



MEMORANDUM

TO: Members of the Authority

FROM: Tim Sullivan
Chief Executive Officer

DATE: February 8, 2023

SUBJECT: Wind Institute Fellowship Program for Private Research Universities

Request:

The Members are asked to approve:

1. The creation of the Wind Institute Fellowship Program for Private Research Universities, a grant program that will enable juniors, seniors, and graduate students at New Jersey Private, Public-Mission Universities to participate in the Wind Institute Fellowship Program for the 2023-2024 and 2024-2025 academic years (Fellowship Year 2 and Fellowship Year 3, respectively);
2. Utilization of up to \$844,800 in grant funding for the Wind Institute Fellowship Program for Private Research Universities to be split equally between funding from the \$10 million allocated via the October 27, 2022 Memorandum of Understanding (MOU) between NJEDA and the NJ Board of Public Utilities (NJBPU) for Wind Institute programs and the Fiscal Year 2023 State budget allocation for a \$5,000,000 grant-in-aid to the yet to be established Wind Institute for Innovation and Training, provided that the latter source of funding, which will occur through a grant agreement with Treasury, is approved by the Members. a If grant-in-aid funding is not approved by the Members, then this program will be entirely funded through the MOU with NJBPU.
3. Delegation of authority to the Chief Executive Officer to approve individual applications from universities in accordance with the eligibility criteria set forth in this memo and the attached grant program specifications and enter into grant agreements with awarded applicants.

Background:

Governor Murphy’s economic development plan, “The State of Innovation: Building a Stronger and Fairer New Jersey Economy” identifies offshore wind as one of the State’s strategic sectors for accelerating growth in New Jersey’s economy and meeting the State’s clean energy goals. In August

2019, the Governor demonstrated the State's commitment to offshore wind by issuing Executive Order No. 79 to establish the WIND Council, a cross-governmental effort that would develop a plan for the creation of the Wind Institute.

In April 2020, the WIND Council issued the WIND Council Report, which outlined the strategic priorities for the Wind Institute once it is established by an act of the New Jersey State Legislature. To date, NJEDA has worked to support the goals outlined by the WIND Council in anticipation of the establishment of the Wind Institute for Innovation and Training by focusing on its two core objectives: 1) accelerate the development of a robust and diverse offshore wind workforce and 2) champion research and innovation that unlocks market potential.

To support offshore wind research, the NJEDA Board approved entering into MOUs with the State's leading public research universities at the March 2, 2022, Board Meeting to create the Wind Institute Fellowship and Universities Initiatives Program. These MOUs were executed with New Jersey's four, public research universities classified by the Carnegie Commission on Higher Education as R1 (Very High Research Activity) or R2 (High Research Activity): Rutgers University, Rowan University, Montclair State University and New Jersey Institute of Technology. In its first year, which covered the entire 2022-2023 academic year, the Fellowship Program is supporting 26 Fellows across these four schools. These Fellowship Programs are set to expire at the end of the 2023 summer term. NJEDA intends to enter into new MOUs with these schools and with Stockton University for the second and third years of the Fellowship Program.

Staff now seeks to open the program to students of New Jersey's Private, Public-Mission Universities that are classified as R1 and R2 by the Carnegie Commission on Higher Education. Because they are not public entities, the Authority offers this funding to eligible private universities through a grant program.

Program Details:

The Fellowship Program is designed to encourage and support student research in topics that further the development of offshore wind in New Jersey and build student and faculty advisor expertise in offshore wind. Participating students (Fellows) will conduct independent research under the tutelage of a faculty advisor at their home institution. Fellows will convene as a cohort to participate in industry trainings, guest lectures, site visits and other activities to support their knowledge of the offshore wind industry and their exposure to industry stakeholders.

For each Fellowship Year, each school will be responsible for recruiting a diverse set of students and managing their own application and selection process. Fellows may be upper class undergraduate (juniors and seniors) and graduate students, including masters and doctoral students, in any discipline/degree program as long as the research conducted for the Fellowship Program is focused on offshore wind. NJEDA will provide funding to each school to disburse as stipends for a capped number of students as described below. Undergraduate Fellows will receive a \$15,000 stipend and graduate Fellows will receive a \$30,000 stipend. Each Fellow will be provided an additional \$1,000 stipend for travel, material, equipment, and other research expenses related to their Fellowship. Each Private, Public Mission University will be able to select up to four (4) Fellows, with a goal of selecting at least one undergraduate (junior and senior) and one graduate (masters or ph.d) Fellow for each

Fellowship Year. In addition, each faculty advisor will receive a \$1,000 honorarium, and each school will be provided 10% of the total grant amount for facilities and administration (F&A) expenses.

