

2019–20

Fellowship Guidelines



THE OHIO STATE UNIVERSITY

GRADUATE SCHOOL

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Section 1: Overview

The Graduate School provides strategic leadership for graduate education at Ohio State by ensuring high standards for graduate programs and supporting the effective recruitment, retention, and support of excellent graduate students. The University Fellowship competition is aligned with the Vision and the Mission of the Graduate School to prepare and sustain graduate programs for excellence and to produce skilled graduates that will be successful, sought-after leaders in knowledge, innovation, and creativity.

The Graduate School's fellowship programs are designed to help graduate programs recruit highly qualified **new** students to the Ohio State Graduate School and to advance the excellence of graduate education at Ohio State.

A competitive process is held annually to award Graduate School fellowships through the University Fellowship program ([UFP](#)) and the Graduate Enrichment Fellowship program ([GEFP](#)). A decentralized, college-driven process—the Graduate School College-Allocated Fellowship Program ([CAF](#))—is also held annually. The Graduate School also administers separate competitions for the [Patrick S. Osmer Summer Research Opportunities Program](#) (SROP) Fellowship and the [I. Parker and Kathryn Webb Dinius Fellowship](#) (athletics).

Graduate School fellowships provide one or more years of stipend, tuition, and fees for partial support to the program and the student towards completion of their terminal degree.

Fellowship years run for three consecutive semesters, autumn semester through summer term or summer term through spring semester. No portion of the fellowship year may be deferred.

For multi-year fellowships, funding after the first year is contingent on maintenance of [good academic standing](#) (Graduate School Handbook 5.1) and [reasonable progress](#) (Graduate School Handbook 5.4) towards the doctoral or three-year terminal degree.

All Graduate School Fellowships:

- Provide a monthly [stipend \(Appendix C\)](#)
- Pay a student's instructional fees and most general fees
- Pay learning technology fees
- Pay resident or nonresident tuition
- Provide the 85% university subsidy of the Student Health Insurance premium

Section 2: University Fellowship Program (UFP)

The UFP is designed to recruit academically strong candidates for admission into our graduate programs. The spirit of these awards is to nominate the program's strongest academic candidates in an equitable and inclusive manner.

There are three University Fellowship types:

- University Fellowship (UF) (first year only)
- Distinguished University Fellowship (DUF) (first and dissertation year)
- Susan L. Huntington Dean's Distinguished University Fellowship (DDUF) (first, second and dissertation year)

Section 2.1 Nomination Caps

Graduate programs have a maximum number of nominations they can submit to the UFP competition (i.e. UF, DUF or DDUF). Every graduate program has a guaranteed minimum number of nominations (three) or the number as determined by the nomination formula, whichever is greater. This number is the graduate program's [nomination cap \(Appendix A\)](#).

Programs may nominate as many eligible students for multi-year awards (DDU, DUF) as they wish within their nomination cap ([Appendix A](#)), but only if they are willing to provide intervening years of support ([Section 4](#)). Students nominated for a DDUF fellowship will be automatically considered for DUF and UF fellowships. Students nominated for a DUF will be automatically considered for a UF fellowship.

Students nominated for the UFP may be also be nominated for the GEFP ([Section 14](#)) provided the program justification specifies how the candidate(s) enhance the diversity of the program and/or the Graduate School ([Section 8.4](#)).

Section 2.2 Nomination Cap Formula

The number of nominations allowed per graduate program is based on a formula that accounts for each program's number of awards (irrespective of the number of award years) over the past three years and the number of acceptances of fellowship awards over that same period (see [Nomination Caps Calculation Summary](#)).

This formula provides incentive for recruiting graduate-eligible nominees, and balances the stability of considering prior cap numbers with an incentive to strategize to increase acceptances.

$$\text{Nomination cap} = (\text{Base number} + \text{Bonus number}) \times .75$$

Nomination Cap: the maximum number of UF nominations allowed for a graduate program

Base Number: a program's average number of awards (combining awards from both University and Graduate Enrichment Fellowship programs) for the last three years.

