

Purdue University
The Graduate School

Fellowship Manual

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INTRODUCTION

The Graduate School Fellowship Office provides this manual to serve as a guide to those who are involved in the process of awarding fellowships to graduate students at Purdue University. We have done our utmost to include all materials that are relevant to the fellowship process.

The first section of this manual, *University Fellowship Policies*, provides a summary of the Executive Memoranda that pertain to the fellowship award funds. These Memoranda are the foundation of the Fellowship Office, and serve as the references used to govern all fellowship monies. *Graduate Tuition Scholarships* defines the use, eligibility and administration of a fellowship. The third section, *Graduate School Fellowships*, describes the guidelines and processes for administering Graduate School Fellowships, including what fellowships are offered, how the fellows are chosen, and outlines the responsibilities of the departments, programs, schools, colleges, and the Fellowship Office. The fourth and final section consists of the original University Memoranda, forms, and policies alluded to in section one.

The information provided in this publication is reviewed and revised on a regular basis, and is subject to change. We hope that these materials will provide students, staff, and administrators with the knowledge they need to successfully award, administer, and use fellowship funds in the coming academic year. Any questions about the content of this manual should be directed to the Fellowship Office for clarification.

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CHAPTER 1

University Fellowship Policies

Executive Memorandum A-199

Executive Memorandum A-199 (1961) is the University's policy document for fellowships. It establishes: (1) the definition of a fellowship; (2) conditions for acceptance of a fellowship; and (3) recommended financial provisions. Medical insurance recommendations were added in 1997.

The University defines a fellowship as a free grant given to the University for the support of a graduate student in his or her study and/or research. The primary purpose of such a grant is to further the education and training of the student recipient in his or her individual capacity. [Appendix A \(Executive Memorandum A-199\)](#)

Addendum to A-199

An addendum to Executive Memorandum A-199 was issued in November 1984, followed by implementation procedures in March 1985. These documents established the charging and costing guidelines for fee remits for dual-appointed students. Attachment 3 is a diagrammatic delineation of the decision rules established by Executive Memorandum A-199 and its addenda. Students who hold both a fellowship and an assistantship are entitled to the staff fee remission as a benefit of employment. This is an entitlement that may not be waived. Complete Registrar Form 23, items 9 and 9a, for dual appointments to ensure that the graduate staff fee remission is received. [Appendix B \(Addendum to Executive Memorandum A-199\)](#); [Appendix C \(Implementation of Addendum to Executive Memorandum A-199\)](#)

Executive Memorandum C-23

Executive memorandum C-23 establishes monthly stipend ranges for graduate staff appointments. The stipend amount is part of the salary policy approved by the Board of Trustees. Once approved, these levels are communicated to academic units by the Dean of the Graduate School.

[Appendix D \(Executive Memorandum C-23\)](#)

Medical Insurance

Purdue University requires all fellowship awards supporting graduate students to include a supplement for medical insurance. The minimum level of this supplement should equal the amount of funds provided to graduate student staff for medical insurance. [Appendix E \(Medical Insurance Supplement Policy\)](#)

Whenever possible, this supplement should be written into the contract or grant or be provided by the external sponsor. If this sponsorship of the medical insurance supplement is not forthcoming, provision of these funds is the responsibility of the department or school in which the fellowship recipient is enrolled.

Graduate Staff Employment vs. Fellowship Appointment

Purdue University must make a distinction between graduate fellows and graduate assistants for the purpose of reporting to the Internal Revenue Service (IRS). The University recognizes that there exist substantial similarities between the graduate programs of fellows and assistants, and wide diversity in relationships between mentors and graduate students regardless of the student's source of financial support. Because of these factors, it is important that the administering department and faculty mentor/supervisor make the decision as to the appropriateness of administering a specific award as a fellowship or assistantship. Clearly, all graduate students receive guidance and direction in the design and conduct of their thesis/dissertation research from their major professor, and faculty advisers approve all thesis/dissertation research projects. The similarities between programs notwithstanding, graduate fellows are not Purdue graduate staff, and payments made to them are not recorded as wages. On the other hand, graduate assistants are graduate staff and payments made to them are recorded as wages.

Guidelines for Determining the Status of a Student as a Graduate Assistant or Graduate Fellow

The following guidelines provide criteria for departments to consider in determining whether it is appropriate to administer Graduate School awards as assistantships rather than fellowships.

1) **Graduate fellows** receive scholarship or fellowship payments made to assist them in pursuing a course of study or research. This payment is not a payment for teaching, conducting research, or other services. Purdue does not report the payment to the IRS. Graduate fellows have the following characteristics:

- Fellows must be candidates for a degree.
- Fellows must have major professors who can appropriately mentor the proposed research and provide an environment conducive to carrying out this research.
- Fellows generally are free to explore new areas, depending on the progress of the research.
- Fellows are not considered graduate staff of the University. Payment is provided in the form of a stipend provided to support the fellow. Stipends are not considered compensation for services.
- Fellowships generally are awarded to students who may freely select the faculty adviser with whom they will conduct research while receiving their stipend. Fellowships generally are portable, moving with the student if he or she should change advisers.

2) **Graduate assistants** are graduate staff of Purdue, and the money paid to them (salary) is taxable income reported by Purdue to the IRS. The salary earned by graduate assistants is subject to withholding for income tax, Social Security tax, and Medicare, and is reported on the W-2 at year end. Graduate assistants have the following characteristics:

- Graduate assistants must be candidates for a degree.
- The work for which graduate assistants are being compensated may or may not be related to their degree requirements. For example, a number of departments employ graduate assistants pursuing degrees in other fields of specialization to assist in teaching their classes.
- If the work graduate students are performing supports the development of their theses, the major professor plays a large role in devising the research plan. Normally, the research is part of the larger program of the major professor. While the student is encouraged to explore new and innovative methods/ideas, the student cannot deviate from the research without the concurrence of the major professor.
- Graduate assistants are considered graduate staff of the University and receive a salary that is considered payment for services.

Implications for Fellowship versus Assistantship Appointments

Allowable FTE

Fellowships have no CUL associated with them. Fellowships administered as assistantships have a 50.00 CUL. When classes are in session, international students are limited by law to work a total of twenty (20) hours per week (i.e., 50.00 CUL). The twenty hours limit applies to all appointments including combination monthly and biweekly appointments. (See [Executive Memorandum C-11](#) and the [Graduate Student Employment Manual](#).)

Tax Implications

The interpretation and implementation of the tax laws are the domain of the Internal Revenue Service (IRS). The Graduate School takes no position on the status of a particular taxpayer, nor does it have the authority to dispense tax advice. Students should consult a tax expert for advice. Having said that, here is some modest guidance on stipend taxability.

Part of the payment (stipends that are used for meals, lodging, non-mandatory medical insurance, travel, personal living expenses, or other non-course related expenses) made to a graduate fellow is taxable income. Other parts of the payment (portions used for tuition and fees required for enrollment or attendance at the University and/or other mandatory fees, such as books, supplies, and equipment required to be used by all students in a particular course of study) are not taxable.

1) U.S. Citizens

- According to the IRS, a portion of fellowship payments may be subject to income tax.
- Students who are pursuing a degree may exclude from taxable income the part of the fellowship applied to tuition and fees required for enrollment or attendance or for the purchase of books, supplies, and equipment required for courses.
- The portion of the fellowship used for room and board or personal items must be reported as taxable income.
- The IRS does not allow the University to withhold income tax on fellowships; therefore, a Form W-2, Wage and Tax Statement, will not be issued at year end. Consequently, taxes may be owed when a tax return is filed.
- Additional information about the taxability of fellowships is provided in [Internal Revenue Service Publication 970, Tax Benefits for Education](#).

2) International Students

- According to the IRS, the University must withhold 14% federal income tax from fellowship payments, unless the student is exempt from tax because of a treaty between his or her country of residence and the United States. The Purdue University Payroll Department will notify international students of the procedures to follow to obtain this exemption.
- A nonresident alien is required to complete Form 1040NR and return it to the IRS, even if his or her fellowship is exempt from tax.
- More information about the taxability of fellowship payments to nonresident aliens is provided in [IRS Publication #519, U.S. Tax Guide for Aliens](#).

Financial Aid Eligibility

Many fellowships are merit-based. However, some fellowships are need-based and require that the student demonstrate financial need. The Division of Financial Aid (DFA) is the administrative unit responsible for determining financial need of students at Purdue. In determining financial need, DFA adheres to the policies and guidelines set forth in Part F of Title IV of the Higher Education Act of 1965, as amended (34 CFR 648.2, CFR 65). Students must complete and file a [FAFSA](#). A FAFSA demonstrating financial need must be on file before a need-based fellowship is awarded.

DFA conducts a survey of Purdue students each year to determine the estimated Cost of Education at Purdue. DFA then calculates loan eligibility, utilizing Title IV Congressional Methodology: Estimated Cost of Education minus Aid, which includes fellowships, fee remissions and scholarships, to determine the student's loan eligibility. The tables below demonstrate these concepts.

Table 1-1. The Estimated Cost of Education 2007-2008

	Resident	Non-Resident
Tuition, fees	7,416	22,224
Room, meals	7,530	7,530
Books, supplies	1,050	1,050
Personal	<u>1,970</u>	<u>2,130</u>
Total	\$17,966	\$32,934

Table 1-2. Financial Aid Calculations 2007-2008

Resident	Assistantship	Fellowship
Cost of Education	17,966	17,966
Fee Remission	5,776	
Tuition Scholarship		7,203
Fellowship stipend		15,000
Loan eligibility	\$11,923	-0-

Classification of Fellowships

Purdue University recognizes that there exist several different types of fellowships and, primarily considers two aspects when classifying these awards: funding source and award process. The funding source is most easily identified by the fund (4XXXXXXX) of the account number and the sponsor. The responsible Cost Center determines the Department. Using the fund, the Graduate School classifies the fellowship into one of the five broad categories: (1) federal; (2) industrial; (3) Graduate School; (4) endowed; and (5) institutional commitment.

The second aspect considered in classifying fellowships is the award process and includes:

- Is the fellowship student-submitted or faculty-submitted?
- Is the fellowship nationally competitive, invited, or limited submission?
- What are the specific provisions of the award?

The Graduate School Funding database identifies the classification of fellowships. When in question, faculty, staff and students can locate the classification of a specific fellowship by searching the [Graduate School Funding database](#).

CHAPTER 2

Guidelines for Purdue University Graduate School Fellowships

Graduate School fellowships are funded from endowments established by generous donors and from the Purdue Research Foundation. Through its fellowship program, the Graduate School financially supports its strategic initiative of increasing the enrollment and matriculation of graduate students who demonstrate superior academic achievements and scholarly abilities through two types of fellowships, recruitment fellowships and fellowships for currently enrolled students. Recruitment fellowships, which include the Andrews, George Washington Carver, Knox, Lynn, and Ross fellowships, support the initiative of encouraging highly talented individuals to enroll as doctoral students in Purdue graduate programs. Students eligible for recruitment fellowships have been admitted to a doctoral program but have not enrolled. Fellowships for currently enrolled students include the Bilsland Strategic Initiatives Fellowships and the Bilsland Dissertation Fellowships. *Appendix F (Guide to Graduate School Fellowships and Awards)*

Selection of Fellowship Recipients

Selection of recipients for Graduate School fellowships and awards is conducted by members of the Graduate Faculty. Members of the Graduate Faculty are tenure-track or voting-status faculty members at Purdue University who have been nominated by the head of a specific graduate program and an academic dean for appointment to the Graduate Faculty. The dean of the Graduate School, acting on behalf of the faculty Graduate Council, grants Graduate Faculty status to Purdue faculty members.

Faculty who are nominated for appointment to the Graduate Faculty are assumed, by virtue of their appointment to the ranks of the tenure-track faculty and their nomination by their program heads and academic deans, to be qualified artists, researchers or scholars. Nominees for appointment to the Graduate faculty must demonstrate the ability to mentor and supervise the progress and work of graduate students. Appointment to the Graduate faculty will enable the faculty members to teach graduate-level courses, to serve on graduate student committees, and to co-chair or chair graduate student committees.

Eligibility of Fellowship Recipients

Students are eligible for Purdue Graduate School Fellowships if they meet the criteria established within this manual. Students are not eligible for the recruitment fellowships if they have been admitted to and have enrolled in a Purdue graduate program. For example, students who have been admitted and have enrolled for Spring 2009 are not eligible for 2009-2010 recruitment fellowships. They are eligible for the fellowships that support currently enrolled graduate students such as the Bilsland Strategic Initiatives Fellowships.

Registration Requirements

Recipients of Graduate School Fellowships must be enrolled full-time in a degree-granting graduate program at Purdue University. The Graduate School considers full-time status to be a minimum of eight credit hours in each of the Fall and Spring sessions and six credit hours during the Summer session. Fellows who have obtained candidacy should consult with their major advisors for registration recommendations. Graduate School Fellows must be registered to receive stipends.

Academic and Scholarly Standards

Continuation of the Graduate School Fellowship award commitment is contingent upon satisfactory performance and progress, and the fellow's ability to meet and maintain Graduate School Fellowship guidelines. These criteria are established and evaluated by the graduate faculty in accordance with Graduate School policies and procedures. In the rare instance when the graduate faculty determines that a fellow fails to meet these criteria, the graduate program contacts the Graduate School to initiate probation or termination procedures of the fellowship commitment.

Award Administration

Graduate School fellowships may be administered as fellowships or assistantships at the discretion of the department, school, or college, based on guidelines established for determining award administration.

Awards administered as assistantships must also adhere to the policies and procedures governing graduate staff appointments. Assistantship recipients are encouraged to review the [Graduate Student Employment Manual](#).

Appointment Classification

For fellowships, the employee group is designated as Fellowship Predoctoral and the employee subgroup is Fellowship. Fellows are not employees and have no CUL associated with their position classification. Please consult the [Graduate Student Employment Manual](#) for details regarding classification of graduate student appointments. Awards administered as assistantships have a 50.00 CUL. International students are limited to a total of 50.00 CUL during the academic year.

Graduate Program Support

Graduate programs commit to additional years of funding with Andrews, Carver, Knox, Lynn, Purdue Doctoral and Ross Fellowships. These additional years of funding are at an amount equal to or above the initial year of funding. These criteria are monitored each semester by the Graduate School Fellowship Office.

Graduate programs support fellows most commonly by teaching assistantships, research assistantships or a combination of teaching and research assistantships. Fellows who elect not to accept the financial support offered by the graduate program may be subject to termination of the fellowship commitment.

Additional Awards

Recipients of fellowships should report to their department head and the dean of the Graduate School any additional awards received both before and subsequent to the Graduate School award. The general policy of the Graduate School is that students may not receive compensation from an additional fellowship stipend concurrently with a Graduate School fellowship. Consult with the Graduate School Fellowship Office for guidance in utilizing multiple awards.

Prior to Spring 2006, Graduate School Fellows were restricted to additional one quarter-time (25.00 CUL) appointments beyond the Graduate School Fellowship. This restriction has been removed and Graduate School Fellows may accept additional appointments up to one half-time (50.00 CUL) appointments. When classes are in session, international students are limited by law to working twenty (20) hours per week (i.e., 50.00 CUL). The twenty-hour limit applies to all appointments including combination monthly and biweekly appointments. (See Executive Memorandum C-11.)

Deferral of Graduate School Fellowships

In consultation with the Graduate School and the graduate program, fellows may elect to defer a fellowship to utilize other funding opportunities. To defer a fellowship, the graduate program submits a request for deferral using the Graduate School Form 90, providing an explanation for the deferral request in the Special Instructions section.

Fellows Transferring Graduate Programs

On occasion, Graduate School Fellows may decide to transfer to another Purdue graduate program. Graduate School Fellows interested in transferring should contact the Graduate School Fellowship Office. The Graduate School Fellowship Office will work with the fellow and both graduate programs to negotiate the transfer of the fellowship package and any changes, which may occur.

Graduate School Fellows should be aware that the fellowship award package is an offer and commitment from the original graduate program and not the graduate program to which the fellow wishes to transfer. There are no financial commitments with the transfer graduate program. However, the Graduate School encourages, but does not require, the transfer department to fulfill the fellowship award commitment at the average stipend level

consistent with Graduate School Fellows enrolled in that graduate program. A new offer letter will be extended to the fellow by the transfer department, copying the Graduate School Fellowship Office.

Fellowship Termination

A Graduate School Fellowship commitment may be terminated on the rare occasion that the fellow leaves Purdue or when the fellow fails to comply with Graduate School fellowship guidelines, for example, fails to maintain the award terms and conditions. When a fellowship is terminated, the fellowship account is closed, and the funds are returned to the Graduate School. Prior to the decision to terminate, the Graduate School will consult with both the fellow and the graduate program.

When a fellowship is terminated during the fellowship year(s), the Graduate School Fellowship Office will send a letter to the fellow, copying the graduate program, notifying the fellow of the termination. When the termination occurs during the additional years of support, the graduate program will send the letter, copying the Graduate School Fellowship Office.

Taxes

Purdue University does not withhold taxes from fellowship stipends; however, students should consult with a tax expert to understand their tax responsibilities. Modest guidance on the taxability of fellowships is located in the [Tax section](#) of Chapter 1.

Award Provisions

Stipend

The Graduate School provides the fellowship stipend. Stipends are paid on the last working day of the month. Fellows/Assistants registered for Fall, Spring, and Summer sessions have 12-month appointments, while Fellows/Assistants registered for Fall and Spring sessions are 10-month appointments, consistent with other academic year appointments. In order to alleviate hardships caused by having the first stipend payment at the end of September, the Graduate School initiates all new fellowships to begin on August 1, so that the first check will be issued on the last working day of August. The last paycheck for those who do not attend summer school is issued on the last working day of May. Fellows attending summer modules receive their last stipend check on the last working day of July.