The Fellows' research is expected to be completed over the course of the academic year, with the addition of the preceding or following Summer semester at each school's discretion. Overall, the Fellowship should be in place for a minimum of 25 weeks and a maximum of 40 weeks. Fellowship Year 2 will take place during the 2023-2024 academic year beginning no later than the Fall 2023 semester and ending no later than the Summer 2024 semester. Fellowship Year 3 will take place during the 2024-2025 academic year beginning no later than the Fall 2024 semester and ending no later than the Summer 2025 semester. For each Fellowship Year, NJEDA will organize cohort meetings from October to April as well as an April symposium where Fellows will present their research findings to an audience of government, academic, and industry stakeholders.

In support of the Fellowship Program, each of the universities will:

- Develop and submit a Fellowship marketing and selection process plan that will guide efforts to advertise the program widely and support engagement of a diverse group of students and faculty advisors.
- Conduct an application and selection process with established selection criteria
- Facilitate connections between Fellows and faculty advisors and relevant resources at the university
- Submit the names of the selected students, advisors, project descriptions, and signed participation forms to NJEDA within fifteen (15) days of completing the selection process and no later than September 1, 2023 for Fellowship Year 2 and September 1, 2024 for Fellowship Year 3
- Begin the Fellowship Program no later than the Fall 2023 semester and conclude the program no later than the Summer 2024 semester for Fellowship Year 2 and begin no later than the Fall 2024 semester and conclude no later than the Summer 2025 semester for Fellowship Year 3
- Assign a university representative to support NJEDA staff on communications with the Fellows and advisors throughout the Fellowship Program
- Disburse and track program expenditures including payments to fellows and honorariums to advisors per the university's internal policies and procedures
- Submit a report detailing the use of funds throughout the Fellowship Program no later than September 1, 2024 for Fellowship Year 2 and no later than September 1, 2025 for Fellowship Year 3
- Return any funds not utilized for the program to EDA by September 30, 2024 for Fellowship Year 2 and September 30, 2025 for Fellowship Year 2. With EDA's written approval, each university may roll over any unutilized Fellowship Year 2 funding to be used for Fellowship Year 3.

In support of the Fellowship Program, NJEDA will:

- Provide communication materials and support the schools in marketing the Fellowship Program

- Organize five to eight Fellowship cohort meetings from October to April of each Fellowship Year for Fellows to participate in industry trainings, guest lectures, site visits, and/or presentations
- Recruit and engage key industry stakeholders throughout the program to maximize the Fellows' exposure to the industry
- Organize the NJ Wind Institute Fellowship Symposium to take place in April of each Fellowship Year
- Upon receiving the names of the selected students and their project descriptions, provide schools with funding based on the number and graduate level of the selected Fellows for each Fellowship Year.

Funds will be allocated to universities as follows for each Fellowship Year:

- \$30,000 per graduate Fellow
- \$15,000 per undergraduate Fellow
- \$1,000 stipend per undergraduate or graduate Fellow for travel, materials, and other Fellowship expenses
- \$1,000 faculty honorarium per faculty advisor
- 10% of the grant amount for Facilities and Administration expenses

For each Fellowship Year, the maximum grant amount for each university is \$140,800 (calculation based on all four Fellows at the graduate level). The grant award for each university would be less if the university selects fewer than the specified number of Fellows in total and/or a mix of undergraduate and graduate Fellows.

University Eligibility:

Only New Jersey Private, Public-Mission Universities designated by the Carnegie Commission on Higher Education as R1 (Very High Research Activity) or R2 (High Research Activity) as of December 1, 2022, are eligible to apply for this grant. These schools are: Princeton University, Stevens Institute of Technology, and Seton Hall.

In addition to the eligibility parameters already stated above, the university applicant must also be in substantial good standing with the New Jersey Department of Labor and Workforce Development (LWD) and NJ Department of Environmental Protection (DEP).

Diversity, Equity and Inclusion:

Fostering diversity, equity and inclusion is core to the goals of the Wind Institute. As NJEDA is unable to provide direct funding to individual Fellows, the Fellowship Program places the responsibility of the Fellow selection process on each university. Each university is required to conduct a selection process that facilitates a diverse set of students participating in the program.

Eligible Funding Uses:

Funds may only be used for the Wind Institute Fellowship Program for:

- Student research
- Travel/material stipends
- Faculty advisor honorariums
- 10% of the total grant amount for facilities and administrative expenses

Application Process:

Applications will be accepted during a defined application window no fewer than 5 days, which the Authority will make potential applicants aware of through a Notice of Funding Availability. After the defined application window is closed, NJEDA staff will review all applications for completeness and compliance with the required documentation. All eligible applicants will be notified of their selection. NJEDA staff may request clarifying or additional information from applicants with incomplete or noncompliant applications and such information must be received within five (5) business days of the date of request or the response may be rejected.