Bonus number: ½ of a program's average award acceptances for the past three years.

Section 3: Graduate Enrichment Fellowship Program (GEFP)

The Graduate School is committed to effective recruitment, retention, and support for all graduate students and inherent in this commitment is the belief that the academic benefits of a diverse student body are critical to excellence in graduate education and research. As a leading public, land grant, research, urban, community-engaged institution, the academic benefits of a diverse student body and campus community are embedded in [Ohio State's](#) and the [Graduate School's](#) core mission and goals. As part of its commitment to prepare and sustain graduate programs for excellence, the Graduate School identified that a diverse student body is critical to ensure the quality and integrity of graduate programs. Diversity in graduate education enhances collaborative skills by providing experience working and teaching in diverse groups, where shared knowledge and best practices are informed from a variety of perspectives. A diverse learning environment thus elevates the level of intellectual discourse, nurtures career development, and generates a positive culture for the next generation of learned scholars.

One of the goals of the Graduate School is to deliver awards and scholarship programs to recognize, recruit, and retain a diverse group of outstanding student scholars. The Graduate Enrichment Fellowship Program (GEFP) is an essential component of the Graduate School's efforts toward advancing this excellence in education and research. The GEFP is designed to recruit the best well-rounded candidates that will enhance the graduate education environment for better learning and community wellness by bringing diverse characteristics and experiences.

There are three Graduate Enrichment Fellowship types:

- Graduate Enrichment Fellowship (GE) (first year only)
- Distinguished Graduate Enrichment Fellowship (DGE) (first and dissertation year)
- Dean's Distinguished Graduate Enrichment Fellowship (DDGE) (first, second and dissertation year)

The number of nominations a program can submit in the GEFP competition is unlimited. This policy reflects the Graduate School's commitment to support graduate programs as they pursue diversity among the graduate students they admit to their programs.

Programs may nominate as many eligible students for multi-year awards (DDGE, DGE) awards as they wish, but only if they are willing to provide intervening years of support ([Section 4](#)). Students nominated for a DDGE fellowship will be automatically considered for DGE and GE fellowships. Students nominated for a DGE will be automatically considered for a GE fellowship.

Students nominated for the GEFP may be also be nominated for the UFP ([Section 14](#)) provided they meet the eligibility criterion for the UFP ([Section 5](#)) and the total number of UFP nominations are within the nomination cap.

Section 4: Program Support

Graduate School Fellowship support is guaranteed for the length of the awarded fellowship only ([Table 1](#)). However, the Graduate School expects graduate programs to provide intervening years of support as summarized below. Such support, particularly when guaranteed at the time of the fellowship offer, can be an effective tactic in recruiting talented students.

For **one-year fellowships (UF and GE)**, the Graduate School encourages graduate programs to continue support of their Fellows provided they are making reasonable progress towards their degrees.

For **multi-year fellowships (DUF, DDUF, DGE and DDGE)** the Graduate School requires that intervening years of support must be provided by the graduate program at a level no less than that of a unit's monthly stipend for GA appointments. Programs are strongly encouraged to match the stipend-level(s) offered by the Graduate School fellowships. The programs must guarantee this support in writing to the fellow at the time of the initial fellowship award.

Graduate programs must commit to a minimum of 3 to 4 years of support for the various multiyear fellowships as specified in [Table 1](#). A commitment of fewer years will be considered if it is consistent with the program's doctoral completion norms.

Intervening years of support may take the form of either a 9 or 12-month fellowship or traineeship (100% time/no service) or graduate associateship (50% time/20 hours of service per week).

The graduate program is not obligated to fund the student after the dissertation/thesis year if the student does not complete their dissertation or thesis and graduate at the end of that year, or if the student has received a total of **six years** of support.

Section 5: Fellowships Programs and Eligibility

Incoming graduate students cannot apply for Graduate School fellowships. Instead, fellowship awards are based on nominations of admitted graduate students by Ohio State graduate programs.