Medical Insurance

Fellows receive a medical insurance stipend supplement, provided by the Graduate School, at a rate based on the Purdue contribution to medical insurance for graduate student staff. This supplement is provided in two payments, the August and December pay checks. In calculating the payments, the business office will prorate the supplement based on the number of months in the semester. The fall semester, August thru December, equals 5/12 of the supplement and spring/summer semester, January thru July, is 7/12 of the supplement. Fellowships administered as Assistantships receive medical insurance as a benefit of employment.

Tuition and Fees

Graduate School Fellowships receive [Graduate Tuition Scholarships](#) which cover a portion of the general service fee and all of the non-resident tuition assessed to the fellowship recipient. The scholarship does not cover the Graduate Appointment Fee, Technology Fee, International Student Fee, the Repair and Rehabilitation Fee, or the Differential General Service Fee charged to students by specific schools or colleges (e.g., School of Management, College of Engineering, and School of Pharmacy).

Graduate School Fellowships administered as assistantships receive remission of tuition and some fees. Fees not remitted include the Graduate Appointment Fee, International Student Fee, the Repair and Rehabilitation Fee, and the Differential General Service Fee charged to students by specific schools or colleges (e.g., School of Management, College of Engineering, and School of Pharmacy).

Frederick N. Andrews Fellowship

The Andrews Fellowships are for the recruitment of outstanding Ph.D.-track students to graduate programs at Purdue University. Each fellowship provides a four-year award package to the fellow, which includes two years of stipend support from the Graduate School and two additional years of funding support from the graduate program. The Andrews Fellowship, whether administered as a fellowship or as an assistantship, also provides tuition coverage, as noted in the Tuition and Fees section of the Award Provisions, and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Allocation Process

The Graduate School allocates Andrews Fellowships to schools and colleges based on a three-year average of doctoral degrees granted by the college. Colleges and schools are encouraged to establish award procedures to meet the doctoral recruitment goals of their graduate programs, operating within the parameters set forth in the fellowship guidelines.

Selection Process

Students do not apply directly for the Andrews Fellowship. Selection of the recipients is conducted by the graduate faculty who administer the graduate program to which the student is admitted. At a minimum, the selection process considers the students' academic achievements and scholarly abilities, based on admission application materials requested by the graduate program. To receive full consideration, graduate students must submit completed application materials by the program deadline.

Student Eligibility

Recipients of Andrews Fellowships must be admitted as Ph.D.-track students in a degree-granting graduate program at Purdue and must demonstrate superior academic achievements and scholarly abilities. The student recipients must have an admit date of Fall 2009 or Spring 2010.

Award Administration

The Andrews Fellowships may be administered as fellowships or assistantships. Determination of award administration lies with the graduate faculty in accordance with the [Guidelines for Determining Award Administration](#).

Award Provisions

The Andrews Fellowship provides a four-year award package to the student. The tenure of the Andrews Fellowship is two years. The Graduate School provides the stipend, payment of tuition and a medical insurance supplement.

The graduate program commits two additional years of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, to guarantee to the fellowship recipient a total award package of four years.

Continuation of the Andrews Fellowship award is contingent upon satisfactory academic and scholarly performance and progress, satisfactory work performance, and the fellow's ability to meet and maintain Graduate School Fellowship guidelines. Fellowship recipients must meet and maintain the Andrews Fellowship guidelines as evaluated by the graduate faculty. Fellows who elect not to accept the financial support offered by the graduate program may be subject to termination of the fellowship award.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in the degree-granting graduate program at Purdue to which the fellow was admitted;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The Andrews Fellowship is non-renewable after the initial four-years of funding.

Program Announcement

The [Andrews Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

Bilsland Dissertation Fellowship

The Bilsland Dissertation Fellowship provides support to outstanding Ph.D. candidates in their final year of doctoral degree completion. Bilsland Fellows are expected to devote full-time effort to the completion of all doctoral degree requirements and to receive the doctoral degree at the conclusion of the fellowship tenure. Bilsland Dissertation Fellowship provides a stipend, Graduate Tuition Scholarships, payment of fees and a medical insurance supplement.

Allocation Process

The Bilsland Dissertation Fellowships are supported through a generous endowment to honor Winifred Beatrice Bilsland. Each college or school receives the equivalent of at least one fellowship, which it may administer as two six-month awards or as a one-year award.

Selection Process

Students do not apply directly for the Bilsland Dissertation Fellowship, but are nominated and selected by members of the graduate faculty in the college or school. At a minimum, the selection process considers the students' academic and scholarly achievements and the promise of degree attainment at the conclusion of the fellowship tenure.

Student Eligibility

Recipients of Bilsland Dissertation Fellowships must be enrolled as Ph.D. candidates in a degree-granting doctoral program at Purdue and have demonstrated superior academic abilities and scholarly achievements. The recipients must have completed all doctoral degree requirements to receive the doctoral degree at the conclusion of the fellowship tenure.

Award Administration

Bilsland Dissertation Fellowships are endowed fellowship and cannot be administered as assistantships. However, colleges and schools may elect to administer the Bilsland Dissertation Fellowships as six-month or twelve-month awards.

Award Provisions

At the completion of the fellowship, Bilsland Dissertation Fellows are expected to have completed all requirements for the doctoral degree.

The tenure of the award is for either six months or one year, as determined by the college or school, and the Graduate School provides a minimum stipend of \$18,000 (twelve months), Graduate Tuition Scholarship, Graduate Appointment Fee, Technology Fee, Repair and Rehabilitation Fee, and International Student Fee (when assessed), and a medical insurance supplement. The Differential Fee (when assessed) is not included.

Award Terms and Conditions

Bilsland Dissertation Fellows must:

- be enrolled and maintain status as Ph.D. candidates in the degree-granting graduate program at Purdue to which the fellow was admitted;
- complete all doctoral degree requirements to receive the doctoral degree at the conclusion of the fellowship tenure;
- consult with their major advisor for registration recommendations, since they have obtained candidacy. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The Bilsland Dissertation Fellowship is non-renewable. Bilsland Dissertation Fellows are expected to receive their doctoral degree at the completion of their award tenure.

Program Announcement

The [Bilsland Dissertation Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

Bilsland Strategic Initiatives Fellowship

The Bilsland Strategic Initiatives Fellowship program provides an opportunity for graduate students, under the direction of a faculty member, to impact graduate education by addressing a Graduate School strategic initiative. Individual graduate students may submit a proposal for one award related to any of the Graduate School strategic initiatives. Bilsland Strategic Initiatives Fellowships provide a stipend, Graduate Tuition Scholarships, payment of most fees, a supply and expense fund, and a medical insurance supplement.

The Graduate School strategic initiatives include:

- attracting external and internal sources of funding;
- enhancing recruitment and retention of graduate students to increase the number, quality, and diversity;
- emphasizing mentoring relationships between faculty and students;
- fostering interdisciplinary graduate education; or
- improving services to enhance the quality of life for graduate students.

Application Process

Students must submit the following materials by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for complete details.

1. Curriculum vitae, which includes the last 5 digits of your PUID;
2. Proposal, which should be 3-5 pages in length and include (no restrictions on formatting):
 - abstract and project rationale, citing relevant research;
 - project description, objectives and method evaluation;
 - itemized budget (limit of \$1500) and budget narrative. When preparing the budget, students must consult with their department's business office;
3. A statement of endorsement from the major professor or faculty advisor emailed to fellowships@purdue.edu.

Selection Process

Selection of Bilsland Strategic Initiatives Fellows is conducted by members of the graduate faculty who review and evaluate the proposals based on the following criteria:

- contribution to identified initiative;
- quality of proposal content;
- conceptually strong foundation;
- adherence to proposal submission guidelines;
- endorsement of the faculty member.

Student Eligibility

Open to all Purdue graduate students who are enrolled in a degree-granting graduate program at Purdue.

Award Administration

The Bilsland Strategic Initiatives Fellowships are supported through a generous endowment in honor of Winifred Beatrice Bilsland and are only administered as fellowships. The number of awards available each year is dependent on endowment earnings.

Award Provisions

The tenure of the Bilsland Strategic Initiatives Fellowship is one year and provides a stipend of \$18,000; Graduate Tuition Scholarships; payment of the Graduate Appointment Fee, the Technology Fee, Repair and Rehabilitation Fee, and the International Student Fee (when assessed); a medical insurance supplement; and up to \$1500 supply and expense funds to conduct project activities. The Differential Fee (when assessed) is not included.

Award Terms and Conditions

Bilsland Strategic Initiatives Fellows must:

- be enrolled and maintain status as a graduate student in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- provide a summary report of the activities accomplished on the project;
- adhere to the Graduate School Fellowship guidelines
- complete all requirements identified in the proposal.

Renewal

Bilsland Strategic Initiatives Fellowships are non-renewable. However, there is no limit on the number of competitions in which a graduate student can submit.

Program Announcement

The [Bilsland Strategic Initiatives Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

George Washington Carver Fellowship

The George Washington Carver (GWC) Doctoral Fellowship is awarded annually to encourage students from Historically Black Colleges and Universities (HBCU), Hispanic-serving institutions (HSI), or Tribal colleges, who have demonstrated superior academic achievements and scholarly abilities, to attend Purdue University. Recipients of this fellowship are doctoral-seeking students, admitted for Fall 2009 or Spring 2010, who aspire to a career as a professor in higher education. Purdue University President, Martin C. Jischke, initiated the George Washington Carver Fellowship in honor of this great African-American educator, researcher, and innovator. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Application and Selection Process

Students do not apply directly for the George Washington Carver Fellowship, but must complete the diversity essay, which is part of the Graduate School admission application. Graduate programs forward nominations of students, who meet the eligibility criteria, electronically to the Graduate School Fellowship Office. The nomination must include: the student's curriculum vitae (use as the cover sheet for the application), statement of purpose, diversity essay, letters of recommendation and transcripts and submit as one pdf file. Selection of the Carver Fellow is conducted by members of the graduate faculty. At a minimum, the selection committee considers the student's academic achievements and scholarly abilities and ability to contribute to the diversity of the graduate student body, based on the Graduate School admission application materials, including the diversity essay.

The diversity essay should be 500 words or less, responding to the statement: Describe your leadership, work experience, service experience, or other significant involvement with racial, ethnic, socio-economic, or educational communities that have traditionally been underrepresented in higher education, and how these experiences would promote a diversity of views, experiences, and ideas in the pursuit of research, scholarship, and creative excellence.

Student Eligibility

The GWC Fellowship recipient must be:

- a graduate of an HBCU or HSI, or have attended a Tribal college for two years;
- a graduate of an accredited U.S. high school;
- aspiring to a career as a professor in higher education;
- able to demonstrate the ability to contribute to the diversity of the graduate student body through the recipient's background, views and experiences as communicated in the diversity essay;
- admitted to the Graduate School for Fall 2009 or Spring 2010;
- demonstrating superior academic achievements and scholarly abilities.

The selection committee utilizes the linked guidelines in determining the status of a [HBCU](#), [HSI](#), or [Tribal College](#), and the guidelines established by the National Science Foundation in determining the eligibility of an academic discipline.

Award Administration

The George Washington Carver Fellowship may be administered as a fellowship or as an assistantship. Determination of award administration lies with the graduate program in accordance with the [Guidelines for Determining Award Administration](#).

Award Provisions

The tenure of the George Washington Carver Fellowship award is five years, contingent upon satisfactory progress as determined by the academic program. The Graduate School provides a stipend of \$20,000; Graduate Tuition Scholarships; payment of the Graduate Appointment Fee, the Technology Fee, Repair and Rehabilitation Fee, and the International Student Fee (when assessed) and a medical insurance supplement. The Differential Fee (when assessed) is not included.

Continuation of the George Washington Carver Fellowship award is contingent upon satisfactory academic and scholarly performance and progress, satisfactory work performance, and the fellow's ability to meet and maintain Graduate School Fellowship guidelines. Fellowship recipients must meet and maintain the George Washington Carver Fellowship guidelines as evaluated by the graduate faculty. Fellows who elect not to accept the financial support offered by the graduate program may be subject to termination of the fellowship award.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in the degree-granting graduate program at Purdue to which the fellow was admitted;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The George Washington Carver Fellowship is non-renewable after the initial five-years of funding.

Program Announcement

The [George Washington Carver Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

Charles C. Chappelle Fellowship

The Charles C. Chappelle Fellowship provides a one-year fellowship to students with undergraduate degrees from Purdue for the furtherance of post-graduate research at Purdue University. Chappelle Fellows are selected on the basis of character, intellectual ability, and promise of degree attainment. The Chappelle Fellowship provides a stipend, Graduate Tuition Scholarships, payment of fees, and a medical insurance supplement.

Application Procedures

Students must submit the following materials by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for complete details.

1. a curriculum vitae or a resume, which includes the last 5 digits of your PUID;
2. an essay (1000 words or less) addressing Purdue's impact on the student's development through one, two or three of Purdue's missions of learning, discovery and engagement.
3. an official Purdue transcript;
4. A letter of recommendation from a Purdue faculty member. Email the letter as a pdf to the Graduate School Fellowship Office fellowships@purdue.edu by the application deadline. The letter must be submitted separate from the Graduate School Application.

Selection Process

Selection of Chappelle Fellows is conducted by members of the graduate faculty, utilizing materials in the Graduate School admission application and the Chappelle Fellowship application.

Proposals are evaluated according to the following criteria:

- intellectual ability;
- scholarly activities and abilities;
- engagement within the University and community;
- adherence to program guidelines;
- Purdue Impact essay.

Student Eligibility

Recipients of Chappelle Fellowships must possess a Purdue undergraduate degree, need to have completed and submitted a graduate school application, before the award is made be admitted to Purdue in a degree-granting graduate program, be enrolled in a Purdue degree-granting graduate program for less than one semester, and must demonstrate superior academic achievement and scholarly abilities.

Award Administration

The Chappelle Fellowships are supported through a generous endowment in honor of Charles C. Chappelle and are only administered as fellowships. The number of awards available each year is dependent on endowment earnings.

Award Provisions

The tenure of the Chappelle Fellowship is one year and provides a stipend of \$18,000; Graduate Tuition Scholarship; a medical insurance supplement; and the Graduate Appointment Fee, the Technology, Repair and Rehabilitation Fee, and the International Student Fee (when assessed). The Differential Fee (when assessed) is not included.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status in the degree-granting graduate program at Purdue to which the fellow was admitted;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- merit of the proposal in relation to the initiative identified;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The Chappelle Fellowship is non-renewable.

Program Announcement

The [Chappelle Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

David M. Knox Fellowship

The David M. Knox Fellowships are awarded to masters-seeking students to enhance the diversity of the graduate student body through the recruitment of students with diverse backgrounds, views and experiences. The Knox Fellowship commits a two-year award package to the fellow, which includes one year of stipend support from the Graduate School and one additional year of funding support from the graduate program. Graduate Tuition Scholarships, payment of assessed fees and a medical insurance supplement are also provided. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Application and Selection Process

Students do not apply directly for the David M. Knox Fellowship, but must complete the diversity essay, which is part of the Graduate School admission application. Graduate programs forward nominations of students, who meet the eligibility criteria, electronically to the Graduate School Fellowship Office. The nomination must include: the student's curriculum vitae (use as the cover sheet for the application), statement of purpose, diversity essay, letters of recommendation and transcripts and submit as one pdf file. Selection of the Knox Fellow is conducted by members of the graduate faculty. At a minimum, the selection committee considers the student's academic achievements and scholarly abilities and ability to contribute to the diversity of the graduate student body, based on the Graduate School admission application materials, including the diversity essay.

The diversity essay should be 500 words or less, responding to the statement: Describe your leadership, work experience, service experience, or other significant involvement with racial, ethnic, socio-economic, or educational communities that have traditionally been underrepresented in higher education, and how these experiences would promote a diversity of views, experiences, and ideas in the pursuit of research, scholarship, and creative excellence.

Student Eligibility

Recipients of Knox Fellowships must have graduated from an accredited U.S. high school, be admitted to Purdue in a degree-granting graduate program, and, at a minimum, must demonstrate superior academic achievement and scholarly abilities, enhancing the graduate student body through a diversity of backgrounds, views and experiences. The student recipients must have an admit date of Fall 2009 or Spring 2010.

Award Administration

The Knox Fellowships are supported through a generous endowment in honor of David M. Knox and are only administered as fellowships. The number of awards available each year is dependent on endowment earnings.

Award Provisions

The Knox Fellowship provides a two-year award package to the student. The first year, the Graduate School provides the stipend, Graduate Tuition Scholarships, Graduate Appointment Fee, Technology Fee, Repair and Rehabilitation Fee, International Student Fee (when assessed), and a medical insurance supplement. The Differential Fee (when assessed) is not included.

The graduate program commits one additional year of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, to guarantee to the fellowship recipient a total award package of two years.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status in the degree-granting graduate program at Purdue to which the fellow was admitted;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;

- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The Knox Fellowship is non-renewable.

Program Announcement

The [Knox Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

Ludwig Kruhe Fellowship

The Ludwig Kruhe Fellowship was established as a “means for promoting a deeper interest in world problems, to the end that a better understanding of international relationships and world affairs may be advanced.” The tenure of the Kruhe Fellowship is one year and provides a stipend, Graduate Tuition Scholarships, payment of assessed fees, and a medical insurance supplement. Kruhe Fellows are doctoral candidates in one of the following Purdue graduate programs: Agricultural Economics, Civil Engineering, Foreign Languages and Literatures, History, Management, or Political Science.

Application Procedures

Students must submit the materials by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load the application.

- curriculum vitae, which includes the last 5 digits of PUID ;
- an abstract of the student’s scholarship;
- a brief description (500 words or less) of how the research proposal “promotes a deeper interest in world problems, to the end that a better understanding of international relationships and world affairs may be advanced”;
- copy of the Purdue transcript(s);
- the endorsement of the department head.
- A letter of recommendation from the student’s major professor emailed to the Graduate School Fellowship Office fellowships@purdue.edu as a pdf file.

Selection Process

Selection of Kruhe Fellows is conducted by members of the graduate faculty. At a minimum, the applicants are evaluated on the merits of the application and the adherence to program guidelines.

