Graduate School Fellowship (GSF)

HENRY T. FRIERSON
ASSOCIATE VICE PRESIDENT AND DEAN OF THE GRADUATE SCHOOL
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Graduate Student Fellowship

The Graduate School Fellowship (GSF) Program represents the most prestigious graduate student award provided by the Graduate School to colleges to help recruit outstanding students pursuing PhD or MFA degrees.

Students receiving GSF awards must be newly enrolled PhD or MFA students.
A full PhD GSF award given to the colleges is $100K per student for four or five years.

GSF funds are allocated to the colleges who then have the discretion to distribute the funds to the academic units.

For MFA programs, the GSF award is $54K per student for three years.
PhD students can receive full GSF stipend support for four or five years of funding. Tuition waiver and health insurance are provided by the colleges.

MFA students can receive full stipend support of $18,000 for three years of funding. Tuition waiver and health insurance are provided by the colleges.

As an option, GSF awards can be divided to provide top-up support to supplement stipends for new students on appointments.

Students receiving full GSF funding can have a number of appointments during the award period.

Students may be appointed as graduate, research or teaching assistant, or as fellows where no service is required.
Criteria for How Awards are Calculated for PhD or MFA Students

- The basic format for GSF allocations is based on the average number of annual PhD (or MFA) graduates over the most recent five-year period.

- The number of allocated GSF awards range from 1 to 8.

- More specifically, the awards are based on the average number of PhD graduates produced by individual PhD programs in a college.

- For example, if an academic unit graduated an average of 9 PhD recipients over the past five-year period, that program will have generated 2 GSFs for its respective college.

- Importantly, academic units must have a registered enrollment of at least 30 PhD students to receive GSFs.
# GSF Allocation Structure for PhD and MFA Awards

Designated 2016-2017 GSF Allocations for PhD and MFA Students
Computations Based on 2010-2015 Graduation Rates

**SCALE - Total Award = $100K -- Based on $25K for 4 years or $20K/year for 5 years**

<table>
<thead>
<tr>
<th>Category</th>
<th>5-Year Average Graduation Rate</th>
<th>Number of Full $25K Awards (4 year option)</th>
<th>Number of $6.25K Top-ups (4 year option)</th>
<th>Number of $5K Top-ups (4 year option)</th>
<th>Number of Full $20K Awards (5 year option)</th>
<th>Number of $5K Top-ups (5 year option)</th>
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Funding Plans

- Full GSF awards are typically $25,000 for four years (or $20,000 for five years).
- Academic programs should have an average graduation rate of at least four students over five years to gain one award.
- Programs wishing to augment stipends to other new students with appointments or other funding sources to provide more competitive stipends, have the option of dividing full awards, e.g., $25,000, into five or four portions of $5,000 or $6,250 for such purposes.
- Any deviations from the above plan need to be approved by the Graduate School prior to implementation.
Garnering Additional GSFs

- Additional GSFs can be generated based upon two primary measures from an academic unit:
  - 1) a graduation rate of 70% or more and/or
  - 2) Overall graduation rate of 65% with the percentage of underrepresented minority students enrolled in the scale below based on academic discipline.
    - Math and Physical Science: At least 8%
    - Life Sciences and Engineering: At least 11%
    - Social Sciences and Humanities: At least 17%
    - Masters of Fine Arts: At least 23%
An academic unit must meet the initial Graduate School criteria** and the above two criteria to generate the following additional GSF allocations based on the following enrollment scale:

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

For example, a unit with an enrollment of 120 and high graduation rates and high minority enrollment in selected disciplines can generate four additional GSFs. Two for a graduate rate of 70% or more, and two for significant underrepresented minority enrollment.
College/Department Allocation

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

Graduate School Tracking Program

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

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

- **MFA Students**
  - GSF funds can only be offered to new, incoming MFA students.
  - Colleges are expected to provide tuition waivers and Gator Grad Care or United Health Care.
External Awards and Requirements

- Current and new fellows are encouraged to apply for outside funding, such as Fulbright, Ford, Woodrow Wilson, National Science Foundation Research Graduate, National Defense Science and Engineering Graduate, or other fellowships.

- If an external fellowship is awarded, a deferment will likely need to be requested.
  - Students receiving four-year awards can receive up to five years of guaranteed total combined support.
  - For students receiving five-year awards, the number of years for total combined support is six.
  - Academic units may request a $5K annual top-up while student are on external awards. This top-up will not affect the original allocations.
  - A fully funded GSF student can accept an additional partial scholarship or award provided the total stipend support does not exceed $39,000.
  - A fully funded GSF student can hold an appointment as a Graduate Assistant at 0.5 FTE or less.
  - Colleges or departments have the prerogative of adding additional funding, up to $14,000 to full GSF stipends.
  - For amounts greater than $14,000, special requests will have to be made and approved by the Graduate School.
  - A fully funded GSF recipient may not receive a Grinter Award.
Deferments may be granted for internships, other awards, or medical withdrawals.

The GSF will be extended by one term for each term deferred; in the case of external awards, the combination of the external award and the GSF cannot exceed 5 years for students with 4-year awards and 6 years for students with five-year awards. Summer, either A, B, C, or A and B is considered one term.

