

UNIVERSITY FELLOWSHIP PROGRAMS

Nominations for the University Fellowship Programs (University Distinguished Fellowships and University Enrichment Fellowships) must be forwarded from the College to the Graduate School on or before **January 29, 2018**. The colleges will determine the deadline for their internal selection process.

The Graduate School will provide up to \$400 to help bring each awardee to campus for a recruiting visit. The individual preparing the travel reimbursement will need to contact **Logan O'Neil** (oneillog@grd.msu.edu) to obtain the Graduate School account information and further instructions for reimbursement. All travel reimbursements must be approved by The Graduate School on or before April 1, 2018 to allow ample time for processing budget related paperwork for the 2018-2019 fiscal year.

The current budget funds only 42 fellowships for the entire university. Therefore, do not submit anyone who is not an outstanding candidate and who does not fit some of the selection criteria. Each department/program should provide a rationale for recommending each nominee. Strong department letters make a significant difference during the fellowship selection process. Candidates should not be nominated for a particular fellowship (with the exception of the Rasmussen and the CUMREC); the advisory committee will be considering all students in one pool.

We will be flexible in considering late nominations of truly outstanding candidates. We expect to select the winners and notify the units before **March 1, 2018**. A limited number of exceptional candidates may be identified and notified earlier.

A few things to note in planning for financial support for students you nominate:

- The stipend for incoming students in 2018-2019 will be \$28,000 for 12 months or \$21,000 for nine months.
- Please remember **it is the responsibility of the department/school/college** for funding years two, three and four of the student's program at a level equivalent to their fellowship year. Students working as teaching assistants in years 2, 3 and 4 also should receive the stipulated TA percentage increase for their 3rd and 4th years. Students will receive a supplement from the Graduate School to help maintain the stipend levels. The amount for students in each college will be determined by Judith Stoddart (Associate Dean of the Graduate School.)
- The fellowships allow students to take up to 10 credits in fall and spring and 5 credits in the summer for the first year. You should plan to support students in their 2nd, 3rd and 4th years for 9 credits in the fall and spring and for 5 credits in the summer. If students need, for good programmatic reasons, to enroll in additional

credits for any of those three years, you should contact the Graduate School. Requests should come from the **department**, not the student, and they should be made before the start of the semester in which the student will be registering for the additional credits. If we approve the request, we will pay for the additional credits if we have additional funds in our budget.

- The final year of fellowship funding covers 1-3 tuition credits per semester (students who have passed their comprehensive exams need only enroll in 1 credit to maintain full-time status). Students will not receive their final (5th) year of funding unless they have passed their exams; their change of status must be indicated in their SIS record.
- Adjustments to the fellowship schedule for students who finish in less than five years or who receive other external fellowships should be discussed with the Graduate School at least one semester before the change in schedule. Requests should come from the **department and/or college**, not the student. We try to accommodate such requests when funding is available.

Questions should be directed to Judith Stoddart at stoddart@grd.msu.edu.

Updated August 2017