

Graduate School Fellowship Awards Allocations & Top-Off Funding Pertaining to the College of Engineering

- Stephanie Nielsen, Graduate School, Associate Director, Accounting
160 Grinter Hall
PO Box 115500
273-0595
snielsen@ufl.edu

GSFA Allocations & Top-Off Funding

- Basic Requirements:
 - The Graduate School Fellowship (GSF) Program represents the most prestigious graduate student award provided by the Graduate School to colleges to help recruit outstanding students pursuing PhD or MFA degrees.
 - Students receiving GSF awards must be newly enrolled PhD or MFA students.
 - GSF funds are allocated to the college who then has the discretion to distribute the funds to the academic units.

GSFA Allocations & Top-Off Funding

- Basic Requirements Continued:
 - **Graduate School Tracking Program (GSTP)**
 - The list of new GSF awardees must be entered into the GSTP system 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 on 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 to be used for other graduate student funding support purposes.

GSFA Allocations & Top-Off Funding

- Basic Requirements Continued:
 - PhD students can receive GSF stipend support for four years of funding at \$25,000 per year or \$20,000 per year for five years. Tuition waiver and health insurance are provided by the colleges.
 - MFA students can receive full stipend support of \$18,000 for three years of funding. Tuition waiver and health insurance are provided by the colleges.
 - Students may be appointed as graduate, research, or teaching assistants, or as fellows where no work is required.

GSFA Allocations & Top-Off Funding

- Allocation Process
 - The basic format for GSF allocations is based on the average number of annual PhD (or MFA) graduates over the most recent five-year period.
 - The number of allocated GSF awards 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 past five-year period, that program will have generated 2 GSFs for its respective college.
 - Importantly, academic units must have a registered enrollment of at least 30 PhD students to receive GSFs.

GSFA Allocations & Top-Off Funding Allocation Structure

Designated 2016-2017 GSF Allocations for PhD and MFA Students

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	Number of \$6.25K Top-ups	Number of \$5K Top-ups	Number of Full \$20K Awards	Number of \$5K Top-ups	Number of \$4K Top-ups
		(4 year option)	(4 year option)	(4 year option)	(5 year option)	(5 year option)	(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

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- Garnering Additional Awards
 - 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 in the scale below based on academic discipline.
 - Engineering: At least 11%

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- **Garnering Additional Awards Continued**
 - 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 per each criterion
 - Enrollment between 100 and 199 =2 per each criterion
 - Enrollment of 200 or greater = 3 per each criterion
 - 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 for a graduate rate of 70% or more, and two for significant underrepresented minority enrollment for a total of 6 GFS—a 200% increase.

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- If an major external fellowship is awarded, a deferment request will be needed to delay the GSF funding.
 - Students receiving four-year GSF awards can receive up to five years of guaranteed total combined support including the external fellowship funding.
 - Engineering may request a \$2,500 annual top-up while students are on external awards.
 - A memo should be submitted to the Graduate School requesting top-up funds. GraduateSchoolPetitions@aa.ufl.edu.
 - Colleges or departments have the prerogative of adding additional funding, up to \$14,000 to GSF stipends.
 - For amounts greater than \$14,000, special requests will have to be made and approved by the Graduate School.
 - For GRFP – NSF awardees supplemental funds we have confirmed with our representative from NSF that the supplemental top-ups for GRFP-NSF fellows may be paid from federal grants, but not from federal fellowship programs. Payments from federal grants must comply with the grant rules and UF's employment rules.
 - A GSF recipient may not receive a Grinter Award.

GSFA Allocations & Top-Off Funding

- Deferments
 - Deferments may be granted for internships, other awards, or medical withdrawals.
 - Please submit a memo in writing to the Graduate School requesting a deferment and input the request in the GSTP system.
GraduateSchoolPetitions@aa.ufl.edu
 - 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.
 - Summer, either A, B, C, or A and B 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.

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- Deferrals Continued
 - GSF students who receive full external scholarships, fellowships, or other major awards that are equal or greater than their GSF stipends have two funding options as determined by their college and academic program.
 - Option 1: GSF funding may be deferred until the other award is completed or;
 - Option 2: The other award(s) may be deferred and the student will receive the GSF allocation for four or five consecutive years.
 - External award recipients with awards less than their GSF, may defer the GSF and receive a top-up to cover the difference between the GSF and external award stipends.
 - For students with a four-year GSF, this will likely result in five years of funding equivalent to full GSF stipend amounts.
 - 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.

GSFA Allocations & Top-Off Funding

- 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 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 and the amounts should also be specified in the offer letters.

GSFA Allocations & Top-Off Funding

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 Award 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
 - 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.

GSFA Allocations & Top-Off Funding

Appointing GSFs in the Payroll System Continued

- 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>

GSFA Allocations & Top-Off Funding

Appointing GSFs in the Payroll System Continued

- **Top-Up GSF Awards**

- For GSFs with a top-up award the appointment for the top-up should be made using the MOU form. Please use salary admin plan of Fellowship with reason code Graduate School Fellowship.
- The student must also have another appointment as a RA, GA, or TA and paid on a biweekly cycle.

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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 for exact requirements:

<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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Questions

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Thank you!