

Student Scholarship Training Record (SSTR) instructions

SSTR is an online system with the purpose of documenting the scholar's progress towards completing their project during the summer internship. Scholars are required to submit their records on time and mentors are responsible for reviewing and approving the submissions or requesting revision of them. We suggest scholars and mentors touch base early on in the internship to determine what the mentor expects in an SSTR submission.

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Student Scholarship Training Record (SSTR) instructions for students

How to access SSTR

- Go to [SSTR](#).
- Select “Create login account” on the left side of the screen.
- Fill out the SSTR Registration form using your NOAA email.
 - Under Mentor Information, enter the mentor who will be approving your time record most often. They **must** have a NOAA.gov email address.
 - Click “yes” or “no” for “Do you have a secondary mentor?” as appropriate.
 - If yes, enter the person who your mentor has authorized to approve the training record in their absence (likely a co-mentor). This person **must** have a NOAA.gov email address.
 - You can always edit the secondary mentor later.
 - We highly recommend identifying a second person who can authorize your records in your mentor's absence and adding them to the system so you don't end up trying to find someone last minute if your mentor is ill.
- You will be taken to a verification screen and must VERIFY your login. You can select back to edit your entry.
- You will get a confirmation notice by email. The Hollings team will then get a notification to verify your account. Once we verify, you can use the system.

How to enter and submit the training record

- You may log in to SSTR whenever you want to record hours or submit your training record.
- Enter time and activities for the training period.
 - Please note the summary section is required for each week.
 - Talk to your mentor ahead of time to make sure you know their expectations for how much detail you include in the activities section.
- Click save.
- If you are updating time and activities, but not ready to submit, you may exit.
- If you are ready to submit, select the mentor who will be validating this period in the upper right. Click **validate**.
 - You will receive an email thanking you for your submission.
 - Your mentor will receive an email to approve the training record.
 - The first time, you may want to make sure your mentor received the approval request. The email is a system generated message and could be missed if they have not received one before.
- You will receive a confirmation email when your mentor has approved or disapproved your training record.
 - If your mentor disapproves, please update the Hollings team at StudentScholarshipPrograms@noaa.gov on the reason for disapproval.

- **If you fail to validate before the end of the training period**, the current training record will be replaced and you will need to email a training record for that period to StudentScholarshipPrograms@noaa.gov with your mentor CC'd.

SSTR submission timing and deadlines

Each training period is two weeks long. You can save your entries, so you may enter time or activities each week, day, or you can wait until you are prepared to submit.

You will begin submitting training records during the training period you start within. The training periods and due dates are in the table below.

If you start partway through a training period, you will enter zeroes for the dates leading up to your start date. For example, if you start June 2, you will enter zeroes for May 24-June 1.

Note that the submission deadlines are on the Wednesday of the week they are due. Enter the hours you expect to work for Thursday and Friday that week. Just let us know if something changes significantly after you submit (e.g., you were out sick for a day).

Training Period Dates	Submission deadline	Submission notes
May 24 - June 6, 2026	June 3, 2026	Enter 8 hours for Memorial Day (May 25)
June 7 - June 20, 2026	June 16, 2026	Enter 8 hours for Juneteenth (May 19)
June 21 - July 4, 2026	July 1, 2026	Enter 8 hours for the Fourth of July.
July 5 - July 18, 2026	July 15, 2026	
July 19 - August 1, 2026	July 24, 2026	Enter time worked the week of July 19. Enter 8 hours each day July 25-Aug 1 (Symposium).
August 2 - August 15	August 12	
August 16 - August 29	August 26	

Disbursement schedule

Disbursement dates remain the same regardless of when you start your internship. Quarter system students and others with an approved late start date should be sure to plan their finances accordingly.

A few important notes:

- The first payment is a week early (May 29 instead of June 5). This is so you have funds at the start of your summer. Note that it also means you will have three weeks before your next stipend payment.
- Since everyone is being paid on the same schedule, that means that scholars starting later get paid before spending time on their internship. If you have a later start date and have performance issues that would impact your stipend, we will deduct the pre-paid funds from a later internship stipend, or if necessary, your academic stipend.

Disbursement dates:

- May 29, 2026
 - June 18, 2026.
 - **Please note this is 3 weeks from May 29.** We are disbursing your first stipend a week early so you have funds at the start of your summer.
 - July 3, 2026
 - July 17, 2026
 - July 31, 2026
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Frequently asked questions

How do I record holidays?