5.1 Eligibility

Individuals who will be new graduate students at Ohio State in autumn semester of the 2019-20 academic year are eligible for nomination. The committee will also consider students for whom spring 2019 or summer 2019 is their first term of graduate enrollment at Ohio State.

Eligibility conditions for students nominated for UFP, GEFP, SROP and Dinius fellowships are summarized in Table 1 below.

Table 1: Eligibility requirements for nomination of candidates for Graduate School Fellowships

	cGPA Min*	Citizenship	Doctoral admission only	Fellowship years	Program support
University (UF)	3.6 [§]	all		1	
Distinguished University (DUF)	3.6 [§]	all	x	2	4
Susan L. Huntington Dean's Distinguished University (DDUF)	3.6 [§]	all	x	3	3
Graduate Enrichment (GE)	3.2 [†]	U.S. citizens		1	
Dean's Graduate Enrichment (DGE)	3.2 [†]	U.S. citizens	x	2	4
Dean's Distinguished Graduate Enrichment (DDGE)	3.2 [†]	U.S. citizens	x	3	3
Patrick S. Osmer Summer Research Opportunity Program (SROP)	3.1 [‡]	U.S. citizens	x	2	4
J. Parker and Kathryn Webb Dinius (athletics)	3.0 [‡]	all		1	

[§] Minimum cumulative undergraduate GPA (cGPA) of at least 3.6 on a 4.0 scale (or equivalent on another scale, such as 4.5 on a 5.0 scale, 5.4 on a 6.0 scale, etc.); OR First Class rank in a British-based grading system; or overall percentage of at least 88% for other international percentage graded systems.

[†] Minimum cumulative undergraduate GPA of at least 3.2 on a 4.0 scale (or equivalent on another scale, such as 4.0 on a 5.0 scale, 4.80 on a 6.0 scale, etc.)

[‡] Minimum cumulative undergraduate GPA of at least 3.1 on a 4.0 scale (or equivalent on another scale, such as 3.875 on a 5.0 scale, 4.65 on a 6.0 scale, etc.)

[‡] Minimum cumulative undergraduate GPA of at least 3.0 on a 4.0 scale (or equivalent on another scale, such as 3.75 on a 5.0 scale, 4.5 on a 6.0 scale, etc.)

*If the cumulative undergraduate GPA of a student fails to meet the minimum cGPA requirement then a [waiver or a petition](#) may be requested, and graduate GPA will be considered if applicable.

5.2 Ineligible Candidates

Persons ineligible for fellowship consideration with or without a waiver or petition are as follows:

- A student who has not been admitted to the Ohio State Graduate School
- A student with an incomplete set of fellowship application materials
- A student who has been [admitted conditionally](#) (Graduate School Handbook 2.6)
- A student who will be enrolled in a professional degree program (e.g., Medicine, Law)
- A student who is enrolled in a joint Bachelor's/Master's Program
- A student who has previously enrolled in the Ohio State Graduate School for any graduate program including the [Graduate School Bridge program](#) (Graduate School Handbook Appendix G).
- The Graduate programs should screen their prospective nominees carefully so that they do not nominate ineligible candidates or more than the number of candidates permitted by their nomination and waiver caps.

Section 6: Waivers and Petitions

6.1 Waivers for University Fellowships

The Graduate School believes that rigorous, established criteria for nominations are the foundation and threshold baseline of the University Fellowship (UF) competition. The Graduate School's waiver policy enables graduate programs to nominate exceptionally qualified applicants who may fall short on the required minimum undergraduate cGPA. Waivers cannot be used for Graduate Enrichment ([Section 6.2](#)) or College Allocated fellowship nominations ([Section 9.3](#)), as those nominations use a petition process. The number of waivers allotted to each graduate program is 25 % of the graduate program's nomination cap or two, whichever is greater. If a program submits fewer UF nominations than its nomination cap, the number of waivers is adjusted to be equal to no more than 25 % of a program's actual total number of nominations.

$$2 \leq \# \text{ of Waivers} \leq .25 (\# \text{ of UF nominations})$$

If all application materials are present and the nominee's credentials do not meet the minimum undergraduate cGPA for the UF competition, the nomination will be reviewed only if the nominee is noted as having one waiver on the [Graduate School Nomination System](#) summary screen. Graduate programs are responsible for entering all approved waivers in the summary screen in the Graduate School Nomination System.

