

Graduate Fellowships Process 2021-2022

Overview

Graduate School fellowships includes a \$20,000 stipend (unless otherwise noted), a fulltime tuition scholarship, and annual health insurance. Round one is for current UA graduate students. Nominees must be currently enrolled degree-seeking graduate students who are in good academic standing and are continuing in the same degree program in the upcoming fall semester. Rounds 2-4 are aimed at new graduate students who show excellence in their field and who might not commit to UA without this award.

Students selected for a fellowship will be expected to register as full-time students with 9 or more credit hours each semester of the fellowship. Please note that, unlike an assistantship, a fellowship may reduce the base level of total allowable federal financial aid. If your nominee is selected for a fellowship and plans to receive federal loans or aid, he or she should contact the UA Student Financial Aid Office before accepting the fellowship. It is also advised that the fellowship recipient consult with a tax professional to determine the tax implications of the fellowship.

Note that in some cases a student might be selected for more than one Graduate School fellowship. In this situation, in consultation with the student and department, only the fellowship that is financially most advantageous to the student will be awarded. Other Graduate School fellowship offers will be rescinded.

Students who receive a Graduate School fellowship may also receive up to \$10,000 in additional funds (internal or external) before a reduction in the annual stipend is applied to maintain a \$30,000 (academic year) earning cap. Additional support may be in the form of assistantships, fellowships, or other funds.

Fellowship Enhancement Partnership (FEP)

Departments can choose to take part in the Fellowship Enhancement Partnership (FEP) program. For a maximum of five students (total for fellowship rounds 2, 3, and 4), departments can commit up to \$2000/student each year. This will be matched by the Graduate School for a maximum total stipend of \$24,000.

Doctoral students will receive the additional departmental contribution and Graduate School match for a total of six years. Master's students will receive the additional departmental contribution and Graduate School match for a total of two years.

Limits on the number of students who can be nominated in each round

1) *GCF*: Two students or 5% of the department/program fall 2020 graduate enrollment, whichever is greater. If the department offers both a master's and a doctoral degree, three students may be nominated

2) *NAA*: Two students or 5% of the department/program fall 2020 graduate enrollment, whichever is greater. If the department offers both a master's and a doctoral degree, three students may be nominated

3) *MGF*: No limits

Nomination Procedures

Submit your nominations electronically at <https://slate.ua.edu/register/fellowship-nomination>. The nomination package must include:

- At least one letter of nomination. See included guidelines on writing nomination letters. If 0.5 FTE assistantship matching is required there must be a letter from the chair stating that the department is willing to make this commitment.
- Letters of recommendation and a CV/résumé are required for fellowship nominations. If your nominee did not digitally submit these as part of their UA Graduate School application package, these documents must either be added to their application package or uploaded as part of the nomination package (please upload in the "Additional Supporting Letter" box). NOTE: Please do not submit documents as part of the nomination package that are already part of the applicant's Graduate School application package.

Nomination Letter Guidelines

The nomination letters are the most important part of a nomination package. The following suggestions were developed by the Graduate Council Fellowship & Scholarship Committee to assist you in writing your nomination letter:

- If the student has published, presented, or received awards, emphasize these accomplishments. If a student has published an article in a journal, additional information such as acceptance rate is useful.
- Clearly explain how the nominee's credentials are superior in their particular field using language and terminology that can be easily understood.
- Give comparative information that helps committee members assess the nominee's status and performance relative to other nominees. For example, if the nominee has presented a paper as an undergraduate student, explain if this is typical or not for your field.
- Personalize the letter and highlight the specific strengths of the student and how each of these strengths will contribute to the department.

- If the student has been accepted by other institutions, include information about these institutions.
- Explain weaknesses that are readily apparent in the applicant's materials. If a student has a low admission test score, offer some insight.
- Be concise and well organized. It is OK to use bullets and bold print to emphasize the main points that you want the committee member to remember about your nominee.

Graduate Council Fellowship (GCF)

I.

Rounds 2-4 are aimed at new graduate students who show excellence in their field and who might not commit to UA without this award. The second round nominees are eligible for one of three categories, whereas nominees in rounds 2-4 are eligible for the first two only:

1) **Regular GCF:** Fellowship support for 1 academic year. A commitment to a 0.5 FTE departmental assistantship is required in year 2 if an FEP is requested.

2) **Capstone GCF:** Up to 3 years of fellowship support (2 years for master's students). For doctoral students the nominee's department must commit to an additional 2 years of 0.5 FTE assistantship funding (the student will be supported by the fellowship in years 1, 3, and 5 and the assistantship in years 2 and 4). The Graduate Council Committee on Fellowships and Scholarships will select Capstone GCF recipients from the pool of nominees. Departments can indicate in the nomination materials that they would like their nominee to be considered for this fellowship.