Record 8 hours for each federal holiday. You are not required to report to your internship as federal offices are closed. If your office is given early release the day before a federal holiday, your mentor can advise on whether you should leave early or not.

What if my mentor is out of office and can't approve my training record on time?

Coordinate with your mentor ahead of the due date. You can either identify someone your mentor has authorized to approve your training record or project your time and have your mentor approve early.

If your mentor is out unexpectedly:

- If your mentor has authorized a co-mentor or other colleague to approve your time when they are out, select them at the top of the training record to verify instead. Be sure to let them know you are sending it to them.
- If no one with a NOAA email address can verify and you have a co-mentor with a non-NOAA email address, you may email a training record to StudentScholarshipPrograms@noaa.gov with the co-mentor CC'd. They can reply to approve.
- If there is no one to verify, we will still disburse your stipend and ask your mentor to approve upon their return. If your mentor won't approve the training record due to inaccuracy, we will deduct your next stipend appropriately.

What if I work more or less than 80 hours in a training period?

Your stipend is a set amount, so it will not increase or decrease with the hours you spend on your project. Instead, you should be sure that you're accounting for any day-to-day fluctuations in your hours spent on the project.

If you work less than 80 hours in a work period, there are a few ways you can account for this:

1. If you were sick, indicate that in the summary. As long as you haven't been sick more than 20 hours this summer, you do not need to make up the time.

- a. If you've already been sick 20 hours this summer, coordinate with your mentor to determine when you will make up the missed time. Share your plan briefly in the summary.
2. If you had fewer hours for personal reasons, coordinate with your mentor to determine when you will make up the time missed. Share your plan briefly in your summary.

Note that you should avoid spending more than 80 hours on your project in a training period for your own well-being. If your project is in a high-volume work period, be sure to coordinate with your mentor so that you are getting enough time to rest on other days. For example, if you work 11 hours one day, you could work 5 the next day (instead of 8.) Your stipend is a set amount and will not increase if you have more than 80 hours in a training period.

I didn't validate before the end of the training period, and now I can't enter information. What should I do?

Email your training record to StudentScholarshipPrograms@noaa.gov with your mentor CC'd. They will verify your training record via email. Keep in mind that there are [consequences](#) for missing the verification deadline.

What happens if I start in the middle of a training period?

If you start in the middle of a training period, enter zeroes for the dates before you started. You can also make a note in the training record portion to indicate your start date.

Consequences for not submitting on time

View [the consequences](#) that can impact your stipend for not submitting on time. These are in place because failing to submit on time creates extra work for the scholarship team and can impact the timing of stipend payments for others.

The first time you fail to meet the deadline:

- We will notify you and your biweekly stipend will be withheld.
- If you submit a report within a week of the initial deadline, you will receive the withheld stipend in the next biweekly stipend payment.
- If you do not submit a report within the week-long grace period, your biweekly stipend for that period will be forfeited.

If you fail to meet the deadline a second time:

- We will notify you and your biweekly stipend will be withheld.
- If you submit a report within a week of the initial deadline, you will receive a portion of the withheld stipend in the next biweekly payment. The withheld stipend will be reduced by \$70 each day you fail to submit.
 - For example: If you fail to submit your time record by the Thursday deadline, we will notify you. If you submit your time record on the Tuesday after it was due (two working days after it was due), you will forfeit \$140 of your stipend.

- If you do not submit a report within the week-long grace period, your biweekly stipend for that period will be forfeit.

If you fail to meet the deadline three or more times:

- You will forfeit your biweekly stipend for the unreported time period.

Student Scholarship Training Record (SSTR) instructions for mentors

Mentor's responsibility regarding SSTR

Once the scholar has recorded and submitted their time, the mentor's role is to approve or disapprove of the entry. SSTR entries must be approved by the Wednesday before the end of the training period. This means you will have to preapprove anticipated time for Thursday and Friday — that's okay. If anything changes after submission, just let us know at StudentScholarshipPrograms@noaa.gov.

We ask that the mentor:

- Approves training records by the Wednesday deadlines ([see timeline](#) below).
- Identifies a colleague with a noaa.gov email address to approve time during mentor absences and provides the scholar with that person's name and email.
- Communicates their expectation for the training record thoroughness with the scholar.

