

## GRADUATE SCHOOL FELLOWSHIP AWARDS PROGRAM GUIDELINES

The Graduate School Fellowship (GSF) Awards program is the most prestigious graduate student award provided by the Graduate School. This award is provided to PhD and MFA programs to recruit the most desired students to pursue graduate-level study and research at the University of Florida. These awards support new students in programs awarding PhD or MFA degrees.

The GSF Awards program provides the following options for support:

- Four or an optional five full years of support via stipend, tuition waiver and health insurance will be provided by the college for qualifying students in PhD programs.
- Three full years of support via stipend tuition waiver and health insurance will be provided by the college for qualified students in MFA programs.
- Top-up support to supplement an existing appointment for entering students.

Students receiving full GSF funding can have a number of appointments during the award period. Students may be employed as graduate, research, or teaching assistants, or appointed as fellows where no work is required.

### Criteria on How Awards Are Calculated\*\*

The basic format for GSF allocations to colleges is based on the average number of annual PhD graduates over the most recent five-year period. The number of GSF awards from this allocation will range from 1 to 8. More specifically the awards are based on the average number of PhD graduates produced by individual PhD programs in a college. For example, if an academic unit graduated an average of 9 PhD recipients over the five-year period, that program will have generated 2 GSFs for its respective college. Academic units must have an enrollment of at least 30 PhD students to receive GSFs. The table below provides an illustration of the allocation system for both the four-year and five-year award period.

Designated 2016-2017 GSF Allocations for PhD							
Computations Based on 2010-2015 Graduation Rates							
SCALE – Total Award \$100K -- Based on \$25/K for 4 years or \$20K/year for 5 years							
Category	5-Year Average Graduation Rate	Number of Full \$25K Awards (4 year option)	Number of \$6.25K Top-ups (4 year option)	Number of \$5K Top-ups (4 year option)	Number of Full \$20K Awards (5 year option)	Number of \$5K Top-ups (5 year option)	Number of \$4K Top-ups (5 year option)
1	4 to 5	1	4	5	1	4	5
2	6 to 10	2	8	10	2	8	10
3	11 to 15	3	12	15	3	12	15
4	16 to 20	4	16	20	4	16	20
5	21 to 25	5	20	25	5	20	25
6	26 to 30	6	24	30	6	24	30
7	31 to 40	7	28	35	7	28	35
8	>40	8	32	40	8	32	40

### Funding Plans

It is expected that a full GSF award will be for \$25,000 for four years or \$20,000 for five years. Colleges or academic units wishing to offer enhanced stipends to new students with appointments or have other funding sources but seek to offer more competitive stipends, have the option of dividing full \$25,000 awards into five or four portions of \$5,000 or \$6,250, respectively, for such purposes.

Any deviations from the above plan need to be approved by the Graduate School Dean prior to implementation.

Academic programs should have an average graduation rate of at least four students over five years to gain one award.

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Unless other arrangements\* have been approved by the Graduate School Dean, awards should be distributed based on the following:

\$25K for four years or with the following options:

- Four stipend top-ups a \$6.25K for four years
- Five stipend \$5K top-ups for five years

\$20K for five years or with the following options:

- Four stipend \$5K top-ups for five years
- Five stipend \$4K top-ups for five years

\$18K for three years for MFA students

### **Garnering Additional GSFs**

Additional GSFs can be generated based upon two primary measures from an academic unit:

- 1) a graduation rate of 70% or more and/or
- 2) Overall graduation rate of 65% with the percentage of underrepresented minority students enrolled based on the scale stated below for each eligible academic discipline.
  - Math and Physical Science: At least 8%
  - Life Sciences and Engineering: At least 11%
  - Social Sciences and Humanities: At least 17%
  - Masters of Fine Arts: At least 23%

An academic unit must meet the initial Graduate School criteria\*\* and the above two criteria to generate the following additional GSF allocations based on the following enrollment scale:

- Enrollment between 30 and 99 = 1
- Enrollment between 100 and 199 = 2
- Enrollment of 200 or greater = 3

For example, a unit with an enrollment of 120, and high graduation rates, and high minority enrollment in selected disciplines can generate four additional GSFs. Two GSFs for a graduate rate of 70% or more, and two GSFs for significant underrepresented minority enrollment for a total of 6 GSF – a 200% increase.

### **College Allocation**

Distribution of the GSF awards to departments or programs is at the discretion of the dean of the college.

### **Graduate School Tracking Program (GSTP)**

The list of new GSF awardees must be entered into the Graduate School Tracking Program **no later than the first day of class**. Once classes have begun, students cannot be added to the list of GSF recipients. Budgets will be distributed based upon the amount of annual used stipend for each cohort. Funds not used due to withdrawal, absence or graduation will be returned to the Graduate School Fellowship Program account.

### **Eligibility**

GSF funds can only be offered to new, incoming PhD and MFA students. Colleges are expected to provide tuition waivers and Gator Grad Care or United Health Care for student receiving GSFs. Colleges can provide GSF awards to students who have graduated with a master's degree from one of their departments and newly admitted to the PhD program. Notably, those students must officially apply and be admitted to the PhD program as opposed to merely transitioning from master's degree program to a PhD program.

### **Requirements**

- Current fellows are encouraged to apply for outside funding, such as Fulbright, Ford, Woodrow Wilson, National Science Foundation Graduate Research Fellowship Program, National Defense Science and Engineering Graduate, or other fellowships. If awarded additional funding a deferment will need to be requested.
  - Students receiving four-year awards can receive up to five years of guaranteed total combined support.
  - For students receiving five-year awards, the number of years for total combined support is six.