3) **Franko GCF:** Up to five years of full fellowship support in the amount of \$25,000 per year. Does not require departmental FEP match or assistantship offer. Students cannot be specifically nominated for the Franko GCF, the Graduate Council will determine which students will receive this fellowship out of all GCF applicant's university wide. This fellowship is only awarded from the pool of nominees submitted during round 2.

II.

Round 1 is aimed at currently enrolled students who are in good academic standing and are continuing in the same degree program in the upcoming fall semester. There are three categories in which you can nominate students. Departments must commit to an additional year of a 0.50 FTE assistantship for students awarded fellowships in categories 1 and 2. The 0.5 FTE assistantship will be awarded in year 2. This commitment can come from internal or external funds. The three categories are:

1) **Proposal preparation:** Faculty who are working on a research project that will mature into a proposal submitted for external funding (prior to May 15, 2022) may nominate a student to assist with research related to proposal preparation. The planned proposal will have funds budgeted for graduate student support (stipend, in-state tuition, and fringe).

2) **Research and Creative Activity:** Awarded to students who are working under the supervision of a faculty member on a research project or creative activity for which any amount of external funding was received (student eligibility will not be affected by the amount of external funding supporting the project). The grant must be active during the upcoming academic year. The student may be working on their own individual project or a faculty driven project. For faculty driven projects, we anticipate that this award will provide resources to include a student in a project where student funding was not available, add an additional year of student support, or provide funding to an additional student who will further the goals of the funded project.

3) **Degree Completion:** Awarded to students in the FINAL year of their thesis, dissertation, or culminating experience (i.e. performance or final portfolio preparation). If applicable, students in this category must be admitted to candidacy. This award is not available to students whose degree will be earned based on coursework or exams alone, or some combination of coursework and exams alone.

III.

Departments can choose to take part in the Fellowship Enhancement Partnership (FEP) program. For a maximum of five students (total for fellowship rounds 2, 3, and 4), departments can commit up to \$2000/student each year. This will be matched by the Graduate School for a maximum total stipend of \$24,000.

IV.

Regular Graduate Council Fellowship support is for 1 year. The nominee's department must commit to a 0.5 FTE assistantship in year 2. Capstone Graduate Council Fellowships award up to 3 years of fellowship support. For doctoral students the nominee's department must commit to an additional 2 years of 0.5 FTE assistantship funding (the student will be supported by the fellowship in years 1, 3, and 5 and the assistantship in years 2 and 4).

Awardees who do not receive the FEP match are eligible to receive full-time summer assistantships. However, some students may elect to forgo this assistantship in order to devote their efforts to research, and their annual stipends will total \$20,000. Summer Graduate Teaching Assistantships (GRAs) will be offered in the amount of \$6,072. The student's advisor may instead offer the student a summer Graduate Research Assistantship (GRA). The amount of GRA will depend on the advisor's level of funding, but the minimum stipend for a fellowship recipient is \$4,000 for the summer term.

V.

The nomination package must include at least one letter of nomination. If 0.5 FTE assistantship matching is required there must be a letter from the chair stating that the department is willing to make this commitment. A CV/résumé is also required for fellowship nominations. If your nominee did not digitally submit these as part of their UA Graduate School application package, these documents must either be added to their application package or uploaded as part of the nomination package (please upload in the "Additional Supporting Letter" box).

VI.

After receiving a Graduate Council Fellowship, students will receive official notification from the Graduate School. The Graduate School facilitates all financial distributions, tuition waivers, and healthcare for fellowship recipients. Students will receive \$20,000 as a part of their fellowship divided evenly into 9 payments, deposited into the student's account the last business day of each month, August – April. Departmental FEP match, if applicable, will be paid during the summer months by the department.

The student I'm nominating is a new or current student:

I. **New students** are eligible in ROUND 2 for Regular, Capstone and Franko GCF. ROUNDS 2-4 for Regular or Capstone.

Will the student be funded through an FEP match or a GRA/GTA?

Note: Priority for FEP matches given to advisors without grant funding. Nominations for Capstone GCFs reserved for PhD students.

III. Student will be matched by an **FEP** totaling \$4,000. (\$2,000 from Graduate School and \$2,000 from department)

IV. Student will be matched by a **GTA** (\$6,072) or **GRA** (\$4,000 minimum). Note: Capstone GCFs require 2 years of funding commitment in years 2 and 4

III. Student will be matched by an **FEP** totaling \$4,000. (\$2,000 from Graduate School and \$2,000 from department)

IV. Student will be matched by a **GTA** (\$6,072) or **GRA** (\$4,000 minimum)

V. Materials needed:

- CV
 - Advisor Letter
 - Department Head Letter
- Materials due 1 week prior to submission.