Delegated Authority:

The Members are requested to approve delegated authority to the Chief Executive Officer to approve individual university applications to the Wind Institute Fellowship Program for Private Universities in accordance with the terms set forth in the attached product specifications and enter into grant agreements with the awarded applicants. The delegated authority requested also includes the authority to decline for any decisions based solely on nondiscretionary reasons. Applicants whose applications are declined will have the right to appeal.

Program Funding

Half of the funding for this program will be through the October 27, 2022 MOU between NJEDA and NJBPU for Wind Institute programming, and half will be funded through the Fiscal Year 2023 State budget allocation for a \$5 million grant-in-aid to the yet-to-be-established Wind Institute for Innovation and Training. This grant-in-aid funding is subject to the Member's approval of a grant agreement with Treasury to transfer this funding. If grant-in-aid funding is not approved by the Members, then this program will be entirely funded through the MOU with NJBPU. For each Fellowship Year, upon receipt of a university's list of Fellows and final calculation of the funding to be distributed to a university, NJEDA will disburse the funds to each university.

Upon receipt of a university's list of Fellows and final calculation of the funding to be distributed to a university, NJEDA will deposit the funds into NJEDA's Economic Recovery Fund and utilize the grant-making powers as defined in the New Jersey Economic Recovery Fund Act per NJSA 34:1B-7.13 (12) to disburse funds to each university. The statutory provision permits grant funding for initiative-based activities which stimulate growth in targeted industries as defined by the Authority's board. NJEDA has designated offshore wind as a targeted industry aligned with Governor Murphy's economic development plan, "The State of Innovation: Building a Stronger and Fairer New Jersey Economy" that identifies offshore wind as one of the State's strategic sectors for accelerating growth in New Jersey's economy and meeting the State's clean energy goals.

Fees:

As required by NJEDA regulations, there is a \$1,000 application fee for this program.

Recommendation:

The members are asked to approve:

1. The creation of the Wind Institute Fellowship Program for Private Research Universities, a grant program that will enable juniors, seniors, and graduate students at New Jersey Private, Public-Mission Universities to participate in the Wind Institute Fellowship Program for the 2023-2024 and 2024-2025 academic years (Fellowship Year 2 and Fellowship Year 3, respectively)
2. Utilization of up to \$844,800 in funding for the Wind Institute Fellowship Program for Private Research Universities to be split equally between funding from the \$10 million allocated via the October 27, 2022 Memorandum of Understanding (MOU) between NJEDA and the NJ Board of Public Utilities (NJBPU) for Wind Institute programs and the Fiscal Year 2023 State budget allocation for a \$5,000,000 grant-in-aid to the yet to be established Wind Institute for Innovation and Training, provided that the latter source of funding, which will occur through a grant agreement with Treasury, is approved by the Members. If grant-in-aid funding is not approved by the Members, then this program will be entirely funded through the MOU with NJBPU.
3. Delegation of authority to the Chief Executive Officer to approve individual applications from universities in accordance with the terms set forth in this memo and the attached program specifications and enter into grant agreements with awarded applicants.

Tim Sullivan
Chief Executive Officer

Prepared by: Julia Kortrey

Attachments:

Exhibit A –Wind Institute Fellowship for Private Research Universities: Proposed Grant Program Specifications

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Wind Institute Fellowship for Private Research Universities Proposed Program Specifications	
1. Funding Source	Offshore Wind Initiatives MOU signed between NJEDA and the NJ Board of Public Utilities dated October 27, 2022 and Fiscal Year 23 State Budget appropriation for the Wind Institute for Innovation and Training
2. Program Purpose	The aim of the Wind Institute Fellowship Program for Private Research Universities is to strengthen offshore wind research in New Jersey by formally engaging students and faculty advisors at New Jersey’s top research universities to expand the number of individuals with expertise in offshore wind in the state. The program will provide funding to selected universities for the 2023-2024 academic year (Fellowship Year 2) and the 2024-2025 academic year (Fellowship Year 3).
3. Eligible Applicants	Eligible applicants include all Private, Public-Mission colleges/universities in New Jersey classified by the Carnegie Commission on Higher Education as R1 (Very High Research Activity) or R2 (High Research Activity). The application window will be a minimum of 5 days.
4. Eligible Uses	<p>For each Fellowship Year, each selected university will be allocated up to four (4) Fellowship spots that will be the basis for the following use of funds:</p> <ul style="list-style-type: none"> • Paid stipends for fellows based on the rate/Fellow described below. Universities should seek to have at least one undergraduate and one graduate student selected as Fellows. The remaining two spots may either be for undergraduate or graduate students • Paid stipends for Fellows’ travel, material, equipment and other Fellowship-related costs • Honorariums for faculty advisors • 10% of the final grant amount for indirect costs, including facilities and administrative fees
5. Grant Amounts	The final grant amount for Fellowship Year 2 and Fellowship Year 3 will be determined after the university completes its Fellow selection process. Each university will be allocated up to 4 Fellowship spots and the final grant amount will be based on:

