support
- Other:
 - Equipment
 - Travel
 - Should be related to the project
 - Administrative Supplies
 - Other:
 - Should spell out what you want to use the money for

Project
must have title

Project
must have a written
budget description



Grant Process

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- Budgets will be announced starting around ~20 May 2024
- NCAE-Cs will have 15 days to return any required documents outlined in notification email.
- Notification email will include both scholarship and capacity building awards.
- YOU MUST review any active DoD CySP grants and verify that you will use all funding before requesting 2024 funding.
- NSA Grants and Contracting Office will email the grant documents to the NCAE-C Grant/Contract POC for signature
 - Grants under \$250K will be unilaterally awarded and will not need the signature of the NCAE-C
- NCAE-C will send via email the signed grant document back to NSA
- NSA will sign approving the funds and fax final copy to University Grant/Contract POC
- NCAE-C initiated electronic invoicing starts as soon as the fully certified grant is received. Funding is not provided directly to students. NCAE-Cs must invoice to be reimbursed.

Invoicing



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- Invoices must be submitted electronically through the Maryland Procurement Office (MPO).
- NCAE-Cs should submit an invoice at least once every three months. Failure to invoice properly and on time may be deemed ineligible for future grant solicitations.
- Electronic Invoice must include Request for Advance or Reimbursement (SF-270)
- Directions for invoicing can be found on page 3 of the official grant paperwork
- Invoices must be sent to the correct Office of Naval Research (ONR) regional office through the MPO site.
- Maryland Procurement Office Help Desk – 410-854-5445



Grant Reports

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- Grant reports are due 90 days after the end of the grant
- Grant report format:
 - Format is always released in the solicitation (Attachment F)
 - Can be downloaded from the DoD CySP website
 - DoD CySP Program Office can also provide the format via email.
- A final Federal Financial Report – SF425 is also required 60 days after the end of the grant.



Requesting No-Cost Extensions and Re-Budgets

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- No-Cost Extension
 - Email to AskCySP@nsa.gov
 - Email should contain the Grant Number, purpose of extension, and length of extension.
 - Any request exceeding six months must be accompanied by a revised cost estimate indicating the planned use of the unexpended funds during the extension period.
 - Extensions will not be granted because you have money left over after finishing the work.
- Re-budgets:
 - Email to AskCySP@nsa.gov
 - Email should contain the Grant Number and purpose of rebudget.
 - Email to AskCySP@nsa.gov stating what money you are moving and to where
 - A revised Excel Spreadsheet will be provided with changes for your review.
 - Review budget changes and send back to DoD CySP Program Office for final approval.



Helpful Resources

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DoD Cyber Scholarship Program

- **DoD Cyber Exchange**
 - DoD CySP documents and information (e.g., Updated Memorandums, Solicitation)
 - <https://public.cyber.mil/wid/cdp/dcysp/>
- **AVUE Portal**
 - DoD CySP Faculty POC Portal
 - www.avuedigitalservices.com
 - DoD CySP Recruitment and Retention Online Application
 - <https://www.dodemergingtech.com/cyber-scholarship-program-cysp/>
- **Additional resources**
 - Program Office POC Email
 - AskCySP@nsa.gov