Student Eligibility

Doctoral candidates of superior merit in the graduate programs of Agricultural Economics, Civil Engineering, Foreign Languages and Literatures, History, Management and Political Science are eligible to apply. Candidacy must be achieved prior to the commencement of the fellowship tenure. Previous awardees are eligible for at most one additional award.

Award Administration

The Kruhe Fellowships are supported through a generous endowment in honor of Ludwig Kruhe and are only administered as fellowships. The number of awards available each year is dependent on endowment earnings.

Award Provisions

The tenure of the Kruhe Fellowship is one year and provides a stipend, Graduate Tuition Scholarships, Graduate Appointment Fee, Technology Fee, Repair and Rehabilitation Fee, and International Student Fee (when assessed), and a medical insurance supplement. The Differential Fee (when assessed) is not included.

Award Terms and Conditions

Kruhe Fellows must:

- be enrolled and maintain status as doctoral candidates in the degree-granting graduate program at Purdue to which the fellow was admitted;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The Kruhe Fellowship is non-renewable. However graduate students may apply for additional awards.

Program Announcement

The [Kruhe Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

Lynn Fellowship

The Lynn Fellowship is intended to recruit outstanding Ph.D.-track students to interdisciplinary graduate programs at Purdue University. Each fellowship provides a four-year award package to the fellow, which includes one year of stipend support from the Graduate School and three additional years of support from the interdisciplinary graduate program. The Lynn Fellowship, whether administered as a fellowship or as an assistantship, also provides payment of tuition and most fees, and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Allocation Process

Lynn Fellowships are allocated to interdisciplinary programs based on program activity, the number of students, and previous fellowship usage.

Selection Process

Students do not apply directly for the Lynn Fellowship. Selection of the recipients is conducted by the graduate faculty that administers the interdisciplinary graduate program to which the student was admitted. At a minimum, the selection process considers the student's academic and scholarly achievements and abilities, based on Graduate School admission application materials requested by the interdisciplinary graduate program. To receive full consideration, graduate students must submit completed Graduate School admission application materials by the program deadline.

Student Eligibility

Recipients of Lynn Fellowships must be admitted to Purdue as Ph.D.-track students in a degree-granting graduate program and must demonstrate superior academic achievement and scholarly abilities. The student recipients must have an admit date of Fall 2009 or Spring 2010.

Award Administration

The Lynn Fellowships may be administered as fellowships or assistantships. Determination of award administration lies with the graduate faculty in accordance with the [Guidelines for Determining Award Administration](#).

Award Provisions

The Lynn Fellowship provides a four-year award package to the student. The tenure of the Lynn Fellowship is one year. The Graduate School supports the stipend, payment of tuition and a medical insurance supplement.

The graduate program commits three additional years of support, contingent upon satisfactory academic and scholarly progress and work performance. These three years of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, guarantee to the fellowship recipient a total package of four years. Fellowship recipients must complete an Academic Progress Report and maintain a valid e-mail address with the Graduate School Fellowship Office.

Continuation of the Lynn Fellowship award is contingent upon satisfactory academic and scholarly performance and progress; satisfactory work performance, as evaluated by the graduate faculty; and the fellow's ability to meet and maintain Graduate School Fellowship guidelines. Fellows who elect not to accept the financial support offered by the graduate program may be subject to termination of the fellowship award.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in the degree-granting graduate program at Purdue to which the fellow was admitted;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The Lynn Fellowship is non-renewable after the initial four-years of funding.

Program Announcement

The [Lynn Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

Purdue Doctoral Fellowship

The Purdue Doctoral Fellowships support the recruitment of outstanding Ph.D.-track students who will enhance the diversity of the graduate student body in graduate programs at Purdue through their diverse backgrounds, views and experiences. Each fellowship provides a four-year award package to the fellow, which includes two years of stipend support from the Graduate School and two additional years of support from the graduate program. The Purdue Doctoral Fellowship, whether administered as a fellowship or as an assistantship, also provides payment of tuition and most fees and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Allocation Process

The Graduate School allocates Purdue Doctoral Fellowships to schools and colleges based on a three-year average of doctoral degrees granted by the college. Colleges and schools are encouraged to establish award procedures to meet the doctoral recruitment and diversity goals of their graduate programs, operating within the parameters set forth in the fellowship guidelines.

Selection Process

Students do not apply directly for the Purdue Doctoral Fellowship. Selection of the recipients is conducted by the graduate faculty that administers the graduate program to which the student was admitted. At a minimum, the selection process considers the students' academic and scholarly achievements and abilities, and their ability to contribute to the diversity of the graduate student body, based upon Graduate School admission application materials requested by the graduate program. To receive full consideration, graduate students must submit completed Graduate School admission application materials, including the diversity essay, by the program deadline.

Student Eligibility

Recipients of Purdue Doctoral Fellowships must have graduated from an accredited U.S. high school; be admitted to Purdue as Ph.D.-track students in a degree-granting graduate program; demonstrate superior academic achievement and scholarly abilities through the views, experiences and backgrounds, as communicated in the diversity essay; and demonstrate their ability to contribute to the diversity of the graduate student body. The student recipients must have an admit date of Fall 2009 or Spring 2010.

Award Administration

The Purdue Doctoral Fellowships may be administered as fellowships or assistantships. Determination of award administration lies with the graduate faculty in accordance with the Guidelines for Determining Award Administration.

Award Provisions

The Purdue Doctoral Fellowships provides a four-year award package to the student. The Graduate School supports the stipend, tuition and a medical insurance supplement for two years. The graduate program commits two additional years of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, to guarantee to the fellowship recipient a total award package of four years.

Continuation of the Purdue Doctoral Fellowship award is contingent on satisfactory academic and scholarly performance and progress, satisfactory work performance, and the fellow's ability to meet and maintain Graduate School Fellowship guidelines. Fellowship recipients must meet and maintain the Purdue Doctoral Fellowship guidelines as evaluated by the graduate faculty. Fellows who elect not to accept the financial support offered by the graduate program may be subject to termination of the fellowship award.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in the degree-granting graduate program at Purdue to which the fellow was admitted;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The Purdue Doctoral Fellowship is non-renewable after the initial four-years of funding.

Program Announcement

The [Purdue Doctoral Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

Ross Fellowship

The Ross Fellowships are for the recruitment of outstanding, Ph.D.-track students to graduate programs at Purdue University. Each fellowship provides a four-year package to the fellow, which includes one-year of support from the Graduate School and a commitment by the graduate program of three additional years of support. The additional support is usually in the form of teaching or research assistantships or a combination of both. The Ross Fellowship, whether administered as a fellowship or as an assistantship, also provides payment of tuition and most fees and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Allocation Process

The Graduate School allocates Ross Fellowships to schools and colleges based on a three-year average of doctoral degrees granted by the college. Colleges and schools are encouraged to establish award procedures to meet the doctoral recruitment goals of their graduate programs, operating within the parameters set forth in the fellowship guidelines.

Selection Process

Students do not apply directly for the Ross Fellowship. Selection of the recipients is conducted by the graduate faculty that administers the graduate program to which the student was admitted. At a minimum, the selection process considers the students' academic and scholarly achievements and abilities, based upon the Graduate School admission application materials requested by the graduate program. To receive full consideration, graduate students must submit completed Graduate School admission application materials by the program deadline.

Student Eligibility

Recipients of Ross Fellowships must be admitted to Purdue as Ph.D.-track students in a degree-granting graduate program and must demonstrate superior academic achievement and scholarly abilities. The student recipients must have an admit date of Fall 2009 or Spring 2010.

Award Administration

The Ross Fellowships may be administered as fellowships or assistantships. Determination of award administration lies with the graduate faculty in accordance with the Guidelines for Determining Award Administration.

Award Provisions

The Ross Fellowship provides a four-year award package to the student. The tenure of the Ross Fellowship is one year. The Graduate School supports the stipend, payment of tuition, and a medical insurance supplement for one year.

The graduate program commits three additional years of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, to guarantee to the fellowship recipient a total award package of four years.

Continuation of the Ross Fellowship award is contingent upon satisfactory academic and scholarly performance and progress, satisfactory work performance, and the fellow's ability to meet and maintain Graduate School Fellowship guidelines. Fellowship recipients must meet and maintain the Ross Fellowship guidelines as evaluated by the graduate faculty. Fellows who elect not to accept the financial support offered by the graduate program may be subject to termination of the fellowship award.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in the degree-granting graduate program at Purdue to which the fellow was admitted;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Renewal

The Ross Fellowship is non-renewable after the initial four-years of funding.

Program Announcement

The [Ross Program Announcement](#) summarizes the program description, application and selection process, student eligibility, award provisions, award terms and conditions and contact information in a one page printable pdf document.

CHAPTER 3

Graduate Tuition Scholarships

In 2003, the University refined its policy on Graduate Tuition Scholarships by charging the Graduate School with the responsibility of approving Graduate Tuition Scholarships on the basis of dollars in the approved University expenditure budget rather than the count of waivers. The policy identifies three classifications of fellowships, which include federal, Graduate School, and institutional commitments. The Graduate School monitors allocations and expenditures against the approved annual budget allocation and submits reports to the Office of Budget and Fiscal Planning. [Appendix G \(8/12/02 Memorandum re Graduate School Tuition and Fees Scholarships\)](#)

Definition

Graduate Tuition Scholarships cover a portion of the general service fee and all of the non-resident tuition assessed to the fellowship recipient. The scholarship does not cover the Graduate Appointment Fee, the Technology Fee, the Repair and Rehabilitation Fee, the International Student Fee, or the Differential General Service Fee charged to students by specific schools or colleges (e.g., Krannert School of Management, College of Engineering, and School of Pharmacy).

Student Eligibility

Recipients of Graduate Tuition Scholarships must have been awarded an eligible fellowship and be enrolled as full-time graduate students in a degree-granting graduate program at Purdue (minimum of 8 credits hours fall and spring, 6 credit hours for summer.)

Fellowship Eligibility

Graduate Tuition Scholarships are provided through the Graduate School as support for the following: (1) Graduate School fellowships; (2) Federally-funded fellowships; or (3) institutional commitments. Fellowships listed under institutional commitments include agreements initiated by the institution and nationally-competitive, student-submitted fellowships. Examples of these fellowships are listed in Table 1. This is not an inclusive list.

In determining fellowship eligibility for a GTS, questions to consider include:

- Does the fellowship meet the graduate school minimum stipend amount?
- What is the tenure of the fellowship?
- Does the fellowship fall within one of the three eligible categories listed above?

The minimum stipend is equivalent to the Graduate Staff minimum salary. The minimum tenure is at least one semester. If a question arises as to whether a fellowship falls into an eligible category, consult the [Graduate School Funding Database](#) or the Graduate School Fellowship Office at fellowships@purdue.edu.

Assignment

To assign Graduate Tuition Scholarships to a student for an eligible fellowship, complete the Graduate School Form 90, available at [Graduate School - Fellowship Resources](#). Submit the completed Form 90, with the appropriate signatures, to the Graduate School for review and approval. Once approved, the Graduate School routes the Form 90 for all fellowships, except Graduate School Fellowships, to SPS who establishes the account and process the award. Forms 90 for Graduate School Fellowships are routed to the Fellowship Account Assistant in the Graduate School Business Office. Approved copies are routed to the departmental business office, Bursar, DFA, with the original routed to the Graduate School.

The practice of providing Graduate Tuition Scholarships for teaching assistants, as outlined in the Adler memo, has changed. Rather than using a Form 90, graduate programs must complete Sections 9 and 9a on the Form 23. [Appendix I \(3/27/86 Memo from T.P. Adler re Summer Tuition and Fee Waivers for Teaching Assistants\)](#)

Procedures for Fellowship Proposal Submission

Graduate Tuition Scholarships are used as cost-sharing in federal proposals. The value of the GTS to be used as cost-share in a federal proposal is available at <http://www.gradschool.purdue.edu/faculty/fellowshipresources/> and is listed by fiscal year. Federal proposal submissions do not require a Form 32.

Fellowship proposals submitted to industries, foundations, or donors should include the cost of tuition and fees within the request. Fellowship programs that do not provide for the full cost of tuition and fees will require one of the following items prior to proposal submission:

- Cost-sharing commitment Form 32 from the department to fund the tuition and fees
- Written approval from the Graduate School for Graduate Tuition Scholarships. Requests are considered based on the level of competitiveness of the fellowship program and availability of funds.
- Alternatively proposing the funding as a scholarship to be administered through the Division of Financial Aid.

Departments or colleges that receive fellowship awards which are not the result of a proposal submitted through Sponsored Program Services should contact the Graduate School who can advise the department on methods for meeting the sponsor's intent and the university guidelines for fellowships and Graduate Tuition Scholarships. Additional details regarding Graduate Tuition Scholarships, proposal submissions, and cost-sharing are available in [Appendix H](#).

Administration of COPA or Institutional Allowance

The University will utilize the institutional allowance or COPA provided by Federal or other sponsors of fellowships in the following order of preference. Once COPA is exhausted, GTS cover remaining approved fees as noted in the definition.

1. Medical insurance for the fellow
2. Graduate appointment fee
3. Technology fee
4. Repair and Rehabilitation fee
5. International student fee (if applicable)
6. Tuition and other fees
7. Differential fees
8. Other educational costs of the recipient such as books, supplies, and/or travel as long as these costs are consistent with the sponsor guidelines for administration of the fellowship.

[Appendix H \(Tuition and Fee Scholarships and Institutional Allowances for Fellowships: Implementation Guidelines for Business Offices\)](#)

Fellowships by Graduate Tuition Scholarship Category

Graduate School Programs

Eligible fellowships in this category are funded through the Graduate School fellowship budget, administered by the Graduate School, which are available to graduate students at the West Lafayette campus.

Frederick N. Andrews Fellowship
George Washington Carver Fellowship
Charles C. Chappelle Fellowship
Bilsland Dissertation Fellowship
David M. Knox Fellowship
Lynn Fellowship
Purdue Doctoral Fellowship
Ross Fellowship
Bilsland Strategic Initiatives Fellowship

Federal Fellowships

Eligible fellowships are funded through federal agencies.

- National Needs Graduate Fellowships (NNF)
- Graduate Assistance in Areas of National Need (GAANN)
- Jacob Javits Foundation Fellowship
- NASA Earth System Science Fellowship Program
- NASA Goddard Coastal Research Graduate Fellowship Program
- NASA Graduate Student Researchers Fellowship (GSRP)
- NASA Harriet G. Jenkins Predoctoral Fellowship
- National Research Service Award (NRSA) Research Training Grants
- National Research Service Award (NRSA) Fellowships
- NIOSH Training Grant
- NSF Graduate Research Fellowship
- NSF Integrative Education Research Training (IGERT)
- NSF Vertical Integration of Graduate Research and Education (VIGRE) Radioactive Waste Management Fellowship

Institutional Commitments

Eligible fellowships include nationally and internationally competitive fellowships and fellowships incurred through commitments by the University.

- Academy for Educational Development (AED)
- America-Mideast Educational and Training Services (AMIDEAST)
- Ford Foundation Predoctoral Fellowships For Minorities (FORD)
- General Electric/Faculty for the Future Fellowship (GEFF)
- Graduate Degrees for Minorities in Engineering and Science Fellowship (GEM)
- Institute of International Education (IIE)
- Latin American Scholarship Program of American Universities (LASPAU)
- Mellon Fellowship
- Open Society Institute

CHAPTER 4

Graduate School Awards

Frederick N. Andrews Environmental Grant

The [Andrews Environmental Grant](#) was established in honor of Dr. Frederick N. Andrews to support research focused on improving the world environment.

Qualifications

The recipient must be a degree-seeking student enrolled in a graduate program researching means of improving the world environment.

Application Process:

Students must submit the following by uploading it to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the detail on how to load the application.

1. curriculum vitae or resume, which includes the last 5 digits of PUID;
2. summary of the research project, not to exceed three pages (excluding bibliography) addressing:
 - a. research activities
 - b. current research
 - c. broader impacts (as defined by NSF)
 - i. integrating research and education at all levels;
 - ii. encourage diversity, broad opportunities, and enable participation of all;
 - iii. enhance scientific and technical understanding; and
 - iv. benefit society.
3. summary of career aspirations and goals, and evidence of sustained leadership and community involvement in the environmental arena, not to exceed two pages;
4. brief description of the research project in layman's terms, suitable for use in a press release.
5. A letter of recommendation from the student's thesis or dissertation committee chair emailed to fellowships@purdue.edu as a pdf file.

Award

The Andrews Environmental Grant is a \$1500 award to be used toward travel relating to the improvement of the world environment. This is a one-time award.

Registration Requirements

Recipients of the Frederick N. Andrews Environmental Grant must be admitted to Purdue and enroll for at least eight credits in the fall and spring sessions and for at least six credits during the summer session, though students should confer with their departmental graduate committee chair.

Contact Information

Andrews Environmental Grants are administered by the Graduate School. Additional information regarding this program is available in the Graduate School Fellowship Manual. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

Blosser Environmental Grant

The [Blosser Environmental Grant](#) was established in honor of Dr. Russell O. Blosser to support graduate student majoring in an area of environmental sciences. Preferences is given to students affiliated with the Chi Chapter of Kappa Sigma Fraternity.

Qualifications

The recipient must be a degree-seeking student enrolled in a graduate program researching means of improving the world environment.

Application Process:

Students must submit the following by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the detail on how to load the application.

1. curriculum vitae or resume, which includes the last 5 digits of PUID
2. summary of the research project, not to exceed three pages (excluding bibliography) addressing:
 - a. research activities
 - b. current research
 - c. broader impacts (as defined by NSF)
 - v. integrating research and education at all levels;
 - vi. encourage diversity, broad opportunities, and enable participation of all;
 - vii. enhance scientific and technical understanding; and
 - viii. benefit society.
3. summary of career aspirations and goals, and evidence of sustained leadership and community involvement in the environmental arena, not to exceed two pages;
4. brief description of the research project in layman's terms, suitable for use in a press release.
5. A letter of recommendation from the student's thesis or dissertation committee chair emailed to fellowships@purdue.edu as a pdf file.