Any nomination not meeting all of the fellowship eligibility criteria for the UF competition that has not been identified as having a waiver will not be included in the competition. Missing items from the fellowship folder are not a permissible basis for a waiver.

6.2 Petitions for Graduate Enrichment Fellowships

Programs may petition the Graduate School to nominate a well-qualified applicant who may fall short on the minimum criteria for undergraduate cGPA for a Graduate Enrichment Fellowship. Petitions should be submitted by written request from the Graduate Studies Chair to the Associate Dean of the Graduate School. This request must:

- (1) describe how the nominee will contribute to diversity, and
- (2) provide a detailed justification for granting an exception to the cGPA minimum for the nominee.

Petitions must be approved prior to the submission of the nomination materials. There is no limit on the number of petitions that can be requested for GE nominations. Graduate programs are responsible for entering all approved petitions in the summary screen in the Graduate School Nomination System.

Section 7: Nomination Systems and Deadlines

There are three university and Graduate School online nomination systems used in the Graduate School Fellowship Competition. The Graduate School provides an annual workshop at the start of each competition to orient the Program Coordinators to the nomination system. Late and/or incomplete nomination files will be deemed ineligible to ensure the greatest fairness to all graduate programs.

Section 7.1: Student Information System (SIS)

The Student Information System (SIS) is the system where fellowship nomination starts. Nominations open on **Nov 19 2018**.

Graduate programs may only submit their allotted number of nominations for the University Fellowship competition in accordance with their nomination cap ([Appendix A](#)). The Graduate Enrichment program does not have nomination caps. The number of nominees for College-Allocated Fellowships for each program are determined by their colleges ([Section 9.1](#)).

Graduate programs must select DDU, DUF, UF, DDGE, DGE or GE for each nominee in SIS by the deadline of **January 22(5:00 p.m.)**. Once the SIS nominees have been submitted, they cannot be changed after this deadline. However, the designation of each nominee for various UF or GE awards can be changed later in the GS Nomination system.

Section 7.2: EDWARD System

EDWARD ([Step-by-step Instructions](#) | [Log in](#)) is the document management system that is used to upload nomination documents and compile them into a nomination packet. EDWARD is run by the Office of Graduate and Professional Admissions.

For each nominee, the graduate program must upload a complete set of fellowship nomination materials in the order listed below as one PDF on the Graduate Admissions [EDWARD system](#). Programs must verify that their PDFs have been successfully uploaded and are complete.

REQUIRED NOMINATION MATERIALS:

- The graduate program's signed justification statement
- The nominee's statement of purpose
- The nominee's curriculum vitae
- Three letters of recommendation
- (Optional) Official notification of standardized scores (GRE etc.) through the AME sheet. Irrelevant standardized scores may be excluded from the review process by deleting the AME sheet in the EDWARD system. The AME sheet may be regenerated after the fellowship competition is complete.

The nominee's undergraduate and (if applicable) graduate transcripts are independently available to the review process and should not be compiled into the nomination packet. Fellowship nomination materials must be uploaded to the Graduate Admissions EDWARD System by the deadline of **January 23** (5:00 p.m.).

Section 7.3: Graduate School (GS) Nomination System

Graduate School (GS) Nomination System ([| Step-by-step Instructions | Log in](#)) is the fellowship management system. Once a student has been nominated in SIS and his or her documents uploaded on EDWARD, any further changes to that nomination will occur through the GS Nomination System.