What to expect

Once the scholar submits their time:

- The mentor will receive a system-generated email from StudentScholarshipPrograms@noaa.gov with a link (NO LOGIN REQUIRED) to the online Mentor Verification Form.
- Click the link to review the training record.
- Approve or disapprove the scholar's tasks/activities and hours associated with their internship project during the two week period indicated.
 - If you disapprove, please communicate with your scholar about why you disapprove and what they need to change. If you have concerns, don't hesitate to reach out to StudentScholarshipPrograms@noaa.gov.
- Once you approve or disapprove, you will see a confirmation message that you submitted.
- The scholar will receive an email to notify them that you reviewed and approved/disapproved.
- You can click the link from the initial email at any time to review the status of a training record.

Training record timeline and approval dates

Scholars will begin submitting training records during the training period they start within. If the scholar starts partway through a training period, they will enter zeroes for the dates leading up to the start date.

Note that the submission deadlines are on the Wednesday of the week they are due. The scholar should enter the hours they expect to work for Thursday and Friday that week.

Let us know if something changes significantly after you submit (e.g., they were out sick for a day).

Summer Internship Stipend Payment Period	SSTR Submission Deadline (Submitted by scholar AND approved by mentor)
May 24 - June 6, 2026	June 3, 2026. <i>Enter 8 hours for Memorial Day (May 25).</i>
June 7 - June 20, 2026	June 16, 2026. <i>Enter 8 hours for Juneteenth (May 19).</i>
June 21 - July 4, 2026	July 1, 2026. <i>Enter 8 hours for the Fourth of July.</i>
July 5 - July 18, 2026	July 15, 2026
July 19 - August 1, 2026	July 24, 2026. Enter time worked the week of July 19. Enter 8 hours each day for the week of Symposium.
August 2 - August 15	August 12
August 16 - August 29	August 26

Frequently asked questions

What if I am out unexpectedly and can't approve by the deadline?

Identify the person with a noaa.gov email address who will be your backup for absences (expected or otherwise) and tell your scholar.

If you are out unexpectedly:

- If your scholar already knows who to go to as your backup, we have provided instructions to them encouraging them to do so.
- Not preferred: If no one with a NOAA email address can verify for the scholar and their co-mentor has a non-NOAA email address, they may email a training record to StudentScholarshipPrograms@noaa.gov with the co-mentor CC'd. They can reply to approve.
- If there is no one to verify, we will still disburse the scholar's stipend and ask you to approve upon your return.
 - If you don't approve the training record due to inaccuracy and there is no way for the scholar to make up the incorrectly recorded time, we will deduct the scholar's next stipend appropriately.

What if I want a co-mentor without a NOAA email address to review the training record before approving?

You may encourage the scholar to send a copy of their training record to the co-mentor before approving. Then the co-mentor can authorize you to approve. We have provided a potential template below.

WEEK OF [DATE]

Tag mentors here when ready for review: [tag mentor] [tag mentor]

[Mentor 1] approval: Not started ▾

[Mentor 2] approval: Not started ▾

[date]	[date]	[date]	[date]	[date]
[hours]	[hours]	[hours]	[hours]	[hours]

Summary of internship work completed this week:

How do scholars record holidays?

They should record 8 hours for each federal holiday. They are not required to report to the internship as federal offices are closed. If your office is given early release the day before a federal holiday, advise the scholar on whether they should leave early or not.

What if the scholar works more or less than 80 hours in a training period?

The stipend is a set amount, so it will not increase or decrease with the hours the scholar spends on their project. Instead, they should be sure to account for any day-to-day fluctuations.

If they work less than 80 hours in a work period, there are a few ways they can account for this:

1. If they were sick, they'll indicate that in the summary. As long as they haven't been sick more than 20 hours this summer, the Hollings Program will not be concerned.
 - a. If they've already been sick 20 hours this summer, they should coordinate with you to determine how they will make up the missed time and share that in the summary.
2. If they had fewer hours for personal reasons, they should coordinate with you to determine how they will make up the missed time and share that in the summary.

We ask that you avoid allowing the scholar to work more than 80 hours on their project in a training period. If their project is in a high-volume work period, they should coordinate with you to ensure they are getting enough time to rest on other days. Their stipend is a set amount and will not increase if they work more than 80 hours in a training period.

The scholar didn't validate before the end of the training period and now they can't enter it. What happens next?

They will email their training record to StudentScholarshipPrograms@noaa.gov with you CC'd. You will verify your training record via email.