Award

The Blosser Environmental Grant is a \$1500 award to be used towards travel relating to the improvement of the world environment. This is a one-time award.

Registration Requirements

Recipients of the Blosser Environmental Grant must be admitted to Purdue and enroll for at least eight credits in the fall and spring sessions and for at least six credits during the summer session, though students should confer with their departmental graduate committee chair.

Contact Information

Blosser Environmental Grants are administered by the Graduate School. Additional information regarding this program is available in the Graduate School Fellowship Manual. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

Incentive Grant 2008-2009

The program provides one award of \$500 for one fellowship proposal to a select list of eligible fellowship programs. In general, two types of external fellowships are eligible; external multi-year fellowships or external dissertation fellowships. Other criteria the fellowship must follow: is it nationally competitive and does the fellowship meet the minimum stipend amount for the current year. Research Grants and Short Term Fellowships are not eligible. We hope that the proposals will be funded, but awarding of the Incentive Grant does not depend on the success of the proposal. Each of the targeted external fellowship programs provides premier multi-year funding for graduate study or dissertation year support. The maximum award per student is \$500 per year.

To qualify and submit a Graduate School Fellowship Incentive Grant

Students must be currently enrolled in a relevant program when applying for these external fellowships and must plan to continue graduate study at Purdue University in the subsequent year(s).

Students must submit the following by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load the application.

1. Curriculum vitae, which includes the last 5 digits of PUID;
2. A completed copy of the fellowship application, including supporting documents, if any; (reference not required)
3. Confirmation from the sponsoring agency that the application was received

External Eligibility Requirements and Deadlines

The exact requirements and deadlines for the external competitions vary, and these details are available from the individual fellowship program offices or online. There are two types of fellowships for graduate students to consider: (1) external multi-year fellowships and (2) external dissertation fellowships. Research Grants and Short Term Fellowships are not eligible. To identify external, multi-year funding opportunities, search the [Graduate School Funding Database](#). Eligible fellowships include but are not limited to:

[American Psychological Association Fellowships](#)

[EPA Science to Receive Results \(STAR\) Fellowships](#)

[Hertz Fellowships in the Applied Physical Sciences](#)

[NASA Graduate Student Researchers Program Fellowships](#)

[NIH Predoctoral Fellowships](#)

[Paul and Daisy Soros Fellowships for New Americans](#)

[U.S. Dept. of Defense NDSEG Graduate Fellowships](#)

[U.S. Dept. of Energy Nuclear Engineering/Health Physics Fellowships](#)

[American Sociological Association Fellowships](#)

[Ford Foundation Predoctoral Fellowships](#)

[IBM Doctoral Fellowships](#)

[NIH Ruth L. Kirschstein NRSA Research Fellowships](#)

[National Science Foundation Graduate Research Fellowships](#)

[Spencer Foundation Dissertation Fellowship Program](#)

[U.S. Dept of Energy Computational Science Graduate Fellowships](#)

[U.S. Dept of Energy Computational Science Graduate Fellowships](#)

Evaluations

Criteria for evaluation include the applicant's academic record and the merit of the proposal, in relation to the fellowship program guidelines; and adherence to the Incentive Grant guidelines.

Notification

The student and the department or program head will be informed of the decision approximately two months after nominations are received in the Graduate School.

Registration Requirements

Recipients of the Incentive Grant must be enrolled and maintain status as a graduate student in a degree-granting graduate program at Purdue.

Contact Information

Incentive Grants are administered by the Graduate School. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

A.H. Ismail Interdisciplinary Doctoral Research Travel Award

The [A.H. Ismail Interdisciplinary Program Doctoral Research Travel Award](#) competition provides funds to assist students in the presentation of their doctoral research at a national or international conference.

Qualifications:

Any student who will participate in a conference during the period from January 1, 2009 to December 31, 2009 is eligible. Students who have received this award in previous years may compete, but they will receive lower priority for receiving awards.

Application Process:

Students must submit the following by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load the application.

1. Cover page which should include your name, last 5 digits of PUID, projected semester for completion of your Ph.D., name of major professor, title of presentation, name, date and location of conference, and describe the importance of this conference;
2. a brief description of nominee's research, written for someone outside the nominee's discipline; not to exceed one page;
3. summary of career aspirations and goals, and evidence of sustained leadership and community involvement in the interdisciplinary arena, not to exceed two pages;
4. a letter of support from the nominee's major professor, indicating his/her support of the application
5. Form 17 - Request for Authority to Travel on University business.

Award

The amount of the award will vary, dependent on the conference destination and travel expenses. Recipients of the award are expected to attend the conference for which they applied. Barring immutable circumstances, such as travel advisories due to health or terrorist activity, substitutions will not be allowed.

Selection Process

Students apply directly for the A.H. Ismail Interdisciplinary Doctoral Research Travel Award. Selection of the Ismail Interdisciplinary Travel Award is conducted by members of the graduate faculty who review and evaluate the proposals based on the following criteria:

- interdisciplinary component clearly defined;
- relevance of research to the field;
- research statement is well written.

Registration Requirements

Recipients of the Ismail Interdisciplinary Doctoral Travel Award must be enrolled in a degree-granting graduate program at Purdue and registered for at least eight credits in the fall and spring sessions and for at least six credits during the summer session, though students should confer with their departmental graduate committee chair.

Summer Research Grants

The Graduate School Summer Research Grants provide two months of thesis research support for predoctoral students who have been exclusively teaching during both of the preceding academic semesters (Fall 2008, Spring 2009).

Eligibility

Students must have held a one-half time or greater (50.00 CUL or higher) University teaching appointment during both of the preceding academic semesters. A "teaching appointment" is classified as a graduate teaching assistant or graduate instructor. A student holding any type of fellowship, research assistantship or administrative/professional graduate appointment is not eligible.

Only students working for the Ph.D. degree will be considered for support. The student must be actively working on Ph.D. research (Doctoral Student A, C or D) and have completed the Master's degree or passed all the necessary departmental qualifying requirements to be recognized as a Ph.D. student. This requirement must be satisfied no later than Spring 2009. Students also must show satisfactory scholastic achievement (graduate index ≥ 3.00) and research potential.

Application Process

The Graduate School will send each department a list of eligible students in February. The departments will verify the accuracy of the information, and this data will be utilized to make the allocations. The number of Summer Research Grants awarded to each school will be sent to the school's graduate dean, who will decide the allocation for each department. Departments are then notified of their allocation by the Graduate School and asked to select the students they wish to support. These students are selected from the previously submitted departmental listing of eligible Ph.D. students.

Award

The total award for the Summer Research Grant is currently \$1,274 per month for two summer months for a total of \$2,548. The Summer Research Grant may be supplement by a department or program. The student supported on the Grant also receives a remission of all tuition and fees for the Summer Session except the graduate appointment fee, which is currently \$777 for new students; \$454 for continuing students (2005-06 fees).

Registration Requirements

Recipients of the Summer Research Grant must be enrolled and maintain status as a graduate student in a degree-granting graduate program at Purdue. Student must register for a minimum of 3 hours of Ph.D. research (699) during the Summer Session.

Award Conditions

The SRG is a 2 month, one-half time (50.00 CUL), research appointment at Purdue University. Student must register for a minimum of 3 hours of Ph.D. research (699) during the Summer Session. Students may accept an additional one-quarter time (25.00 CUL) University appointment as a graduate assistant.

APPENDICES

Executive Memorandum No.: A-199

**PURDUE UNIVERSITY
LAFAYETTE, INDIANA
Office of the President**

1 March 1961

EXECUTIVE MEMORANDUM No.: A-199

To: Deans, Directors, and Heads of Schools, Divisions, Departments, and Offices

Subject: Acceptance of Gifts, Grants, and Loans by Purdue University

I -- Gifts and Loans of Equipment and Supplies

A) All gifts and loans of any type--except grants for scholarships, fellowships, faculty professional development, prize awards, and gifts for student loan funds--received by any school, division, department, or office of the University should be reported on Purchasing Form I2A, Gift and Loan Report. In order to make complete information available, establish responsibility for gifts and loans, and provide for proper acknowledgment by the President of the University or the Board of Trustees, the following procedure is established.

1) The head of the school, division, department, or office receiving a gift or loan

- a) Has Purchasing Form I2A prepared in triplicate;
- b) Signs all copies;
- c) Forwards all copies to dean or other administrative officer.

(If item reported is a loan, see also Section B.)

2) The dean or other administrative officer

- a) Approves form;
- b) Retains last copy;
- c) Forwards original and one copy to Business Manager.

3) The Business Manager

- a) Approves form;
- b) Forwards both copies to the President of the University.

4) The President

- a) Approves form;
 - b) Retains original;
 - c) Transmits copy to Property Accounting Officer.
- 5) The Property Accounting Officer
- a) Enters gift or loan on permanent inventory record.
- 6) The President of the University and/or the Secretary to the Board of Trustees acknowledges each gift or loan by letter to the donor.
- B) Any written agreement submitted by an organization making a loan to the University should accompany the form (Purchasing Form 12A) reporting the loan.
- 1) A loan agreement should be submitted in at least two copies by the organization making the loan.
 - a) One copy will be retained by the University after it has been signed for the University by the Purchasing Agent.
 - b) The other copy will be returned by the Purchasing Agent directly to the organization making the loan.
 - 2) The school, division, department, or office receiving the loan should also have a copy of any loan agreement submitted. Therefore, if not more than two copies of the agreement are submitted by the organization making the loan, attention should be called to this fact so that the Property Accounting Officer can have a copy prepared and returned to the school, division, department, or office.
 - 3) The return of loan equipment should be reported by letter directly to the Property Accounting Officer. This report should include date of return.

II -- Free Grant Fellowships

This section of this Executive Memorandum supersedes all portions of Executive Memorandum No. A-154 (1 July 1958) and the Manual of Policies and Procedures for Sponsored Research at Purdue University (July 1958) that are specifically concerned with predoctoral free-grant fellowships.

A. Policies

1) Definition of Fellowship

A fellowship is defined as a free grant given to the University for the support of a graduate student in his study and/or research. The primary purpose of such a grant is to further the education and training of the student recipient in his individual capacity.

2) Conditions of Acceptance

- a) The donor must clearly indicate that his purpose in making the gift is to provide support for an individual or individuals while engaged in a program of study and/or research. If parts, or all, of an unrestricted grant are to be used or may be used to support a fellowship, the grant must specifically provide for such usage.
- b) The donor may name the recipient fellow, subject to the approval of the University, or he may,

preferably, authorize the University to select the fellow and report his name to the donor.

- c) The donor may not require a commitment from the fellow regarding services to the donor.
- d) The donor may not specify the exact subject of research.
- e) The donor may recommend, but not require, supervision of predoctoral fellows by a specific faculty member.
- f) The donor should be given a courtesy copy of the thesis and may be given informal reports of progress on the research.
- g) The donor will specify the total funds granted. The donor may specify the stipend of the fellow and, if desired, the conditions which affect the stipend (such as marital status, number of dependents, or years in graduate study). The donor may request that the funds remaining after the payment of the fellowship stipend and tuition and fees of the fellow be designated for (1) research expenses of the fellow, including supplies and other incidental costs, (2) departmental research equipment, and/or (3) an unrestricted grant to the University. The donor may specify the division between (1), (2), and (3).
- h) The normal term of appointment for the fellow will be either two semesters or two semesters plus the summer session. The appointment will be subject to renewal, provided (1) the student is making satisfactory progress toward the degree and (2) the donor continues fellowship support for subsequent periods.
- i) Unless otherwise provided by the terms of the fellowship agreement, unexpended funds remaining at the time of termination of the fellowship shall be used to support general free grant fellowship programs under the direction of the Graduate School.

3) Recommended Financial Provisions of Fellowships

The University makes no regulation concerning the amount of the monetary provisions of a fellowship. However, it is recommended that full fellowships provide for the payment of:

- a) Stipend adequately large to maintain the fellow and his dependents during his tenure without the necessity of other income or employment and with some flexibility for marital status and number of dependents.
- b) Out-of-State tuition and fees on a calendar-year basis, with the understanding that if the recipient is entitled to in-State fees, the difference will be made available for other purposes associated with the fellowship.
- c) Funds to cover the costs of thesis research, including supplies, equipment, and services.
- d) An unrestricted grant to the University to be used for general institutional purposes. It is recognized that the cost to the University for each graduate student is only partly covered by tuition and fees. It is most desirable, therefore, that any agency establishing a fellowship should provide not only for direct costs to the student recipient, but also for other direct and indirect costs to the University.

4) Policy-Making Responsibilities

- a) Initiation and interpretation of academic policies relating to free grant fellowships shall be through the existing organization of the Graduate School.
- b) Policies and procedures relating to fiscal matters and legal aspects shall be vested in the Treasurer of the University.

B. Proposals

1) Initiation of New Proposals

- a) While staying within the conditions of fellowship acceptance as outlined in the paragraphs included under A. 2) of this section of this Executive Memorandum, any Purdue staff member of professorial or equivalent rank is privileged to discuss and explore the possibility of fellowship grants, on an informal basis, with potential donors with whom he has had sufficient professional or personal contact to warrant such discussions. Academic deans and department heads may choose to restrict further contacts.
- b) No proposal should go beyond the informal and exploratory stages, however, without the knowledge and approval of the appropriate departmental, division, or school administrative officers. In all such contacts or solicitations, the desirability of maintaining the dignity and public esteem of Purdue University is most important.
- c) In no case should any individual, department, division, or school launch an extensive solicitation campaign without prior and continuous clearance through the administrative officer concerned and the Office of the President.

2) Formulating Proposals

- a) All proposals must be finally reduced to writing by the donor or for the donor. It shall be the responsibility of the department, school, or division assisting in the formulation of the proposal to make certain that the proposal meets the academic, fiscal, and legal conditions of acceptance. Informal consultation with the Business Office and the Graduate School should be utilized whenever needed and to the extent necessary to assure the formulation of an acceptable proposal.
- b) At the appropriate time the donor should be advised that checks for fellowship grants are to be made payable to Purdue University.
- c) Fellowship appointments for the academic year are usually completed early in the spring. Thus it is desirable that the donor signify by the first of March, or earlier if at all possible, his intention to initiate or to renew a fellowship. The fellowship will then be available at the time when the best possible choice of fellowship recipient is assured.

3) Processing proposals and Administering Grants

a) Copies of Proposal to Business Office

Upon completion of the proposal between the donor and the department, division, or school concerned, three copies of the proposal, together with the proposed budget if it is available, shall be supplied to the Office of the Business Manager. The budget need only indicate the division of expected funds between stipend, tuition and fees, with the remaining portion made available for supplies and expenses. One copy shall be forwarded by the Business Office to the Dean of the Graduate School and another to the Office of the President for acknowledgment and acceptance officially on behalf of the University.

b) Acceptance by President of the University

The President will make an acknowledgment to the donor for the gift, indicating in his letter the Purdue staff member who will be responsible for administering the grant and for providing the donor with the name of and information concerning the student recipient.

Copies of the letter of acknowledgment will be sent to the Business Office, Dean of the Graduate School, staff member administering the grant, and other University personnel concerned.

c) Assigning a Number

The Business Office will assign a P. U. number and issue Business Office Form 0004, Notice of Award, to the administering school, division, or department, with a copy to the Graduate School.

d) Selecting the Fellowship Recipient

The administering school, division, or department is now free to select and appoint the fellow, using President's Office Form 10F, Graduate Fellowship Appointment, and to inform the donor of the appointment.

e) Acceptance of Fellowship Appointment

Each fellowship recipient will be required to sign Business Office Form 1002, Pre-doctoral Fellowship Agreement, as acknowledgment of the terms of his appointment.

f) Payment of Stipend

Payment of the stipend will be made monthly upon certification by the school, division, or department head to the Business Office that the fellow is progressing satisfactorily in his program of study and/or research and that payment has been authorized by an approved President's Office Form 10F.

g) Other Support

- (1) A graduate student employed by the University for teaching duties on a not to exceed half-time basis may receive an additional stipend from a free grant fellowship provided the fellowship permits dual appointments.
- (2) A graduate student employed by the University for research duties on a not to exceed half-time basis may receive an additional stipend from a free grant fellowship provided the fellowship permits dual appointments and provided the student has completed substantially all of his course work on his Ph.D. plan of study.

h) Tax Position of the Fellowship Recipient

- (1) The stipends of fellows are not subject to withholding and payment of Indiana State Gross Income Tax.
- (2) The stipends of predoctoral fellows are not subject to withholding and payment of Federal Income Tax.

i) Required Services

No services to the University are required of a fellow as consideration for a grant.

j) Staff Privileges

A recipient of a fellowship stipend is not entitled to staff fee privileges even though he may also be employed by the University (effective 1 July 1961). (However, a limited number of tuition scholarships are available.)

k) Purchases

The regular procedures of the University are followed for the purchase of supplies and payment of expenses from fellowship grants.

4) Receiving Payment of Fellowship Grant

- a) Any school, division, or department of the University receiving a donor's check in payment of a fellowship grant will transmit it, with adequate identification of its source and purpose, to the Office of the Business Manager without delay.
- b) The Business Manager will deposit the check to the proper account and acknowledge its receipt if the fellowship grant has been previously acknowledged and accepted by the President of the University. Whenever the check accompanies the fellowship proposal or offer, its receipt can be acknowledged with the official acceptance of the grant by the President.

C. Renewal of Fellowship Grants

Renewal of fellowship grants will be handled in essentially the same way as new proposals. However, approval of a proposal once given may be considered to apply to the renewal unless it is specifically stated otherwise.

D. Naming of University Staff Member to Administer Fellowship

- 1) In his letter of acknowledgment and acceptance of the fellowship grant, the President of the University will designate the staff member responsible for the administration of the grant.
- 2) The administrator of a fellowship grant will normally be the academic school dean, department or division head, or his designee, depending generally upon the recommendations submitted with or as a part of the fellowship proposal.
- 3) If the grant is interschool or interdepartmental, undesignated, rotating, or of a certain governmental or foundation type, the Dean of the Graduate School, or his designee, will be named as the administrator of the grant.