The GS Nomination System is used to:

- Review applications and select candidates for various fellowships. The initial selection(s) made for DDU, DUF, UF, DDGE, DGE and GE for each nominee in the SIS system can be modified in the GS Nomination system if needed.
- Check the current number of nominations and waivers. For any nominee not meeting the undergraduate cGPA eligibility criteria, graduate programs must use a waiver or an approved petition up to their allotted number of waivers ([Section 6.1](#)) or petitions ([Section 6.2](#)). They must check the appropriate waiver type in the GS Nomination System. Submit final nominations (**Jan 23rd, 2019**)
- View competition fellowship award information (**February 11, 2019**),
- View and download award letters and check for accuracy (**February 18th, 2019**).
- Notify [Fellowship Services](#) (grad-schoolFellowshipServices@osu.edu) to send award letter notifying the nominee of the award after **February 18 and before April 15** (Options 1) or **April 17th** (Option 2).
- Submit reallocations and college-allocated fellowships before **April 15th** ([Option 1](#)) or **April (17th)** ([Option 2](#)).

Important deadlines for the Graduate School fellowship nominations are summarized in the Fellowship Calendar in [Appendix E](#).

Section 8: Evaluation Process

Section 8.1: Materials Used for Evaluation

Transcripts reflecting courses taken and grades received in the undergraduate and graduate (if applicable) program of study of the nominee.

Official notification of **standardized scores** (e.g. GRE and subject specific standardized test scores, GMAT etc.) is optional but should be included if these are used as evidence of academic quality.

Nominee's curriculum vitae summarizing major scholarly pursuits and activities and other experiences including but not limited to publications, presentations, performances, awards, internships etc.

Statement of Purpose to be evaluated according to factors including but not limited to: clarity and quality of writing, non-academic experience, motivation for graduate study and research interest, career goals, and interest in the specific graduate program at The Ohio State University.

Letters of Recommendation The quality of letters will be assessed from factors such as reputation and/or relevance of recommenders, the intellectual ability of the nominee, the quality and quantity of scholarly work and other attributes of the nominee such as experiences, leadership activities, motivation, work-ethic, overcoming hardship(s), and promise for success in graduate school.

Program Justification Statement It is the program's responsibility to provide a narrative describing specific interpretation of the nominee's credentials, including previous graduate work, if relevant. The statement should describe why the nominee represents the highest quality for their program. For GEFP, the narrative should include how the nominee could enhance the diversity of the program and/or the Graduate School. The information for this narrative may be gathered by the program through the following methods: Graduate School Admissions Application; personal statements; letters of recommendation; campus visits; phone contact; interviews; surveys; [15th-day enrollment report](#); and, other program-related means. The justification should include the level of enthusiasm of the program for the applicant (Outstanding, Excellent, Very Good), how the nominee fits into the program's research emphases, and/or how the applicant can promote programmatic goals or fill existing gaps. Graduate programs should emphasize all relevant attributes of the nominees' files in their program justifications. Fellowship nominees are expected to show all-around strength, not simply outstanding performance on a single measure.

Section 8.2: Review Committees

Fellowship nominations are reviewed by the Graduate School fellowship review committees, and fellowship awards are made by the Graduate School based on the recommendations of the review committees.

The University Fellowship Review Committee consists of 25 to 30 members of the Graduate Faculty.

The Graduate Enrichment Fellowship Selection Committee consists of 12 to 14 members of the Graduate Faculty.

Committee members are chosen to reflect a fair representation across all colleges and disciplines. Each committee member serves a three-year term. Each University Fellowship and Graduate Enrichment nomination is evaluated by **three readers** who are selected through a blocked-randomized process. Reviewers

do not review nominees from their own programs, and recuse themselves for conflict of interest. Each nomination's final score is an average of the three scores.

In addition to screening that the candidates meet the eligibility criteria for nomination, the members of the review committee evaluate nominees on the basis of the Scoring criteria outlined in [Sections 8.3](#) and [8.4](#).