Students admitted as GSF fellows may defer their enrollment for the academic year and receive the full allocation provided they remain in compliance with the rules and policies of the Graduate School.
Fully funded GSF students who receive full external scholarships, fellowships, or other major awards that are equal or greater than their GSF stipends have two funding options as determined by their college and academic program.

- Option 1: GSF funding may be deferred until the other award is completed or;
- Option 2: The other award(s) may be deferred and the student will receive the full GSF allocation for four or five consecutive years.

External award recipients with awards less than their GSF, may defer the GSF and receive a top-up to cover the difference between the GSF and external award.

For students with a four-year GSF, this will likely result in five years of funding equivalent to full GSF amounts.

GSF fellows who receive funding from the McKnight fellowship program may concurrently hold a partial GSF award. The amount of the GSF is calculated as the difference between the McKnight fellowship and the GSF award plus $3,000 external top-up funds on the McKnight. The students’ department will receive 3 additional 4-year $5,000 top-ups that can be distributed to three other entering PhD students.
Deferments (Continued)

- GSF fellows who receive a professor acquired award, such as T32’s may defer their GSF award and receive a top-up in the amount to cover the difference between the original GSF and the new award.
  - Those students will be guaranteed five years of full support at the GSF stipend level.

- If a college has received Graduate School approval to divide all full GSF awards into halves and/or thirds, with the college providing a match in funding to bring the stipend amount to no less than the normal fully funded GSF stipends, the following apply:
  - When any of their students earn a major external fellowship, any accompanying top-up from the Graduate School will be in proportion to the divided GSF funding.
Letter of Offer of Admission to Academic Program

- Letter of Offer of Admission to the Academic program must follow the template located at the following website: http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel/graduate-assistants/

- Letters should include the name of the award (Graduate School Fellowship Award), the amount of the annual stipend, the duration of the award, the specific assignment sequence (which years will be teaching and/or research) if any, and other pertinent information regarding the degree program.

- For students receiving GSF top-ups to initial stipends, those awards and the amounts should also be specified in the offer letters.
Students receiving GSFs can be appointed as fellows or as graduate, research, or teaching assistants. Appointments must be made in one of three ways.

FULL GSF AWARD AS A GA, RA, OR TA

- Letter of Appointments

  For GSFs appointed as a graduate assistant (GA) research assistant (RA) or teaching assistants (TA) you must follow the template located at the following website:
  http://hr.ufl.edu/wp-content/uploads/forms/academic/gaappointment_GS_3_14_2016_Revised.doc

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

  Those on a full GSF should be appointed at a maximum 0.5 FTE.
Appointing GSFs in the Payroll System (Continued)

Full GSF Awarded as a Fellow

- **Memorandum of Understanding (MOU)**
  - For GSF’s appointed as a fellow, the appointment should be made using the MOU form.
  - No work is required for GSF’s appointed as fellows. The MOU form can be found at the following website: [http://hr.ufl.edu/wp-content/uploads/forms/academic/fellowshipmemo.pdf](http://hr.ufl.edu/wp-content/uploads/forms/academic/fellowshipmemo.pdf)
Appointing GSFs in the Payroll System (Continued)

Top-Up GSF Awards

- For GSFs with a top-up award the appointment for the top-up should be made using the MOU form. Please use salary admin plan of Fellowship with reason code Graduate School Fellowship.

- The student must also have another appointment as a RA, GA, or TA and paid on a biweekly cycle.
Enrollment Regulations

- Off book (self-funded) courses are not eligible for tuition waivers and must be paid by the student or department.
- GSF fellows must maintain full-time registration as required by the GSF appointment.
  - Please see details on the Academic and Student Personnel website:

http://hr.ufl.edu/manager-resources/recruitment-staffing/academic-personnel/pre-and-postdoctoral-fellows/graduate-assistants-and-fellows-hiring-process/registration-requirements-for-graduate-assistants-and-fellows/
## Contact Information

http://www.graduateschool.ufl.edu/prospective-students/funding/fellowships/graduate-school-fellowship/

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Henry T. Frierson, PhD</td>
<td>Associate Vice President and Dean</td>
<td><a href="mailto:hfierson@ufl.edu">hfierson@ufl.edu</a></td>
<td>352-392-7012</td>
</tr>
<tr>
<td>R. Paul Duncan, PhD</td>
<td>Senior Associate Dean</td>
<td><a href="mailto:pduncan@ufl.edu">pduncan@ufl.edu</a></td>
<td>352-392-6622</td>
</tr>
<tr>
<td>Rhonda S. Moraca, PhD</td>
<td>Assistant Dean for Administration</td>
<td><a href="mailto:rsmoraca@ufl.edu">rsmoraca@ufl.edu</a></td>
<td>352-392-8525</td>
</tr>
<tr>
<td>Stephanie Nielsen</td>
<td>Associate Director, Accounting</td>
<td><a href="mailto:snielsen@ufl.edu">snielsen@ufl.edu</a></td>
<td>352-273-0595</td>
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