VI.
Franko **Awarded**: No actions necessary

Regular or Capstone **Awarded**:

- Letter from Graduate School
- Letter from Department
- Summer Memorandum of Appointment (if GRA/GTA)

Not Awarded:

- Original GRA/GTA Memorandum of Appointment
- Re-nominate for future rounds as needed, if eligible

McNair Graduate Fellowship (MGF)

I.

To be eligible for an MGF, students must satisfy at least 1 of the following criteria:

- Completion of a McNair Scholars program as an undergraduate prior to the start of the upcoming fall semester.
- Low income AND a first-generation college student. For students nominated in this category Graduate School will contact the nominee to obtain a copy of the most recent tax return to verify eligibility. Please see <https://www2.ed.gov/about/offices/list/ope/trio/incomelevels.html> for the definition of low income used for this purpose.
- A member of a group traditionally underrepresented in graduate education (Hispanic, African American, Native American, Native Hawaiian, Pacific Islander).

Preference is given to students who have completed an undergraduate McNair Scholars program. International students are not eligible.

II.

Departments can choose to take part in the Fellowship Enhancement Partnership (FEP) program. For a maximum of five students (total for fellowship rounds 2, 3, and 4), departments can commit up to \$2000/student each year. This will be matched by the Graduate School for a maximum total stipend of \$24,000. Dean's Enhancement Awards may also act as funding match, if awarded.

III.

Regular McNair Fellowship support is for up to 2 years (1 year for master's students). For doctoral students the nominee's department must commit to a 0.5 FTE assistantship in years 3 and 4. For master's students the nominee's department must commit to a 0.5 FTE assistantship in year 2.

Capstone McNair Fellowships award up to 3 years of fellowship support (two years for master's students). The nominee's department must commit to an additional 2 years of 0.5 FTE assistantship funding (the student will be supported by the fellowship in years 1, 3, and 5 and the assistantship in years 2 and 4). The Graduate Council Committee on Fellowships and Scholarships will select Capstone MGF recipients from the pool of nominees. Departments can indicate in the nomination materials that they would like their nominee to be considered for this fellowship.

Awardees who do not receive the FEP match are eligible to receive full-time summer assistantships. However, some students may elect to forgo this assistantship in order to devote their efforts to research, and their annual stipends will total \$20,000. Summer Graduate Teaching Assistantships (GRAs) will be offered in the amount of \$6,072. The student's advisor may instead offer the student a summer Graduate Research Assistantship (GRA). The amount of GRA

will depend on the advisor's level of funding, but the minimum stipend for a fellowship recipient is \$4,000 for the summer term.

IV.

The nomination package must include at least one letter of nomination. If 0.5 FTE assistantship matching is required there must be a letter from the chair stating that the department is willing to make this commitment. A CV/résumé is also required for fellowship nominations. If your nominee did not digitally submit these as part of their UA Graduate School application package, these documents must either be added to their application package or uploaded as part of the nomination package (please upload in the "Additional Supporting Letter" box).

V.

After receiving a McNair fellowship, students will receive official notification from the Graduate School. The Graduate School facilitates all financial distributions, tuition waivers, and healthcare for fellowship recipients. Students will receive \$20,000 as a part of their McNair fellowship divided evenly into 9 payments, deposited into the student's account the last business day of each month, August – April. Departmental FEP matches will be paid during the summer months.

I. The student I'm nominating meets one of the following qualifications:

- 1) Completion of a McNair Scholars program as an undergraduate
- 2) Low Income AND a first-generation college student
- 3) A member of a group traditionally underrepresented in graduate education

Will student have funding matched by an FEP or GRA/GTA?

Notes: International students are not eligible for MGF nominations. Capstone MGFs require two years of FEP support. Dean's Enhancement may act as funding match, if awarded.

II. Student will be matched by an **FEP** in the amount of \$4,000 (\$2,000 from Graduate School and \$2,000 from department), or by a Dean's Enhancement Award.

III. Student will be awarded a full-time summer **GTA** (\$6,072) or **GRA** (\$4,000 minimum).

IV. Materials needed:

- CV
 - Advisor Letter
 - Department Head Letter
- Materials due 1 week prior to submission.

V. Regular or Capstone
Awarded:

- Letter from Graduate School
- Letter from Department
- Summer Memorandum of Appointment (if GRA/GTA)

Not Awarded:

- Original GRA/GTA Memorandum of Appointment
- Re-nominate for future rounds as needed

National Alumni Association Fellowship (NAA)

I.

To be eligible for a NAA, the nominee must be an Alabama resident for tuition purposes. There are no exceptions to this rule. NAA is a one-year, non-renewable fellowship in the amount of \$20,000.