Section 8.3: Scoring Criteria for UFP Competition

University fellowships are used to recruit new, incoming graduate students to Ohio State. For programs participating in the UFP Competition, the following criteria must be used by a program in assessing nominees for the UFP fellowship. Academic Productivity, as defined below, should be heavily weighted criteria; however, programs should also consider the nominee's experiences and characteristics as this information will assist with identifying the nominee's potential contributions to the University and the Graduate School as a fellow.

Academic Productivity (heavily weighted):

- Cumulative/major undergraduate and graduate GPA (if relevant); reputation/difficulty of the undergraduate program/institution
- Publications, scholarly works, abstracts, research laboratory outputs such as posters, presentations, etc.
- Standardized test scores (optional)—GRE/GMAT/TOEFL and subject-specific standardized test scores, if included, can be considered to reflect academic quality. Scores/percentile ranks should be accompanied by discussion of how they relate to the specific area proposed for graduate study.
- Previous track record of academic achievement including but not limited to high school graduation awards, college major, college and university awards and honors, and major accolades (e.g. National Merit Scholarship; AP scholar, NSF pre-doctoral award, Fulbright).

Experiences

- Quantity and quality of scholarly activities, including but not limited to shadowing, communications, volunteer efforts, performances, research activities, and internships.
- Extracurricular and non-academic experiences (e.g. community service, other major activities, leadership experiences, travel/experience abroad, outreach activities, teaching or other work experience).

Characteristics

- Qualities and attributes that are associated with success in graduate school (e.g. work-ethic, overcoming hardship, discipline, focus, grit, resilience, readiness, achievement orientation, motivation, organization, maturity).

Multi-year fellowships

To determine the recipients of multi-year DDUF and DUF awards, the review committee additionally considers the overall strength of program support for the candidate and the track record of the program

in providing intervening years of support (as presented in the justification statement). These elements and the final score from the review committee are used to determine multi-year awards.

Section 8.4: Scoring Criteria for GEFP Competition

In scoring nominations for the GE competition, a nominee's Academic Productivity, Experiences and Characteristics (as defined in UF criteria) shall be equally weighted by the program. In considering a nominee's experiences and characteristics, the nominee's potential contributions to the University and the Graduate School as a fellow, including their contributions to diversity of the Graduate School and the program, should be considered by the program.

Nominating graduate programs are expected to provide a narrative describing how the nominee contributes to a diverse graduate student body in a manner that supports excellence in graduate education for their graduate program and/or the university. The narrative should include how the nominee's matriculation to Ohio State would advance the educational mission and excellence of the Graduate School, including how the nominee's prior academic and life experiences enhance the intellectual discourse of the university. Nominees that successfully demonstrate diversity in thoughts and/or life experience and those that contribute to increasing multiple aspects of program diversity.

The overall strength of program support for the candidate, the track record of the program in providing intervening years of support (as presented in the justification statement), and the final score from the review committee will be used to determine the recipients of multi-year DDUF and DUF awards.

Section 9: Graduate School College-Allocated Fellowship (CAF)

The Graduate School allocates approximately one-half of its first-year University Fellowship awards for distribution at the college-level.

The purpose of this decentralization is to give graduate programs flexibility when they may want to make offers in order to recruit top students. It also allows the graduate programs to make **early offers**.

Section 9.1 College-Level Award Process

The Graduate School determines the number of college-level fellowship awards that each college will receive. This number is based on the average number of UF, GE and college-level fellowship awards won by the college's graduate programs during the last five-year period.

Each college determines how these fellowships are allocated to its graduate programs and sets its own internal review process. After this notification is made, colleges must notify the [Fellowship Office](#) of the awards allocated to each program, and provide a description of the policies and procedures established to distribute them. College-level awards may be entered into the Graduate School's Nomination System between November 19, 2018 and April 15, 2019. Procedures established to distribute awards to programs or to individual students at the college level are subject to the discretion of the college's dean.