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- Academic units may request up to a \$5K annual top-up while student are on external awards. This top-up must be requested from the Graduate School via a memo emailed to [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu) signed by the department chair and dean.
- If a college has received the Graduate School Dean approval to divide their full GSF awards into halves and/or thirds, with the college providing a match in funding to bring the stipend amount to no less than the normal fully funded GSF stipends the following would apply:
  - When any of their students earn a major external fellowship, any accompanying top-up from the Graduate School will be in proportion to the divided GSF funding. Consequently, the college will be responsible for providing matching funds so that the student receives the total external award plus the full top-up.
- A fully funded GSF student can accept an additional partial scholarship or award provided the total stipend support does not exceed \$39,000.
- A fully funded GSF student can hold an appointment as a Graduate Assistant at 0.5 FTE or less.
- Colleges or departments have the prerogative of adding additional funding, up to \$14,000 to full GSF stipends. For amounts greater than \$14,000, special requests will have to be made and approved by the Graduate School Dean.
- A fully funded GSF recipient may not receive a Grinter Award.

## Deferments

Deferments may be granted for internships, other awards or medical withdrawals. The GSF will be extended by one term for each term deferred; in the case of external awards, the combination of the external award and the GSF cannot exceed 5 years for students with 4-year awards and 6 years for students with five-year awards. Summer is considered one term.

Students admitted as GSF fellows may defer their enrollment for the academic year and receive the full allocation provided they remain in compliance with the rules and policies of the Graduate School.

Please submit a memo in writing to the Graduate School at [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu) requesting a deferment signed by the department chair and dean and input the request in the GSTP system.

- Fully funded GSF students who receive full scholarships, fellowships, or other major awards from other sources that are greater than their GSF appointment have two options of funding as determined by their college and academic program.
  - Option 1: They may defer their GSF funding until the other award is completed or
  - Option 2: They may defer the award(s) and still receive their full GSF allocation (four or five consecutive years)
- External award recipients whose award is less than their GSF, may defer their GSF and receive a top-up in the amount of the difference between the original GSF and external award. For students with a four-year GSF, this will likely result in five years of funding at no less than the full GSF level.
- GSF fellows who receive funding from McKnight fellowships may concurrently hold a partial GSF award. The amount of the GSF is calculated as the difference between the McKnight fellowship and the GSF award plus \$3,000 external top-up funds on the McKnight. The students' department will receive 3 additional 4-year \$5,000 top-ups that can be distributed to other new PhD students.
- Engineering GSF fellows who receive funding from the McKnight Doctoral Fellowship Program fellows will receive \$12,000 from the McKnight fellowship plus \$1,340 from the Graduate School, and \$12,500 from the College of Engineering.
- GSF fellows who receive a professor acquired award, such as T32's may defer their GSF award and receive top-up in the amount of the difference between the original GSF and the new award. Those students will be guaranteed five years of full support at the GSF level.

## Letter of Offer of Admission to Academic Program

Letter of Offer of Admission to the Academic program must follow the template located at the following website: <http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel/graduate-assistants/> Letters should include the name of the award (Graduate School Fellowship Award), the amount of the annual stipend, the duration of the award, the specific assignment sequence (which years will be

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teaching and/or research) if any, and other pertinent information regarding the degree program. For students receiving GSF top-ups to initial stipends, those awards should also be specified in the offer letters.

## **Appointing GSFs in the Payroll System**

Students receiving GSFs can be appointed as fellows or as graduate, research, or teaching assistants. Appointments must be made in one of three ways.

Full GSF Awards as a GA, RA, or TA

### **Letter of Appointments**

For GSF's appointed as a graduate assistant (GA) research assistant (RA) or teaching assistants (TA) you must follow the template located at the following website: [http://hr.ufl.edu/wp-content/uploads/forms/academic/gaappointment\\_GS\\_3\\_14\\_2016\\_Revised.doc](http://hr.ufl.edu/wp-content/uploads/forms/academic/gaappointment_GS_3_14_2016_Revised.doc)

**Please be clear** in your letters of appointment to specify the nature of any required research or teaching assignments, as well as any fees the students are expected to pay. GSF appointed as a GA/RA/TA should be paid on a biweekly cycle. Those on a full GSF should be appointed at a maximum 0.5 FTE.

Full GSF Awarded as a Fellow

### **Memorandum of Understanding (MOU)**

For GSF's appointed as a fellow the appointment should be made using the MOU form. No work is required for GSF's appointed as fellows. The MOU form can be found at the following website: <http://hr.ufl.edu/wp-content/uploads/forms/academic/fellowshipmemo.pdf>

Top-Up GSF Awards

The student must have two appointments. For GSFs with a top-up award the appointment for the top-up should be made with a salary admin plan of "fellowship" using the MOU form with a reason code of "Graduate School Fellowship". The student must also be employed on a separate appointment as a research, graduate, or teaching assistant and paid on a biweekly cycle.

## **Enrollment Regulations**

Off book (self-funded) courses are not eligible for tuition waivers and must be paid by the student or department. GSF fellows must maintain full-time registration as required by the GSF appointment. Please see details on the Academic and Student Personnel website: <http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel/pre-and-postdoctoral-fellows/graduate-assistants-and-fellows-hiring-process/registration-requirements-for-graduate-assistants-and-fellows/>

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