Round 1 is aimed at currently enrolled students in good academic standing who will be continuing in the same degree program. Rounds 2-4 are aimed at new graduate students.

II.

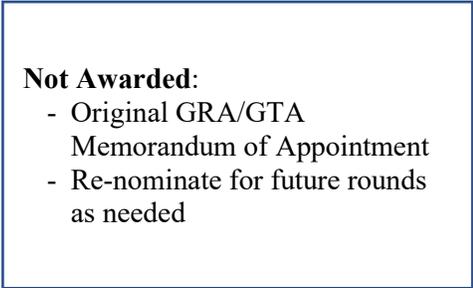
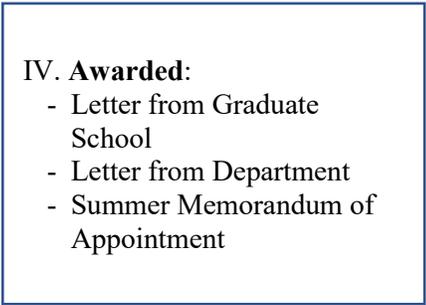
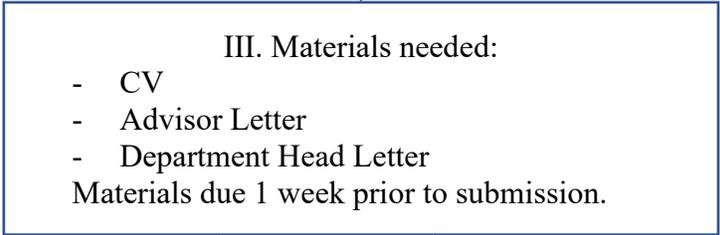
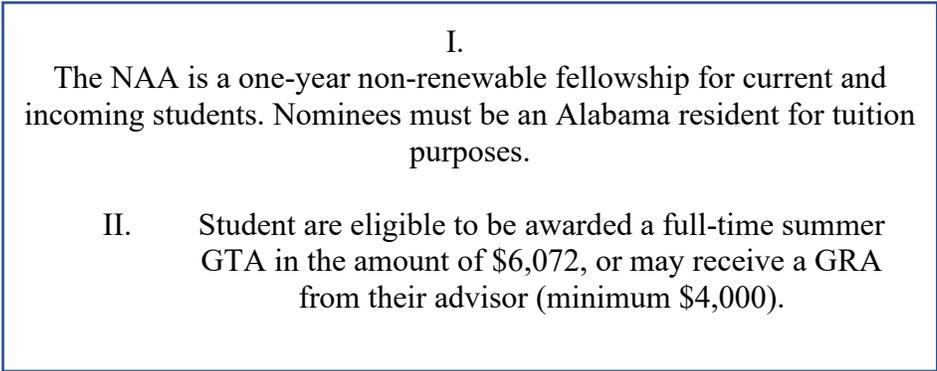
NAA awardees are not eligible for FEP match. Awardees are eligible to receive full-time summer assistantships. However, some students may elect to forgo this assistantship in order to devote their efforts to research, and their annual stipends will total \$20,000. Summer Graduate Teaching Assistantships (GRAs) will be in the amount of \$6,072. The student's advisor may instead offer the student a summer Graduate Research Assistantship (GRA). The amount of GRA will depend on the advisor's level of funding, but the minimum stipend for a fellowship recipient is \$4,000 for the summer term.

III.

The nomination package must include at least one letter of nomination. A CV/résumé is also required for fellowship nominations. If your nominee did not digitally submit these as part of their UA Graduate School application package, these documents must either be added to their application package or uploaded as part of the nomination package (please upload in the "Additional Supporting Letter" box).

IV.

After receiving a NAA fellowship, students will receive official notification from the Graduate School. The Graduate School facilitates all financial distributions, tuition waivers, and healthcare for fellowship recipients. Students will receive \$20,000 as a part of their fellowship divided evenly into 9 payments, deposited into the student's account the last business day of each month, August – April.



Sample Payout Schedule (*Individual amounts may vary*):

Month	If summer GTA declined	If summer GTA awarded
August	\$2,222	\$2,222
September	\$2,222	\$2,222
October	\$2,222	\$2,222
November	\$2,222	\$2,222
December	\$2,222	\$2,222
January	\$2,222	\$2,222
February	\$2,222	\$2,222
March	\$2,222	\$2,222
April	\$2,222	\$2,222
May		\$2,024
June		\$2,024
July		\$2,024

Departmental letter explains financial breakdown and GTA/GRA responsibilities to student to alleviate confusion and set expectations.

Note: International students have taxes taken out of paycheck prior to distribution and may see different amounts than their domestic peers.