E. Termination of Fellowship Grants

- 1) Upon the expiration of a fellowship grant and after the normal costs of the fellowship have been met, the designated administrator of the fellowship grant will be responsible for conferring with the Business Manager relative to the disposition of any funds remaining in the grant in accordance with the conditions of its acceptance. If no conditions were specified, the Business Manager will transfer any funds remaining in the grant to the President's Special Reserve Fund for use in supporting other free grant fellowships.
- 2) If fellowship grants are renewed from year to year in the same school, division, or department, they will be treated as continuing grants and the funds carried over from one fellowship to the next to provide for the extra cost of special equipment and supplies that may be incurred from time to time.

F. Coordination, Study, Reporting, and Public Relations

In addition to academic policy-making, policy interpretation, and certain fellowship administration, the Dean of the Graduate School, or his deputies, will have over-all responsibility for coordinating all fellowships at Purdue University, for evaluating fellowships, and for making annual reports to the President of the University, staff, and donors relative to fellowship activities.

**III -- Gifts and Grants for Undergraduate
Scholarships and Student Loans**

- A. Gifts and grants received by the University for the establishment of undergraduate scholarships and student loans should be transmitted to the Office of the President for the attention of the Executive Dean, who serves as chairman of the Faculty Committee on Undergraduate Scholarships and Student Loans. Official acknowledgment and acceptance of such gifts and grants on behalf of the University will be made by the Executive Dean and the checks transmitted to the Business Manager for deposit to the appropriate account.
- B. This procedure for handling such gifts and grants does not apply to funds received by the Purdue Alumni Scholarship Foundation.
- C. Any member of the University staff who wishes, or is in position, to solicit potential donors for undergraduate scholarship or student loan funds should confer with the Executive Dean before proceeding with his solicitation so that duplicate or untimely requests will not be made.

IV -- Other Gifts and Grants

- A. Gifts and grants to be used for faculty professional development, for prize awards, for undesignated or unrestricted purposes, etc., should be forwarded to the President of the University for official acknowledgment and acceptance and deposit in an appropriate account.

Solicitation of gifts and grants for Purdue University--no matter what the purpose--should be done in a manner befitting the dignity and over-all welfare of the University. Too often members of the staff from different departments seek funds or other gifts from the same company or organization; this can place the University officers in an embarrassing or even untenable position. It is highly desirable, therefore, that the appropriate administrative officers know about the supplicatory activities of the staff on behalf of the University. Any extensive program of grant-requests or gift-requests must, of course, have the approval of the President of the University before it is undertaken.

Frederick L. Hovde
President

Appendix B -Addendum to Executive Memorandum A-199

Addendum to Executive Memorandum No. A-199

(Dated 1 March 1961)

TO: DEANS, DIRECTORS, AND HEADS OF SCHOOLS, DIVISIONS, DEPARTMENTS, AND OFFICES, AND REGIONAL CAMPUS CHANCELLORS

DATE: 1 November 1984

RE: UTILIZING SEVERAL FUNDING SOURCES TO SUPPORT GRADUATE STUDENTS

In recent years it has become increasingly necessary for departments to combine several types of funding in order to support graduate students. For example, a teaching or research assistantship may be supplemented by a fellowship. This practice has become necessary in order to recruit the highest quality graduate students. The administration of graduate student support from several funding sources has been guided by Executive Memorandum No. A-199, Section II.B.3) g) and j). However, Section II.B. of Executive Memorandum No. A-199 does not cover all the funding combinations now in use and needs updating based upon refinements to be made to past charge practices for graduate fee remits.

This Addendum, effective with the beginning of the 1985 fall semester, establishes revised procedures which supersede all portions of Section II.B. of Executive Memorandum No. A-199 WHEN free grant fellowships are combined with other sources of funding for graduate students. The revised procedures are presented in the balance of this Addendum.

A recipient of a fellowship stipend is not entitled to a graduate fee remission unless he/she also holds a graduate assistant appointment. In the latter situation, financial arrangements for the cost of graduate fee remissions will be as follows:

A. For fellowship recipients holding a graduate research appointment, other than an XR, the research activity is responsible for payment of the graduate fee remission. If the research activity is not chargeable for the graduate fee remission, or if a determination is made by the Graduate School that research activity funds are either inadequate or unavailable for this purpose, then the fellowship account will be responsible for payment of the graduate fee remission.

For dual XR/supplemental fellowship appointments, the fee remission will be expensed to the XR project account in lieu of the procedures described herein.

B. For fellowship recipients holding at least .50 FTE graduate teaching or administrative appointment, the cost of the graduate fee remission will be expensed to the academic department receiving the teaching or administrative services of the graduate assistant. The department will not be required to fund this expense unless the teaching/administrative services are provided from a fund source which is chargeable for graduate fee remissions.

For fellowship recipients holding less than a .50 FTE graduate teaching or administrative appointment (i.e., the appointment is considered to be supplemental to the fellowship), the fellowship account will be responsible for payment of the graduate fee remission.

C. Individuals holding a dual fellowship/graduate assistantship appointment will be charged a graduate staff fee. The graduate student will be responsible for the payment of the graduate staff fee if funds for that purpose are not available in the fellowship account.

A memorandum detailing the procedures required to implement the provisions of this Addendum will be released in the near future.

Steven C. Beering
President

Appendix C - Implementation of Addendum to Executive Memorandum A-199

TO: Deans, Directors, and Heads of Schools, Divisions, Departments, and Offices, and Regional Campus Chancellors

FROM: H. S. Lyon, Vice President for Business Services and Assistant Treasurer

DATE: 1 March 1985

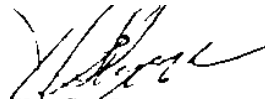
SUBJECT: Implementation of Addendum to Executive Memorandum A-199

On 1 November 1984, President Beering issued an Addendum to Executive Memorandum No. A-199 entitled "Utilizing Several Funding Sources to Support Graduate Students." The Addendum sets forth University policy regarding the support of graduate students who have both graduate assistantship and fellowship appointments. For purposes of this memorandum, "graduate assistantship" is defined as any appointment with staff classification of the form XXXGXX or XX90AXX. Students with both assistantship and fellowship support are called "dual appointees."

The purpose of this memorandum is to describe the procedures necessary to implement the provisions of the 1 November 1984 Addendum. These procedures are as follows:

1. For dual appointees, item 9 of the Course Request (Registrar Form 23) should be completed using the student's graduate assistant staff classification and item 9a should be certified by the department head or designee (see Attachment 1). This will insure that the graduate student receives a graduate fee remission.
2. In accordance with item C of the 1 November 1984 Addendum, dual appointees will be charged the graduate staff fee, currently \$135 per semester. For some dual appointees, funds will be available in the fellowship account for the payment of the graduate staff fee. If funding is available for this purpose, the Fellowship Fee Deferment Authorization (President's Office Form 37F) should be completed in accordance with Attachment 2. Completion of the Form 37F will insure that the graduate staff fee is charged by the Bursar to the fellowship account. If a Form 37F is not completed for the student, the student will be billed for the graduate staff fee.
3. The 1 November 1984 Addendum delineates the decision rules that will be used to charge or cost the graduate fee remission rate, currently \$330 per pay period, to the appropriate funding source for dual appointees. These decision rules are shown in diagrammatic form on Attachment 3. The payroll system will be programmed to charge or cost the graduate fee remission rate automatically.

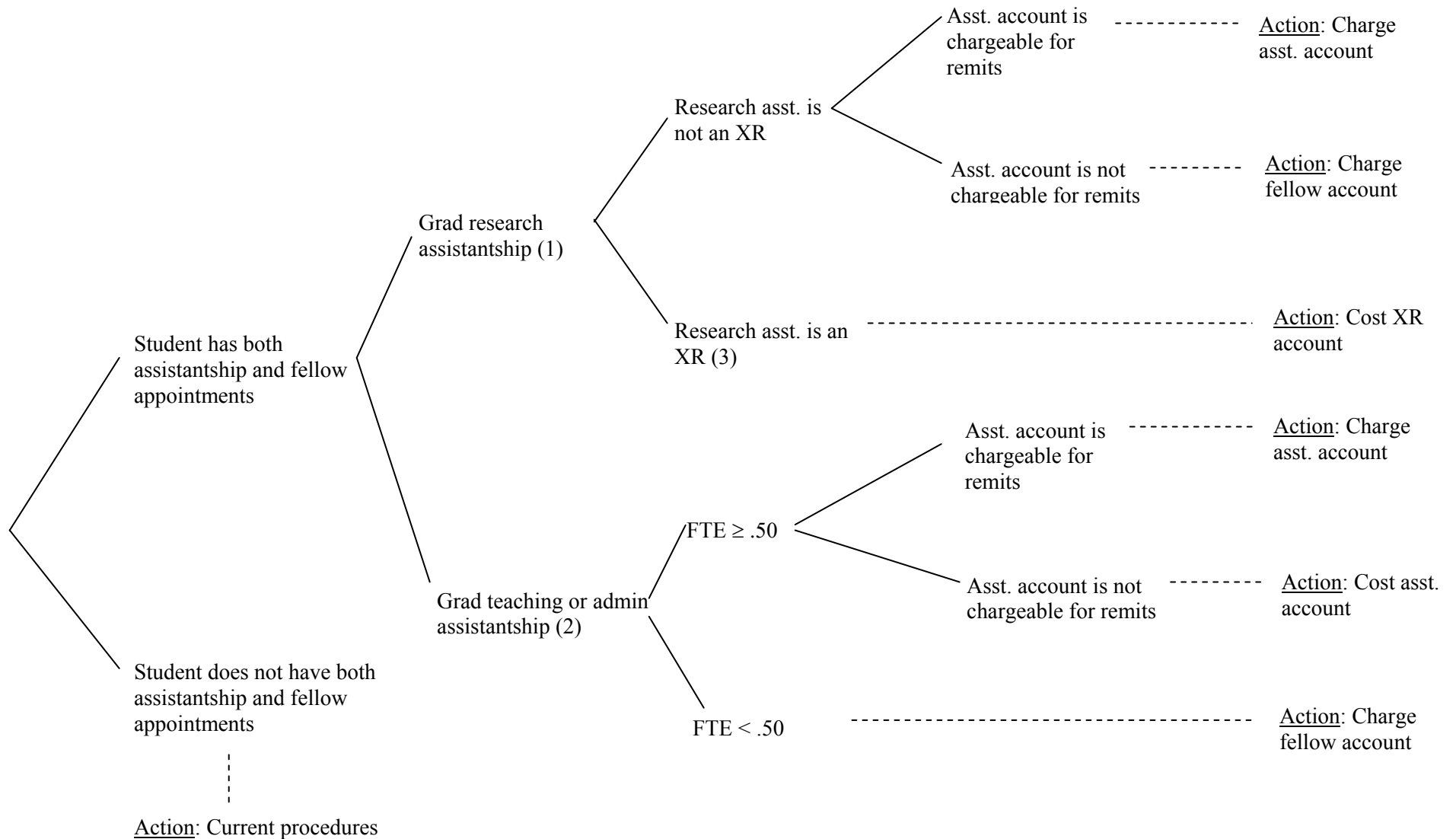
The procedures described in this memorandum are effective with the beginning of the 1985 fall semester; registration documents processed in advance for the 1985 fall semester should be prepared accordingly. Should you have questions regarding these procedures, please contact your Business Administrator at the West Lafayette campus or your chief financial officer at the Regional Campuses.



H. S. Lyon
Vice President for Business Services and
Assistant Treasurer

Charging / Costing Chart

POLICY REGARDING THE CHARGING/COSTING OF THE GRADUATE FEE REMISSION RATE FOR DUAL APPOINTEES
ADDENDUM TO A-199



(1) For purposes of this policy, grad research assistantship is defined as:

All 62G, 63G, or 72G

Any 90A, 03G, or 12G paid from funds 14, 15, 26, 29, 36, 38, 41, 42, 43, 46, 47, 48, 49, 50-63, 68, 12, 13, 25, 28, 30-35, 40, 44, 45, 64, 66.

(2) For purposes of this policy, grad teaching or administrative assistantship is defined as:

All 22G, 32G, or 42G

Any 90A, 03G, or 12G paid from any fund not listed in (1) above.

(3) For purposes of this policy an XR assistantship is defined as any 72G.

Appendix D - Executive Memorandum C-23

Executive Memorandum C-23

PURDUE UNIVERSITY
OFFICE OF THE PRESIDENT
EXECUTIVE MEMORANDUM No. C-23
(Supersedes Executive Memorandum No. A-87, dated July 1, 1955)

November 1, 1991

To: Chancellors, Deans, Directors, and Heads of Schools, Divisions, Departments, and Offices

Re: Stipends for Graduate Staff Appointments, Fellowships and PRF Research Assistantships

1. Graduate Staff Appointments:

Monthly stipend ranges for graduate teaching assistants, graduate research assistants, graduate instructors, and graduate administrative and professional staff will be recommended annually to the Board of Trustees for the upcoming fiscal year.

After approval by the Board of Trustees, the Vice President and Dean of the Graduate School shall inform chancellors, academic deans, department heads, and academic business administrators of the established stipend ranges. Any exceptions to these ranges must be approved by the Vice President and Dean of the Graduate School.

2. Fellowships:

Stipends for fellowships supported by University funds and administered by the Graduate School will be recommended annually to the Executive Vice President for Academic Affairs.

After approval by the Executive Vice President for Academic Affairs, the Vice President and Dean of the Graduate School shall send announcements of these fellowship programs and stipends for the subsequent academic year to departments during November.

3. PRF Research Assistantships:

The Purdue Research Foundation provides half-time research assistantships for doctoral students through two programs: PRF Research Grants and PRF Summer Research Grants. The Vice President for Programs of the Purdue Research Foundation shall announce annually these programs to the faculty during the fall semester.

Stipends are set by the President of the Purdue Research Foundation and shall be included in information about stipends for graduate staff appointments, distributed by the Vice President and Dean of the Graduate School.

Steven C. Beering
President

Revised: August 1, 1997

Appendix E - Medical Insurance Supplement Policy

Medical Insurance Supplement Policy

Effective in the fall of 1997, Purdue University will require all fellowship awards supporting graduate students to include a supplement for medical insurance. The minimum level of this supplement should parallel the amount of funds provided to our graduate student staff for medical insurance.

Whenever possible, this supplement should be written into the contract or grant or be provided by the external sponsor. If this sponsorship of the medical insurance supplement is not forthcoming, provision of these funds is the responsibility of the department or school in which the fellowship recipient is enrolled.

Questions regarding this policy may be addressed to Candiss B. Vibbert, assistant dean of the Graduate School, at 46963 or Peter E. Dunn, assistant vice president for research, at 41063.

Luis M. Proenza
Vice President for Research
and Dean of the Graduate School

05/07/97

Appendix F - Guide to Graduate Fellowships and Awards

Guide to Graduate School Fellowships and Awards 2009-2010

GRADUATE SCHOOL FELLOWSHIPS AWARDED BY ACADEMIC PROGRAMS

Fellowship/Assistantship Name	Support	Timeline
Frederick N. Andrews¹ For the recruitment of outstanding Ph.D.-track students to graduate programs at Purdue University. Each fellowship provides a four-year award package to the fellow. Whether administered as a fellowship or as an assistantship, it also provides tuition coverage and a medical insurance supplement. The recipient must have an admit date of Fall 2009 or Spring 2010.	\$15,288/year minimum^{2,4} 2 years Graduate School support; 2 years of graduate program support	<i>Allocation</i> November 2008 <i>Student Response Deadline</i> April 15, 2009 <i>Award Notification</i> Determined by program ³
Bilsland Dissertation Fellowships Provides support to outstanding Ph.D. candidates in their final year of doctoral degree completion. Bilsland Fellows are expected to devote full-time effort to the completion of all doctoral degree requirements to receive the doctoral degree at the conclusion of the fellowship tenure.	\$18,000/year minimum² 1 year of Graduate School support	<i>Allocation</i> November 2008 <i>Student Response Deadline</i> April 15, 2009 <i>Award Notification</i> Determined by program ³
Lynn¹ For the recruitment of outstanding Ph.D.-track students to interdisciplinary graduate programs at Purdue University. Each fellowship provides a four-year award package to the fellow. Whether administered as a fellowship or as an assistantship, it also provides tuition coverage and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.	\$15,288/year minimum^{2,4} 1 year Graduate School support; 3 years of graduate interdisciplinary program support	<i>Allocation</i> November 2008 <i>Student Response Deadline</i> April 15, 2009 <i>Award Notification</i> Determined by program ³
Purdue Doctoral¹ For the recruitment of outstanding Ph.D.-track students who will enhance the diversity of the graduate student body in graduate programs at Purdue through their diverse backgrounds, views and experiences. Each fellowship provides a four-year award package to the fellow. Whether administered as a fellowship or as an assistantship, it also provides tuition coverage and a medical insurance supplement. The recipient must have an admit date of Fall 2009 or Spring 2010.	\$15,288/year minimum^{2,4} 2 years Graduate School support; 2 years of graduate program support	<i>Allocation</i> November 2008 <i>Student Response Deadline</i> April 15, 2009 <i>Award Notification</i> Determined by program ³
Ross Fellowships¹ For the recruitment of outstanding, Ph.D.-track students to graduate programs at Purdue University. Each fellowship provides a four-year package to the fellow. The additional support is usually in the form of teaching or research assistantships or a combination of both. Whether administered as a fellowship or as an assistantship, it also provides tuition coverage and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.	\$15,288/year minimum^{2,4} 1 year Grad School Support; 3 years of graduate program support	<i>Allocation</i> November 2008 <i>Student Response Deadline</i> April 15, 2009 <i>Award Notification</i> Determined by program ³

GRADUATE SCHOOL GRANTS AWARDED BY ACADEMIC PROGRAMS¹

Graduate School Summer Research Grants To provide research support to doctoral students who have been exclusively teaching during both of the preceding academic semesters (Fall 2008, Spring 2009).	\$1274/month⁴ 2 months Graduate School support	<i>Allocation</i> February 2009 <i>Student Response Deadline</i> April 24, 2009 <i>Award Notification</i> Determined by program ³
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¹The Graduate School should be acknowledged in offer letters and all other documents as the source of funding for these fellowships. Depending on the wording of your offer letters, appropriate references to the funding source might include the following: "...the Graduate School's Frederick N. Andrews Fellowship..." or "...the Frederick N. Andrews Fellowship by the Graduate School..." The Graduate School allocates funding to the academic programs which select fellowship recipients based on the established guidelines.