**Wind Institute Fellowship for Private Research
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	<ul style="list-style-type: none"> • \$15,000 per undergraduate (junior or senior) Fellow • \$30,000 per graduate (masters or doctoral) Fellow • \$1,000 per Fellow for travel, materials, equipment and other fellowship-related costs • \$1,000 honorarium per faculty advisor for each student • 10% of total grant amount for indirect costs, including facilities and administrative fees, equaling a maximum of \$ \$12,800 (or \$3,200 per Fellow).
<p>6. Scope of Work</p>	<p>The universities shall be responsible for the coordination and execution of the following activities:</p> <ul style="list-style-type: none"> • Within 30 days of signing a grant agreement with NJEDA, submit a Fellowship marketing and selection plan to NJEDA that outlines the process to: <ul style="list-style-type: none"> ○ Communicate the Fellowship opportunity widely to the university’s student population including the requirements for the Fellows to attend monthly meetings, present at the final Fellowship symposium, and complete research by the due date set by the university ○ conduct a selection process that facilitates a diverse set of students participating in the program ○ connect selected Fellows with advisors, ○ distribute funds to Fellows throughout the fellowship per the university’s internal policies and procedures • Within 15 days of completing the selection process, and no later than September 1, 2023 for Fellowship Year 2 and September 1, 2024 for Fellowship Year 3, submit the following to NJEDA: <ul style="list-style-type: none"> ○ Details of all Fellows, including but not limited to name, degree program, undergraduate or graduate level, project description, faculty advisor, beginning and end date for the Fellowship (i.e. including whether a Summer semester is included or not), and short Fellow biographies ○ Signed participation forms from each Fellow and the faculty advisor who will guide and support the Fellow’s research

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- Signed photo release forms and headshots of the Fellows unless a Fellow provides written communication that they will not allow the use of their picture on Wind Institute and EDA public platforms
- Name of a university representative that will serve as the administrative point of contact for EDA for the duration of the Fellowship program
- Set research Fellowships for a duration no fewer than 25 weeks and no more than 40 weeks. Fellowship Year 2 shall begin no later than the Fall 2023 semester and conclude no later than the Summer 2024 semester. Fellowship Year 3 shall begin no later than the Fall 2024 semester and conclude no later than the Summer 2025 semester. The number of hours/week shall be determined by the university and/or the faculty advisor per the universities internal processes and procedures.
- Facilitate and support all communications among university faculty advisors, Fellows, and EDA
- Facilitate and encourage Fellows’ participation in monthly cohort meetings and the final research symposium
- Coordinate and facilitate all logo use, branding permissions, and other university approvals and sharing of information as need arises
- Ensure all funds go to eligible uses including the full amount of the Fellows’ stipends to the Fellows
- Disburse Fellow stipends and faculty honorariums per the university’s internal policies and procedures.
- Track all use of funds and submit a final report to EDA the sooner of 15 days after the Fellowship is completed for all students or September 1, 2024 for Fellowship Year 2 and September 1, 2025 for Fellowship Year 3.

**Wind Institute Fellowship for Private Research
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	<ul style="list-style-type: none"> • Any funds not utilized must be returned to NJEDA by September 30, 2024 for Fellowship Year 2. With written approval from EDA, a university may roll unutilized funds from Fellowship Year 2 into Fellowship Year 3. Any funds not utilized for Fellowship Year 3 must be returned to NJEDA by September 30, 2025.
<p>7. Scoring Criteria</p>	<p>There is no scoring criteria for this Program. NJEDA will enter an agreement with any and all applicants meeting the eligibility criteria subject to the availability of funds.</p>
<p>8. Funding Disbursement</p>	<p>No later than September 1, 2023 for Fellowship Year 2 and September 1, 2024 for Fellowship Year, each selected university must submit the following documents: Fellow and Advisor details, signed participation forms, signed photo release forms and headshots (or communications declining photo use), and university administrative point person.</p> <p>After receipt of these documents, NJEDA will disburse funds to the university as follows:</p> <ul style="list-style-type: none"> • \$15,000 per undergraduate Fellow • \$30,000 per graduate Fellow • \$1,000 per undergraduate or graduate Fellow for travel, materials, and other Fellowship related expenses • \$1,000 per faculty advisor • 10% of the grant amount for Facilities and Administration expenses
<p>Application Fees</p>	<p>Application fees for this program will be \$1,000</p>