²Actual stipend determined by the academic program.

³These are recruitment awards. Identification of possible recipients usually occurs during the admissions process, utilizing materials in the admissions application.

⁴The Graduate School minimum stipend amounts are only an estimate. The final amount will not be known until March / April 2009.

This guide is meant as a summary of Graduate School awards. For complete details regarding Graduate School Fellowships and awards, consult the Graduate School Fellowship Manual.

Guide to Graduate School Fellowships and Awards 2009-2010

FELLOWSHIPS AWARDED BY THE GRADUATE SCHOOL

Fellowship/Assistantship Name	Support	Timeline
<p>George Washington Carver Awarded annually to doctoral-seeking students from Historically Black Colleges and Universities, Hispanic-serving institutions, or Tribal colleges, who have demonstrated superior academic achievements and scholarly abilities. Recipients must be admitted for Fall 2009 or Spring 2010 and aspire to a career as a professor in higher education.</p>	<p>\$20,000/year 5 years Graduate School support</p>	<p><i>Announcement</i> November 2008 <i>Deadline</i> January 27, 2009 <i>Award Notification</i> March 2009</p>
<p>Charles C. Chappelle Provides a one-year fellowship to students with undergraduate degrees from Purdue for the furtherance of post-graduate research at Purdue University. Recipients are selected on the basis of character, intellectual ability, and promise of degree attainment. It provides a stipend, Graduate Tuition Scholarships, payment of most fees, and a medical insurance supplement.</p>	<p>\$18,000/year minimum 1 year Graduate School support</p>	<p><i>Announcement</i> November 2008 <i>Deadline</i> January 30, 2009 <i>Award Notification</i> March 2009</p>
<p>David M. Knox¹ Awarded to masters-seeking students to enhance the diversity of the graduate student body through the recruitment of students with diverse backgrounds, views and experiences. The Knox Fellowship commits a two-year award package to the fellows. Tuition and fee coverage and a medical insurance supplement are also provided.</p>	<p>\$18,000/year minimum 1 year Graduate School support; 1 year of graduate program support</p>	<p><i>Announcement</i> November 2008 <i>Deadline</i> January 30, 2009 <i>Award Notification</i> March 2009</p>
<p>Ludwig Kruhe Established as a “means for promoting a deeper interest in world problems, to the end that a better understanding of international relationships and world affairs may be advanced.” It provides one year of support, including a stipend, payment of tuition and fees, and a medical insurance supplement. Recipients are doctoral candidates in one of the following Purdue graduate programs: Agricultural Economics, Civil Engineering, Foreign Languages and Literature, History, Management, or Political Science.</p>	<p>\$15,288/year⁴ 1 year Graduate School support</p>	<p><i>Announcement</i> November 2008 <i>Deadline</i> February 4, 2009 <i>Award Notification</i> March 2009</p>
<p>Bilsland Strategic Initiatives Provides an opportunity for graduate students, under the direction of a faculty member, to impact graduate education by addressing a Graduate School strategic initiative. Individual graduate students may submit a proposal for one award related to any of the Graduate School strategic initiatives. Strategic Initiatives Fellowships provide a stipend, Graduate Tuition Scholarships, payment of most fees, a supply and expense fund, and a medical insurance supplement.</p>	<p>\$18,000/year \$1,500 budget proposal 1 year Graduate School support</p>	<p><i>Announcement</i> November 2008 <i>Deadline</i> February 6, 2009 <i>Award Notification</i> March 2009</p>

GRANTS AWARDED BY THE GRADUATE SCHOOL

<p>Frederick N. Andrews Environmental Travel Grant For degree-seeking students enrolled in a graduate program who are researching means of improving the world environment.</p>	<p>\$1500 Travel and Research Grant</p>	<p><i>Deadline</i> October 31, 2008 <i>Award Notification</i> November 2008</p>
<p>Russell O. Blosser Environmental Travel Grant To support graduate students majoring in an area of environmental sciences. Preference is given to students affiliated with the Chi Chapter of Kappa Sigma Fraternity.</p>	<p>\$1500 Travel and Research Grant</p>	<p><i>Deadline</i> October 31, 2008 <i>Award Notification</i> November 2008</p>
<p>A.H. Ismail Interdisciplinary Graduate School To provide travel support to doctoral students in interdisciplinary programs presenting their doctoral research at a national or international conference.</p>	<p>Travel re-imburement Actual amount is dependent upon travel destination</p>	<p><i>Deadline</i> October 24, 2008 <i>Award Notification</i> November 2008</p>
<p>Graduate School Incentive Grant For students who apply for external, multi-year fellowships (The Fellowship Office maintains a list of eligible fellowship competitions.) Grant award is <u>not</u> contingent upon the success of the student’s application.</p>	<p>\$500 award for one application only;</p>	<p><i>Deadline</i> April 3, 2009 <i>Award Notification</i> April 2009</p>
<p>Graduate School Excellence in Teaching Award Graduate students selected for this award must have demonstrated excellence in teaching and mentoring at the undergraduate and/or graduate level <i>AND</i> accomplishments in service/outreach to student groups and/or the community, and/or scholarly publications.</p>	<p>\$500 award</p>	<p><i>Deadline</i> March 2009 <i>Award Notification</i> April 2009</p>

This guide is meant as a summary of Graduate School awards. For complete details regarding Graduate School Fellowships and awards, consult the Graduate School Fellowship Manual.



Appendix G - GTS 8/12/02 Memorandum

August 12, 2002 Memorandum

PURDUE UNIVERSITY

interoffice memorandum

TO: Provost Mason and Treasurer Burns

FROM: Vice President and Dean  Gary E. Isom and Vice President  James S. Almond

DATE: August 12, 2002

SUBJECT: Graduate School Tuition and Fee Scholarships

Since the release of the *Report on Tuition Scholarships*, prepared by the Graduate School, a small group of Graduate School and Business Services staff has been at work to clarify issues and refine recommendations contained in the report. Below are specific recommendations and a proposed plan of action for your review and approval.

Effective with the 2003-2004 fiscal year, the GT&F program will be administered on the basis of dollars in the approved University expenditure budget rather than the count of waivers (currently a maximum of 750).

Fiscal year 2002-2003 will be a transition from the count to dollar control.

Due to the conversion of PRF Assistantships to Graduate School Fellowships that provide remissions of equal cost to the general fund and the infusion of \$446,000 from XR grants to create Graduate School fellowships, the maximum number of remissions will be increased by 381 to 1131. This increase will compensate for the conversion of PRF's previously charged as employment remissions.

In preparation for the new method of administration, Business Services and Graduate School staff will begin immediately collecting, analyzing, reporting and projecting expenditures to the GT&F remission expenditure budget.

Effective with the 2003-2004 fiscal year, discontinue the practice of allocating GT&F waivers to the Schools, as well as, providing GT&F waivers for company/industrial-based fellowships. Allocations of GT&F remissions to the Krannert Business Opportunity Program Diversity Initiative have been continued for 2002-2003. The Dean of the Graduate School will retain a limited number of GT&F waivers for discretionary use.

Effective no later than the 2003-2004 fiscal year, COPA funds in federal fellowships will be charged for fees after the cost of student insurance has been funded.

Beginning with the 2003-2004 fiscal year, an annual request for funding will be a part of the University budget construction process. The request will include the number of anticipated remissions by category, assumptions of percent fee increase, residency, full vs. part-time and new vs. continuing student fee status. For 2002-2003, the recurring budget for GT&F scholarships is \$4,239,515.

Budget to actual performance in the GT&F remission account will be monitored by the Business Manager for the Graduate School. Monthly reports and projections will be submitted to Budget and Fiscal Planning (copies to Graduate School) similar to procedures for other centrally funded expenditure accounts. Unexpended balances at year-end will not be carried forward. Expenditures in excess of budget that may be justified by the faculty success in obtaining external federal fellowship support will be covered through the year-end closing process.



Approved
Provost Mason



Approved
Treasurer Burns

cc: T. J. Bonnell
J. K. David
L. M. Longo
M. R. Ludwig
C. D. Lynch
C. J. McAdams
P. E. Pope
K. L. Sandel
J. R. Shipley
W. J. Taggart
D. E. Troyer

Appendix H - GTS Implementation Guidelines

Tuition and Fee Scholarships and Institutional Allowances for Fellowships Implementation Guidelines for Business Offices

February 13, 2004

The purpose of this document is to outline approved changes in the administration of tuition and fee scholarships and institutional allowances for graduate fellowships, explain the impact of these changes on budgeting and cost sharing on fellowship proposals, outline the transition plan and timeline for these new administrative processes, and describe the impact on current fellowship awards.

I. Changes in Practice

Changes to the administration of the Graduate Tuition and Fee program and institutional or cost of program allowance (COPA) provided to university fellowships were approved by Provost Mason and Vice President Burns in a memo dated August 12, 2002.

In summary these changes are:

- The Graduate Tuition and Fee (GT&F) program will be administered on the basis of dollars in the approved University expenditure budget rather than the count of scholarships.
- All GT&F scholarships will be managed by the Graduate School and applied to specific categories of eligible fellowships. The practice of allocating a certain number of GT&F scholarships to each of the Schools has been discontinued.
- Institutional allowances or COPA funds provided in fellowships will be utilized to offset the cost of tuition and fees after the cost of student insurance and other student fees has been covered.

The implementation of these changes is described in detail in this document.

II. Graduate Tuition and Fee Scholarships

Tuition and fee scholarships fund the cost of most resident fees and non-resident tuition normally charged to a fellow. The scholarship does not fund a portion of the general service fee, the technology fee, the international student fee, the graduate appointment fee, or the differential fee charged to students by specific schools (e.g. School of Management, Schools of Engineering).

Tuition and fee scholarships are approved and administered by the Dean of the Graduate School. Fellowships eligible for tuition and fee scholarships fall into three categories:

1. Federally funded fellowship programs (NIH, NSF, DE etc.) for tuition in excess of the COPA awarded by the sponsor after the cost of student fees and insurance is funded. A hierarchy of costs to be applied to COPA funds is provided later in this document.
2. Institutional commitments (e.g. GEM and Fulbright fellowship programs)
3. Graduate School initiatives (e.g. Andrews, Ross, Lynn, Purdue, Special Initiative fellowship programs)

Any questions about a specific fellowship program should be directed to Ms. Cyndi Lynch, Director of Fellowships and Professional Development, Graduate School Administration, fellowships@purdue.edu, (765) 494-2598.

Please note there are also some federal training grant programs (NSF and NIH), which provide institutional allowances and receive tuition and fee scholarships. Such programs should also follow the processes outlined in this document.

III. Proposals Requesting Fellowship Support

Tuition and fee scholarships for fellowships outlined in Section II will not require approval from the Graduate School at the time of proposal submission.

Tuition and fee scholarships will no longer be automatically provided to non-federal (industrial, foundation, donor) or departmental fellowships. When requesting funds from industry, foundations, or donors to sponsor fellowships, the cost of tuition and fees should be included as part of the request. Fellowships provided from these sources that do not include funding to cover the full cost of tuition will require one of the following prior to submission of a proposal:

- a) A cost sharing commitment (form 32) from the department to fund the tuition and fees.
- b) Written approval from the Graduate School for a tuition and fee scholarship (requests will be considered based on level of competitiveness of the fellowship program and availability of funds).
- c) Alternatively proposing the funding as a scholarship to be administered through the Division of Financial Aid.

The cost sharing form 32 can be found at <http://www.adpc.purdue.edu/SPS/index.html> (Forms link).

IV. Fellowships Not the Result of a Proposal

If a fellowship award is received and is not the result of a proposal submitted through Sponsored Program Services, and the fellowship does not provide for the full cost of tuition and fees, the department or school should contact the Graduate School who can advise as to the best approach for meeting the sponsor's intent and university guidelines for fellowships. The Graduate School will work in conjunction with SPS on resolving these award situations.

The use of .25 FTE employment for students also receiving fellowship support should not be used for the sole purpose of the tuition remission benefit provided to graduate employees. The Office of Budget and Fiscal Planning will monitor use of the .25 FTE appointments closely.

Effective immediately, all proposals/requests for fellowship funding must follow the guidelines provided above. Current fellowship awards and outstanding requests for fellowship funding will be handled as described later in this document.

V. Tuition and Fee Scholarships as Cost Sharing

Departments are encouraged to show the value of the tuition and fee scholarship as institutional cost sharing on fellowships when tuition and fee scholarships are provided. The value of the tuition and fee scholarship for the purposes of memo match cost sharing can be determined by using the resident fees and non-resident tuition rates found at the Budget and Fiscal Planning website:

<http://www.adpc.purdue.edu/Budgetfp/pdf/fees0304.pdf>

The value of the Tuition and Fee Scholarship is computed as follows:

The General Service Fee – the portion of the General Service Fee included in the Graduate Appointment Fee + Non Resident Tuition = Value of a Tuition and Fee Waiver for a Semester (Fall or Spring). To compute an annual amount you would take this figure times 2.5.

So for a new non-resident student in the Fall of 2003, the calculation is:

General Service Fee \$2,658.50 - the portion of the General Service Fee included in the Graduate Appointment Fee \$327 + Non Resident Tuition \$5,890 = Value of a Tuition and Fee Waiver for a Semester \$8,221.50 or \$20,553.75 for the year.

The value of the tuition and fee scholarship shown as cost sharing must be reduced by the amount of the sponsor provided institutional allowance (COPA) that will be used to fund tuition and fees (as described in Section VI.)

VI. Institutional or Cost of Program Allowances

Awards made as a result of proposals after the issuance of this document will utilize the sponsor funded institutional allowance to fund a part or all of tuition and fee costs for the fellow. The first use of the institutional allowance funds will be for graduate medical insurance and student fees according to the following hierarchy:

1. Medical insurance for the fellow
2. Graduate appointment fee
3. Technology fee
4. International student fee (if applicable)
5. Tuition and other fees
6. Differential fees
7. Other educational costs of the recipient such as books, supplies, and/or travel as long as these costs are consistent with the sponsor guidelines for administration of the fellowship.

An annual example using an international Engineering fellow and the Department of Education institutional allowance is as follows (all rates are 2003-04):

Institutional allowance	\$11,296
Less:	
Medical insurance Supplement	\$ 811
Graduate Appointment Fee (\$502 * 2.5)	\$ 1,255
Technology Fee (\$62.40 * 2.5)	\$ 156
International Student Fee (\$50 * 3)	<u>\$ 150</u>
Total COPA used for medical insurance and student fees ^(A)	\$ 2,372
Balance of COPA available for T&F ^(B) (i.e. non-resident tuition and resident fees)	\$ 8,924
Value of T&F Waiver ^(C)	\$20,554
Amount of T&F scholarship provided by the Graduate School	\$11,630

Once the cost of medical insurance and student fees is satisfied, the remaining institutional allowance will be applied to the fellow's tuition and fees. Any institutional allowance remaining after the insurance, fees and tuition have been satisfied can be used for other costs of the fellowship (e.g. supplies or travel) as long as such costs are consistent with the sponsor guidelines for administration of the fellowship.

When all or a portion of the tuition and fees are paid via a tuition and fee scholarship the full value of the scholarship ^(C) will be charged to the Tuition and Fee Scholarship general fund account administered by the graduate school. This charging occurs each semester through the identification of the tuition and fee scholarship on the form 90 and the processing of the student fee charges by the Bursar. Sponsored Program Services, in coordination with the Graduate School, will maintain a database of COPA bearing fellowships and the amount of COPA available to be applied to the cost of the T&F scholarship. The

available COPA ^(B) will be charged to the fellowship account and credited to the Tuition and Fee scholarship account each semester by a journal voucher prepared by SPS. The COPA to be applied to medical insurance and student fees ^(A) will remain in the fellowship account. The Bursar will charge the student fees directly to the fellowship account or other account if appropriate, as indicated on the form 90. The medical insurance will be charged to the fellowship account or included in the stipend as per current practices.

VII. Transition to New GT&F Waiver and COPA Process

Fiscal year 2003-04 is a transitional year in moving to the full implementation of these new policies. By July 1, 2004, all fellowships will be subject to these guidelines, regardless of past practice.

From this point forward, all new fellowship awards (from previously submitted proposals) will be reviewed to determine what commitments were made against any institutional allowance provided by the sponsor. Any uncommitted institutional allowance will be used to defray a portion of the tuition and fees as described earlier.

Effective immediately, all new proposals for fellowship support should show graduate medical insurance, applicable student fees and tuition and fees as costs against the institutional allowance. Any remaining institutional allowance may be budgeted in accordance with sponsor guidelines for these funds. Tuition and fees should be budgeted at the out-of-state rate, unless an in-state fellow is definitely known to be the recipient of the fellowship at the time the proposal is prepared.

The Graduate School conducted a review of all current fellowships to determine those which fall in one of the three categories listed in Section II and to identify those which are outside of these categories that will no longer have a tuition and fee scholarship provided. A listing of fellowships that are no longer eligible for a tuition and fee scholarships, and are not fully costed, has been provided to each school.

Sponsored Program Services will conduct a review of all currently awarded fellowships at project closing to determine if unexpended, uncommitted institutional allowances exist within the program that could be applied to the cost of tuition and fees. SPS staff will be in contact with departments in making this determination.

VIII. Special Considerations for the GAANN Program

The Department of Education fellowship program for Graduate Assistance in Areas of National Need (GAANN) requires a 25% institutional cost share on the DE award. Historically, this has been met by the assignment of the value of the tuition and fee scholarship as the cost sharing. Under the guidelines for tuition and fee scholarships above, GAANN fellowships would still continue to receive a tuition and fee scholarship. However, with the change in administration of the COPA provided on the GAANN fellowships, a lesser amount of tuition and fees will be paid from University funds, and therefore, a lower amount available to be shown as cost sharing.

Using the example in Section VI, under past practice, the cost sharing would be shown as the entire value of the tuition and fee scholarship, i.e. \$20,554. The GAANN award per student for 03-04 is \$21,500 stipend and \$11,296 or total award of \$32,796, resulting in a cost sharing percentage of total award of 67%. Under the new guidelines, the cost sharing would be the value of all tuition and fees \$22,776 (the sum of Fall \$8,222, Spring \$8,222 Summer \$4,111 T&F, Technology Fee \$156, Med Insurance \$ 811, and Graduate Appointment fee \$1,255) less COPA available of \$11,296 or \$11,480, resulting in a cost sharing percentage of total award of 35%. In most cases, the remaining value of the tuition and fee scholarship will be sufficient to meet the GAANN cost sharing requirement. If it is not, departments or schools would need to commit additional funds to meet this matching requirement. A spreadsheet is available from SPS to assist with budgeting GAANN fellowship proposals.

Appendix I - GTS Summer Tuition and Fee Waiver for TAs



TO: Department Heads
FROM: T. P. Adler, Assistant Dean for Fellowships *TPA*
DATE: March 27, 1986
RE: Summer Tuition and Fee Waivers for Teaching Assistants

Recently, a number of questions have arisen concerning the procedure for securing tuition and fee waivers during the summer session for teaching assistants. In general, two situations prevail:

- 1) If a student has held a teaching assistantship during a given spring semester, and will hold a teaching assistantship again in the following fall semester, s/he is entitled to an automatic tuition and fee waiver for the intervening summer session. All that the student need do in this instance is put her/his staff classification number in the appropriate boxes on the registration form.
- 2) If a student has held a teaching assistantship during a given spring semester, but will not hold one in the fall semester because s/he will complete degree requirements during the summer, the department must send a completed GR-TFS form (Graduate School Request for Tuition and Fee Scholarship) requesting a tuition and fee waiver for the summer session, briefly explaining the student's status.

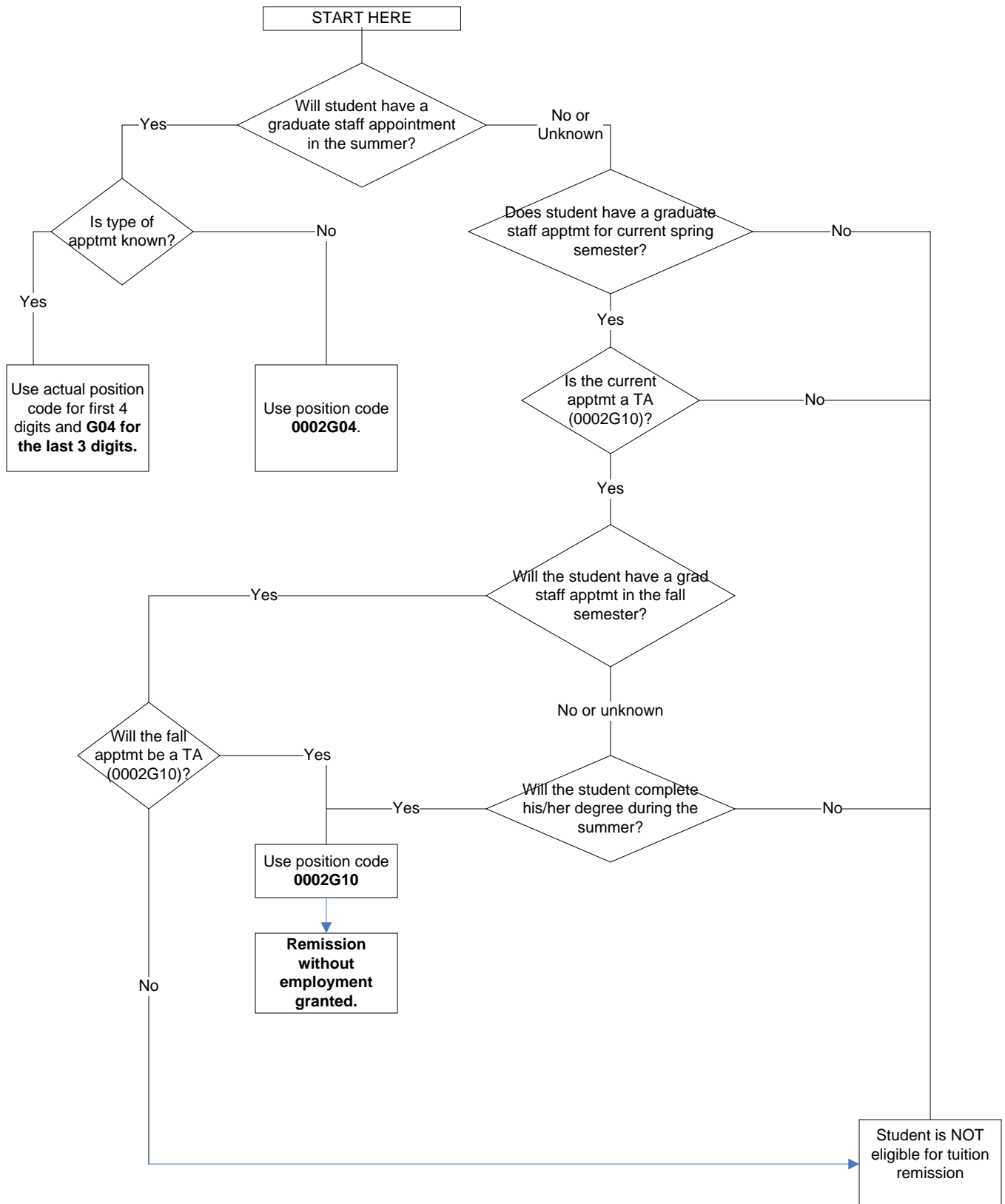
These summer tuition and fee waivers are made available only to teaching assistants because their appointments are tied to the ordinary academic year, during which time they carry an automatic waiver. Since that is not the case with students who are research assistants only, the granting of tuition and fee waivers outlined in this memo does not apply to them. If, however, a student holds a joint TA/RA appointment, then s/he is eligible for the summer tuition and fee waiver according to the terms above.

TPA/ech



West Lafayette, Indiana 47907

Summer Graduate Fee Remission Decision Tree And Instructions for Position Code Field on Form 23



FREDERICK N. ANDREWS FELLOWSHIP

The Graduate School

Deadline: Determined by School

The Andrews Fellowships are for the recruitment of outstanding Ph.D.-track students to graduate programs at Purdue University. Each fellowship provides a four-year award package to the fellow, which includes two years of stipend support from the Graduate School and two additional years of funding support from the graduate program. The Andrews Fellowship, whether administered as a fellowship or as an assistantship, also provides tuition coverage and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Application and Selection Process

Students do not apply directly for the Andrews Fellowship. Selection of the recipients is conducted by the graduate faculty that administers the graduate program to which the student was admitted. At a minimum, the selection process considers the students' academic and scholarly achievements and abilities, based on admission application materials requested by the graduate program. To receive full consideration, graduate students must submit completed application materials by the program deadline.

Student Eligibility

Recipients of Andrews Fellowships must be admitted to Purdue as Ph.D.-track students in a degree-granting graduate program and must demonstrate superior academic achievement and scholarly abilities. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Award Provisions

The Andrews Fellowship provides a four-year award package to the student. The tenure of the Andrews Fellowship is two years. The Graduate School provides:

- Stipend of \$15,288¹;
- Payment of tuition and most fees;
- Medical insurance supplement.

The graduate program commits two additional years of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, to guarantee to the fellowship recipient a total award package of four years.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The Andrews Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the Andrews Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

¹Minimum stipend is \$15,288 (estimated); the actual stipend amount is determined by the graduate program.

BILSLAND DISSERTATION FELLOWSHIP

The Graduate School

Deadline: Determined by School

The Bilsland Dissertation Fellowship provides support to outstanding Ph.D. candidates in their final year of doctoral degree completion. Bilsland Fellows are expected to devote full-time effort to the completion of all doctoral degree requirements to receive the doctoral degree at the conclusion of the fellowship tenure.

Application and Selection Process

Students do not apply directly for the Bilsland Fellowship, but are nominated and selected by members of the graduate faculty in the college or school. At a minimum, the selection process considers the students' academic and scholarly achievements and the promise of degree attainment at the conclusion of the fellowship of the fellowship tenure.

Student Eligibility

Recipients of Bilsland Dissertation Fellowships must be enrolled as Ph.D. candidates in a degree-granting doctoral program at Purdue and have demonstrated superior academic abilities and scholarly achievements. The recipients must have completed all degree requirements, except for the dissertation.

Award Provisions

The tenure of the award is for either six months or one year, as determined by the college or school, and the Graduate School provides:

- Stipend of \$18,000 (twelve months);
- Payment of tuition and most fees (differential fee is not paid);
- Medical insurance supplement.

At the completion of the fellowship, Bilsland Dissertation Fellows are expected to have completed all requirements for the doctoral degree.

Award Terms and Conditions

Bilsland Dissertation Fellows must:

- complete all doctoral degree requirements to receive the doctoral degree at the conclusion of the fellowship tenure;
- be enrolled and maintain status as Ph.D. candidates in a degree-granting graduate program at Purdue;
- consult with their major advisor for registration recommendations since they have obtained candidacy. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The Bilsland Dissertation Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the Bilsland Dissertation Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

BILSLAND STRATEGIC INITIATIVES FELLOWSHIPS

The Graduate School

Deadline: Friday, February 6, 2009

The Strategic Initiatives Fellowship program provides an opportunity for graduate students, under the direction of a faculty member, to impact graduate education by addressing a Graduate School strategic initiative. Individual graduate students may submit a proposal for one award related to any of the Graduate School strategic initiatives. Strategic Initiatives Fellowships provide a stipend, Graduate Tuition Scholarships, payment of most fees, a supply and expense fund, and a medical insurance supplement.

The Graduate School strategic initiatives include:

- attracting external and internal sources of funding;
- enhancing recruitment and retention of graduate students to increase the number, quality, and diversity;
- emphasizing mentoring relationships between faculty and students;
- fostering interdisciplinary graduate education; or
- improving services to enhance the quality of life for graduate students.

Application Process

Students must submit the following materials by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load the application.

1. Curriculum vitae and include the last 5 digits of your PUID;
2. Proposal, which should be 3-5 pages in length (no restrictions on formatting) and include:
 - abstract and project rationale, citing relevant research;
 - project description, objectives and method evaluation;
 - budget narrative (limit of \$1500). When preparing the budget, student should consult with their department's business office regarding items that are allowable.
3. A statement of endorsement from the major professor or faculty advisor emailed to fellowships@purdue.edu as a pdf file.

Selection Process

Selection of Bilsland Strategic Initiatives Fellows is conducted by members of the graduate faculty who review and evaluate the proposals based on the following criteria:

- contribution to identified initiative;
- quality of proposal content;
- conceptually strong foundation;
- adherence to proposal submission guidelines;
- endorsement of faculty member.

Student Eligibility

Open to all Purdue graduate students who are enrolled in a degree-granting graduate program at Purdue.

Award Provisions

The tenure of the Bilsland Strategic Initiatives Fellowship is one year, and the Graduate School provides:

- Stipend of \$18,000;
- Graduate Tuition Scholarships, with payment of most fees;
- Medical insurance supplement;
- Up to \$1500 to conduct project activities.

Award Terms and Conditions

Bilsland Strategic Initiatives Fellows must:

- be enrolled and maintain status as candidates in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- agree to provide a summary report of the activities accomplished on the project;
- adhere to the Graduate School Fellowship guidelines
- complete all requirements identified in the proposal.

Renewal

Bilsland Strategic Initiatives Fellowships are non-renewable. However, there is no limit on the number of times a graduate student can submit proposals.

Contact Information

The Bilsland Strategic Initiatives Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the Bilsland Strategic Initiatives Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

GEORGE WASHINGTON CARVER FELLOWSHIP

The Graduate School

Deadline: Tuesday, January 27, 2009

Submit as one pdf by email to the Fellowship Office; fellowships@purdue.edu

The George Washington Carver (GWC) Doctoral Fellowship is awarded annually to encourage students from Historically Black Colleges and Universities (HBCU), Hispanic-serving institutions (HSI), or Tribal colleges, who have demonstrated superior academic achievements and scholarly abilities, to attend Purdue University. Recipients of this fellowship are doctoral-seeking students who aspire to a career as a professor in higher education. The George Washington Carver Fellowship was initiated in honor of this great African-American educator, researcher, and innovator. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Application and Selection Process

Students do not apply directly for the George Washington Carver Fellowship, but must complete the diversity essay, which is part of the Graduate School admission application. Graduate programs forward nominations of students, who meet the eligibility criteria, electronically to the Graduate School Fellowship Office. The nomination must include: the student's curriculum vitae (use as the cover sheet for the application), statement of purpose, diversity essay, letters of recommendation and transcripts and submit as one pdf file. Selection of the Carver Fellow is conducted by members of the graduate faculty. At a minimum, the selection committee considers the student's academic and scholarly achievements and abilities and ability to contribute to the diversity of the graduate student body, based upon the Graduate School admission application materials, including the diversity essay. The diversity essay should be 500 words or less, responding to the statement: *Describe your leadership, work experience, service experience, or other significant involvement with racial, ethnic, socio-economic, or educational communities that have traditionally been underrepresented in higher education, and how these experiences would promote a diversity of views, experiences, and ideas in the pursuit of research, scholarship, and creative excellence.*

Student Eligibility

The GWC Fellowship recipient must be:

- a graduate of an HBCU or HSI, or have attended a Tribal college for two years;
- a graduate of an accredited U.S. high school;
- aspiring to a career as a professor in higher education;
- able to demonstrate the ability to contribute to the diversity of the graduate student body through the recipient's background, views and experiences as communicated in the diversity essay;
- admitted to the Graduate School, with an admit date of Fall 2008 or Spring 2009;
- demonstrating superior academic achievements and scholarly abilities.

(The selection committee utilizes the linked guidelines in determining the status of a [HBCU](#), [HSI](#), or [Tribal College](#), and the guidelines established by the National Science Foundation in determining the eligibility of an academic discipline.)

Award Provisions

The tenure of the George Washington Carver Fellowship award is five years, contingent upon satisfactory progress as determined by the academic program. The Graduate School provides:

- Stipend of \$20,000; Graduate Tuition Scholarships;
- Graduate Appointment Fee, Technology, Repair and Rehabilitation Fees, International Student Fee (where applicable);
- Medical insurance supplement.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The George Washington Carver Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the George Washington Carver Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

CHARLES C. CHAPPELLE GRADUATE FELLOWSHIPS

The Graduate School

Deadline: Friday, January 30, 2009

The Charles C. Chappelle Fellowship provides a one-year fellowship to students with undergraduate degrees from Purdue for the furtherance of post-graduate research at Purdue University. Chappelle Fellows are selected on the basis of character, intellectual ability, and promise of degree attainment. The Chappelle Fellowship provides a stipend, Graduate Tuition Scholarships, payment of most fees, and a medical insurance supplement.

Application and Selection Process

Students must submit the following material by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load your application.

1. a curriculum vitae or a resume which includes the last 5 digits of your PUID;
2. an essay (1000 words or less) addressing Purdue's impact on the student's development through one, two or three of Purdue's missions of learning, discovery and engagement;
3. an official Purdue transcript.
4. A letter of recommendation from a Purdue faculty member. Email the letter as a pdf to the Graduate School Fellowship Office fellowships@purdue.edu by the application deadline. The letter must be submitted separate from the Graduate School Application.

Selection of Chappelle Fellows is conducted by members of the graduate faculty, utilizing materials in the Graduate School admission application and the Chappelle Fellowship application.

Proposals are evaluated based upon:

- intellectual ability;
- scholarly activities and abilities;
- engagement within the university and community;
- adherence to program guidelines;
- Purdue Impact essay.

Student Eligibility

Recipients of Chappelle Fellowships must possess a Purdue undergraduate degree, need to have completed and submitted a graduate school application, be admitted to Purdue in a degree-granting graduate program at the time of the award (student does not have to be admitted at the time of application), be enrolled in a Purdue degree-granting graduate program for less than one semester, and must demonstrate superior academic achievement and scholarly abilities.

Award Provisions

The tenure of the Chappelle Fellowship is one year, and the Graduate School provides:

- Stipend of \$18,000;
- Graduate Tuition Scholarship;
- Medical Insurance Supplement;
- Graduate Appointment Fee;
- Technology, Repair and Rehabilitation Fees;
- International Student Fee (where applicable).

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- merit of the proposal in relation to the initiative identified;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The Charles C. Chappelle Graduate Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the Charles C. Chappelle Graduate Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

DAVID M. KNOX FELLOWSHIP

The Graduate School

Deadline: Friday, January 30, 2009

Submit as one pdf by email to the Fellowship Office; fellowships@purdue.edu

The David M. Knox Fellowships are awarded to masters-seeking students to enhance the diversity of the graduate student body through the recruitment of students with diverse backgrounds, views and experiences. The Knox Fellowship commits a two-year award package to the fellows, which includes one year of stipend support from the Graduate School and one additional year of funding support from the graduate program. Tuition and fee coverage and a medical insurance supplement are also provided. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Application and Selection Process

Students do not apply directly for the David M. Knox Fellowship, but must complete the diversity essay, which is part of the Graduate School admission application. Graduate programs forward nominations of students, who meet the eligibility criteria, electronically to the Graduate School Fellowship Office. The nomination must include: the student's curriculum vitae (use as the cover sheet for the application), statement of purpose, diversity essay, letters of recommendation and transcripts and submit as one pdf file. Selection of the Knox Fellow is conducted by members of the graduate faculty. At a minimum, the selection committee considers the student's academic and scholarly achievements and abilities and ability to contribute to the diversity of the graduate student body, based upon the Graduate School admission application materials, including the diversity essay.

The diversity essay should be 500 words or less, responding to the statement: *Describe your leadership, work experience, service experience, or other significant involvement with racial, ethnic, socio-economic, or educational communities that have traditionally been underrepresented in higher education, and how these experiences would promote a diversity of views, experiences, and ideas in the pursuit of research, scholarship, and creative excellence.*

Student Eligibility

Recipients of Knox Fellowships must have graduated from an accredited U.S. high school, be admitted to Purdue in a degree-granting graduate program, and, at a minimum, must demonstrate superior academic achievement and scholarly abilities, enhancing the graduate student body through a diversity of backgrounds, views and experiences. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Award Provisions

The Knox Fellowship provides a two-year award package to the student. The tenure of the Knox Fellowship is one year. The Graduate School provides:

- Stipend of \$18,000;
- Payment of tuition and most fee (differential fee is not paid);
- Medical insurance supplement.

The graduate program commits one additional year of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, to guarantee to the fellowship recipient a total award package of two years.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The David M. Knox Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the David M. Knox Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

LUDWIG KRUE FELLOWSHIP

The Graduate School

Deadline: Wednesday, February 4, 2009

The Ludwig Krue Fellowship was established as a “means for promoting a deeper interest in world problems, to the end that a better understanding of international relationships and world affairs may be advanced.” The tenure of the Krue Fellowship is one year and provides a stipend, payment of tuition and fees, and a medical insurance supplement. Krue Fellows are doctoral candidates in one of the following Purdue graduate programs: Agricultural Economics, Civil Engineering, Foreign Languages and Literature, History, Management, or Political Science.

Application and Selection Process

Students must submit the material by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load your application.

- curriculum vitae and include the last 5 digits of PUID;
- an abstract of the student’s scholarship;
- a brief description (500 words or less) of how the scholarship “promotes a deeper interest in world problems, to the end that a better understanding of international relationships and world affairs may be advanced”;
- a copy of the Purdue transcript(s);
- the endorsement of the department head.
- A letter of recommendation from the student’s major professor emailed to the Graduate School Fellowship Office fellowships@purdue.edu as a pdf file.

Selection Process

Selection of Krue Fellows is conducted by members of the graduate faculty. At a minimum, the applicants are evaluated on the merits of the application and the adherence to program guidelines.

Student Eligibility

Doctoral candidates of superior merit in the graduate programs of Agricultural Economics, Civil Engineering, Foreign Languages and Literature, History, Management and Political Science are eligible to apply. Candidacy must be achieved prior to the commencement of the fellowship tenure. Previous awardees are eligible for at most one additional award.

Award Provisions

The tenure of the Krue Fellowship is one year, and the Graduate School provides:

- Stipend of \$15,288 (estimate);
- Graduate Tuition scholarship;
- Medical insurance supplement;
- Technology fee;
- Repair and Rehabilitation fee;
- Graduate Appointment fee.

Award Terms and Conditions

Krue Fellows must:

- be enrolled and maintain status as doctoral candidates in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The Ludwig Krue Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the Ludwig Krue Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

LYNN FELLOWSHIPS

The Graduate School

Deadline: Determined by Interdisciplinary Program

The Lynn Fellowship is intended to recruit outstanding Ph.D.-track students to interdisciplinary graduate programs at Purdue University. Each fellowship provides a four-year award package to the fellow, which includes one year of stipend support from the Graduate School and three additional years of support from the interdisciplinary graduate program. The Lynn Fellowship, whether administered as a fellowship or as an assistantship, also provides tuition coverage and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Application and Selection Process

Students do not apply directly for the Lynn Fellowship. Selection of the recipients is conducted by the graduate faculty that administers the interdisciplinary graduate program to which the student was admitted. At a minimum, the selection process considers the student's academic and scholarly achievements and abilities, based upon Graduate School admission application materials requested by the interdisciplinary graduate program. To receive full consideration, graduate students must submit completed Graduate School admission application materials by the program deadline.

Student Eligibility

Recipients of Lynn Fellowships must be admitted to Purdue as Ph.D.-track students in a degree-granting graduate program and must demonstrate superior academic achievement and scholarly abilities. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Award Provisions

The Lynn Fellowship provides a four-year award package to the student. The tenure of the Lynn Fellowship is one year. The Graduate School provides:

- Stipend of \$15,288¹;
- Payment of tuition and most fees;
- Medical insurance supplement.

The graduate program commits three additional years of support, contingent upon satisfactory academic and scholarly progress and work performance. These three years of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, guarantee to the fellowship recipient a total package of four years. Fellowship recipients must complete an Academic Progress Report and maintain a valid e-mail address with the Graduate School Fellowship Office.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The Lynn Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the Lynn Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

¹Minimum stipend is \$15,288; the actual stipend amount is determined by the graduate program.

PURDUE DOCTORAL FELLOWSHIP

The Graduate School

Deadline: Determined by Academic Program

The Purdue Doctoral Fellowships support the recruitment of outstanding Ph.D.-track students who will enhance the diversity of the graduate student body in graduate programs at Purdue through their diverse backgrounds, views and experiences. Each fellowship provides a four-year award package to the fellow, which includes two years of stipend support from the Graduate School and two additional years of support from the graduate program. The Purdue Doctoral Fellowship, whether administered as a fellowship or as an assistantship, also provides tuition coverage and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Application and Selection Process

Students do not apply directly for the Purdue Doctoral Fellowship. Selection of the recipients is conducted by the graduate faculty that administers the graduate program to which the student was admitted. At a minimum, the selection process considers the students' academic and scholarly achievements and abilities, and their ability to contribute to the diversity of the graduate student body, based upon Graduate School admission application materials requested by the graduate program. To receive full consideration, graduate students must submit completed Graduate School admission application materials, including the diversity essay, by the program deadline. The diversity essay should be 500 words or less responding to the statement: *Describe your leadership, work experience, service experience, or other significant involvement with racial, ethnic, socio-economic, or educational communities that have traditionally been underrepresented in higher education, and how these experiences would promote a diversity of views, experiences, and ideas in the pursuit of research, scholarship, and creative excellence.*

Student Eligibility

Recipients of Purdue Doctoral Fellowships must have graduated from an accredited U.S. high school; be admitted to Purdue as Ph.D.-track students in a degree-granting graduate program; demonstrate superior academic achievement and scholarly abilities through the views, experiences and backgrounds, as communicated in the diversity essay; and demonstrate their ability to contribute to the diversity of the graduate student body. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Award Provisions

The Purdue Doctoral Fellowships provides a four-year award package to the student. The tenure of the Purdue Doctoral Fellowship is two years. The Graduate School provides:

- Stipend of \$15,288¹;
- Payment of tuition and most fees;
- Medical insurance supplement.

The graduate program commits two additional years of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, to guarantee to the fellowship recipient a total award package of four years. Continuation of the Purdue Doctoral Fellowship award is contingent upon satisfactory academic and scholarly performance and progress, satisfactory work performance, and the fellow's ability to meet and maintain Graduate School Fellowship guidelines. Fellowship recipients must meet and maintain the Purdue Doctoral Fellowship guidelines as evaluated by the graduate faculty. Fellows who elect not to accept the financial support offered by the graduate program may be subject to termination of the fellowship award.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The Purdue Doctoral Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the Purdue Doctoral Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

¹Minimum stipend is \$15,288; the actual stipend amount is determined by the graduate program.

ROSS FELLOWSHIPS

The Graduate School

Deadline: Determined by School

The Ross Fellowships are for the recruitment of outstanding, Ph.D.-track students to graduate programs at Purdue University. Each fellowship provides a four-year package to the fellow, which includes one-year of support from the Graduate School and a commitment by the graduate program of three additional years of support. The additional support is usually in the form of teaching or research assistantships or a combination of both. The Ross Fellowship, whether administered as a fellowship or as an assistantship, also provides tuition coverage and a medical insurance supplement. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Application and Selection Process

Students do not apply directly for the Ross Fellowship. Selection of the recipients is conducted by the graduate faculty that administers the graduate program to which the student was admitted. At a minimum, the selection process considers the students' academic and scholarly achievements and abilities, based upon the Graduate School admission application materials requested by the graduate program. To receive full consideration, graduate students must submit completed Graduate School admission application materials by the program deadline.

Student Eligibility

Recipients of Ross Fellowships must be admitted to Purdue as Ph.D.-track students in a degree-granting graduate program and must demonstrate superior academic achievement and scholarly abilities. The student recipient must have an admit date of Fall 2009 or Spring 2010.

Award Provisions

The Ross Fellowship provides a four-year award package to the student. The tenure of the Ross Fellowship is one year. The Graduate School provides:

- Stipend of \$15,288¹;
- Payment of tuition and most fees;
- Medical insurance supplement.

The graduate program commits three additional years of support, usually in the form of research assistantships, teaching assistantships, or a combination thereof, to guarantee to the fellowship recipient a total award package of four years.

Award Terms and Conditions

Recipients must:

- be enrolled and maintain status as Ph.D.-track students in a degree-granting graduate program at Purdue;
- register for at least eight credits in both the fall and the spring sessions and for at least six credits during the summer session. Fellows who are not registered during the summer session will not receive a stipend in June and July;
- maintain satisfactory academic and scholarly performance and progress and satisfactory work performance;
- maintain a valid e-mail address with the Fellowship Office;
- submit an Academic Progress Report each semester to the Fellowship Office;
- adhere to the Graduate School Fellowship guidelines.

Contact Information

The Ross Fellowships are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www.gradschool.purdue.edu/funding> for complete details regarding the Ross Fellowship and other Graduate School Fellowships. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

¹Minimum stipend is \$15,288; the actual stipend amount is determined by the graduate program.

FREDERICK N. ANDREWS ENVIRONMENTAL TRAVEL GRANT

The Graduate School

Deadline: Friday, October 31, 2008

Program Description

The Andrews Environmental Grant was established in honor of Dr. Frederick N. Andrews to support research focused on improving the world environment.

Qualifications

The recipient must be a degree-seeking student enrolled in a graduate program researching means of improving the world environment.

Application Process

Students must submit the following materials by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load your application.

1. curriculum vitae or resume and include the last 5 digits of your PUID;
2. summary of the research, not to exceed three pages (excluding bibliography) addressing:
 - a. past research activities
 - b. current research
 - c. broader impacts (as defined by NSF)
 - i. integrating research and education at all levels;
 - ii. encourage diversity, broaden opportunities, and enable participation of all;
 - iii. enhance scientific and technical understanding; and
 - iv. benefit(s) to society.
3. summary of career aspirations and goals, and evidence of sustained leadership and community involvement in the environmental arena, not to exceed two pages;
4. brief description of the research project in layman's terms, suitable for use in a press release.
5. A letter of recommendation from the student's thesis or dissertation committee chair emailed to fellowships@purdue.edu as a pdf file.

Award

The Andrews Environmental Grant is a \$1500 award to be used towards travel relating to the improvement of the world environment. This is a one-time award.

Registration Requirements

Andrews Environmental Grant recipients must be admitted to Purdue and enroll for at least eight credits in the fall and spring sessions and for at least six credits during the summer session, though students should confer with their departmental graduate committee chair.

Contact Information

Andrews Environmental Grants are administered by the Graduate School. Consult the Graduate School Fellowship Manual for complete details regarding the Andrews Environmental Travel Grant and other Graduate School Fellowships and Grants. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.



BLOSSER ENVIRONMENTAL TRAVEL GRANT

The Graduate School

Deadline: Friday, October 31, 2008

Program Description

The Blosser Environmental Grant was established in honor of Russell O. Blosser to support graduate students majoring in an area of environmental sciences. Preference is given to students affiliated with the Chi Chapter of Kappa Sigma Fraternity.

Qualifications

The recipient must be a degree-seeking student enrolled in a graduate program researching means of improving the world environment.

Application Process

Students must submit the following materials by uploading them to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load the application.

1. curriculum vitae or resume and include the last 5 digits of your PUID;
2. summary of the research, not to exceed three pages (excluding bibliography) addressing:
 - a. past research activities
 - b. current research
 - c. broader impacts (as defined by NSF)
 - i. integrating research and education at all levels;
 - ii. encourage diversity, broaden opportunities, and enable participation of all;
 - iii. enhance scientific and technical understanding; and
 - iv. benefit(s) to society;
3. summary of career aspirations and goals, and evidence of sustained leadership and community involvement in the environmental arena, not to exceed two pages;
4. brief description of the research project in layman's terms, suitable for use in a press release.
5. A letter of recommendation from the student's thesis or dissertation committee chair emailed to fellowships@purdue.edu as a pdf file.

Award

The Blosser Environmental Grant is a \$1500 award to be used towards travel relating to the improvement of the world environment. This is a one-time award.

Registration Requirements

Blosser Environmental Grant recipients must be admitted to Purdue and enroll for at least eight credits in the fall and spring sessions and for at least six credits during the summer session, though students should confer with their departmental graduate committee chair.

Contact Information

Blosser Environmental Grants are administered by the Graduate School. Additional information regarding this program is available in the Graduate School Fellowship Manual. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.



INCENTIVE GRANT

The Graduate School

Fall Deadline: Wednesday, Dec. 3, 2008

Deadline: Friday, April 3, 2009

Deadline Explanation

The Fall Deadline is for Fellowships that have a sponsor deadline of April 1, 2008 to November 30, 2008. The Friday, April 3rd deadline is for sponsor deadlines of December 1, 2008 to March 31, 2009. April 3, 2009 is the final deadline.

Program Description

The program provides one award of \$500 for one fellowship proposal to a select list of eligible fellowship programs. In general, two types of external fellowships are eligible; external multi-year fellowships or external dissertation fellowships. We hope that the proposals will be funded, but awarding of the Incentive Grant does not depend on the success of the proposal. Each of the targeted external fellowship programs provides premier multi-year funding for graduate study or dissertation year support. The maximum award per student is \$500 per year.

To qualify and submit a Graduate School Fellowship Incentive Grant:

Students must be currently enrolled in a relevant program when applying for these external fellowships and must plan to continue graduate study at Purdue University in the subsequent year(s).

Students must submit a copy of the following by uploading it to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School website for all the details on how to load your application.

1. Curriculum vitae, which includes the last 5 digits of your PUID;
2. A completed copy of the fellowship application, including supporting documents, if any;
(references not required)
3. Confirmation from the sponsoring agency that the application was received

Eligibility Requirements and Deadlines

The exact requirements and deadlines for the external competitions vary, and these details are available from the individual fellowship program offices. There are two types of fellowships for graduate students to consider: (1) external, multi-year fellowships and (2) external dissertation fellowships. **Research Grants and Short Term Fellowships are not eligible.** The fellowship must provide stipend support and meet the Graduate School minimum stipend amount for the current year and be nationally competitive.

To identify possible funding opportunities, search the [Graduate School Funding Database](#). Eligible fellowships may include, but are not limited to, those provided by the following organizations:

[American Psychological Association](#)

[EPA](#)

[Ford Foundation](#)

[Hertz Fellowships](#)

[IBM](#)

[NASA](#)

[NIH](#)

[NSF](#)

[Soros Fellowships for New Americans](#)

[Spencer Foundation](#)

U.S. Department(s) of: [Defense](#), [Energy](#), [Education](#), etc.

Additional fellowships may qualify. Contact the [Graduate School Fellowship Office](#).

Evaluations

Criteria for evaluation include the applicant's academic record and the merit of the proposal, in relation to the fellowship program guidelines; and adherence to the Incentive Grant guidelines.

Notification

The student will be informed of the decision no later than two months after the Graduate School Incentive Grant deadline of April 3, 2009. Procedures for processing the award will be included in the award letter.

Contact Information

Graduate School Fellowship Office

Email fellowships@purdue.edu Phone: 4-2598



A. H. Ismail Interdisciplinary Doctoral Research Travel Award

The Graduate School

Deadline: Friday, October 24, 2008

Program Description

The A.H. Ismail Interdisciplinary Program Doctoral Research Travel Award competition provides funds to assist students in the presentation of their doctoral research at a national or international conference.

Qualifications

Any student who will participate in a conference during the period from **January 1, 2009 to December 31, 2009** is eligible for nomination. Students who have received this award in previous years may compete, but they will receive lower priority for receiving awards.

Application Process

Students must submit a copy of the following by uploading it to Blackboard Vista as one pdf file. View the [Submission Guidelines](#) on the Graduate School Website for all the details on how to load your application.

1. Cover page which should include your name, last 5 digits of PUID, projected semester for completion of Ph.D., name of major professor, title of presentation, name, date and location of conference, and describe the importance of this conference;
2. a brief description of nominee's research, written for someone outside the nominee's discipline, not to exceed one page;
3. summary of career aspirations and goals, and evidence of sustained leadership and community involvement in the interdisciplinary arena, not to exceed two pages;
4. a letter of support from the applicants major professor, indicating his/her support of the application;
5. [Form 17](#) - Request for Authority to Travel on University Business.

Selection Process

Students apply directly for the A.H. Ismail Interdisciplinary Doctoral Research Travel Award. Selection of the Ismail Interdisciplinary Travel Award is conducted by members of the graduate faculty who review and evaluate the proposals based on the following criteria: interdisciplinary component clearly defined; relevance of research to the field; research statement is well written.

Award

The amount of the award will vary, dependent on the conference destination and travel expenses. Recipients of the award are expected to attend the conference for which they applied. Barring immutable circumstances, such as travel advisories due to health or terrorist activity, substitutions will not be allowed.

Registration Requirements

Recipients of the Ismail Interdisciplinary Doctoral Travel Award must be enrolled in a degree-granting graduate program at Purdue and registered for at least eight credits in the fall and spring sessions and for at least six credits during the summer session, though students should confer with their departmental graduate committee chair.

Contact Information

Ismail Interdisciplinary Doctoral Travel Awards are administered by the Graduate School. Consult the Graduate School Fellowship Manual at <http://www/gradschool.purdue.edu/funding>. Questions may be addressed to the Fellowship Office, Graduate School, at 4-2598 or fellowships@purdue.edu.