The Graduate School monitors all nominees to ensure that they meet the eligibility requirements for awarding fellowships. Although a college may require programs to submit application materials for its internal review, the Graduate School does not require the submission of materials with a college-level award unless a [petition](#) is submitted.

Interdisciplinary graduate programs that cut across colleges and programs that do not report to a specific college dean are allocated awards directly from the Graduate School. This number is based on their performance in the past five years. College deans have the discretion to award additional fellowships from their total to the interdisciplinary graduate programs in which their colleges participate.

Awards made at the college level may be a UF, DUF, or DDUF. For each year of fellowship support offered, one year of fellowship support allocated to the college is spent. For example, offering a two-year DUF through a college-level award will cost that college two of its allocated fellowships.

Section 9.2 Eligibility

In general, awards made through the College-Allocated Fellowships (CAF) process must meet all of the eligibility criterion for the University Fellowship program ([Table 1](#)).

Section 9.3 Petitions for CAFs

To allow for some flexibility, the Graduate School will review a limited number of petitions from the college for an exception to the minimum undergraduate cGPA as described in Table 2.

Table 2: Number of petitions allowed for CAFs

Number of college allocated awards	Number of petitions
< 6	1
6 to 11	2
11 to 16	3
> 16	4

Each college first reviews these petitions from its graduate programs. Those it approves are sent to the Graduate School for final review. It is within the colleges' purview not to allow any college-level awards to be offered to students who do not meet the fellowship nomination criteria.

The petition to the Graduate School must be in the form of a written request addressed to the [Associate Dean of the Graduate School](mailto:speer.21@osu.edu) (speer.21@osu.edu). This request must provide a detailed justification for granting a waiver to the nominee.

Petitions must be approved prior to the online submission of the college-level award.

All college level awards must be submitted online by the deadline indicated on the [Fellowship Calendar](#).

Programs may use CAFs to supplement the Graduate School's award offer and must specify the details of such a supplement in their own award letter. Graduate programs must inform awardees at the time of the fellowship offer of their willingness to provide (or not provide) additional financial years of support, supplemental stipend and the conditions, if any, that need to be met for continued support.

Awards made through the college-level fellowship process, no matter how early in the academic year, are subject to the [Council of Graduate School's Resolution regarding acceptances and financial aid offers](#).

Section 10: Notification of Fellowship Winners

The confidential award list for graduate programs will be made available on the Graduate School's Nomination System by 4 p.m. on February 11, 2019.

Graduate School award letters will be made available on the Nomination System for review by graduate programs to ensure accuracy on February 18, 2019. Notification to Fellowship Services after February 18th can request the award letter be sent to nominees. The official awards notification date is March 5, 2019. The Graduate School sends the official fellowship award letters to fellowship awardees by email.

Programs that wish to make fellowship offers at any time after the accuracy check is complete or that wish to make offers using college level fellowships ([CAF](#)) should notify Fellowship Services. The offer letter will be emailed to the students as soon as possible and no later than March 5, 2019.

The days between the release of the award list on February 18, 2019, by 4:00 p.m and the official awards notification date of March 5, 2019 should provide programs time to exercise the reallocation option(s) ([Section 14](#)) and to coordinate letters of offer and possible supplementation of the stipend level. Reallocated or college-level fellowships that are requested by February 28, 2019, 5:00 p.m. will be included in the official awards notification on March 5, 2019.

To avoid confusion on the part of awardees, graduate programs are strongly encouraged to reference and attach a copy of the Graduate School letter in their own offer letter to the student. Graduate programs must inform awardees at the time of the fellowship offer of their willingness to provide (or not provide) additional financial years of support, supplemental stipend and the conditions, if any, that need to be met for continued support.

Each graduate program is responsible for notifying its unsuccessful nominees.

Acceptance of Fellowship

Ohio State follows the [Council of Graduate Schools' \(CGS\) April 15 award resolution](#) agreement. The CGS resolution states that fellowship recipients have complete freedom of choice in accepting their awards until **April 15**, with the last award accepted on or before that date being the one to which the student is obligated.

Graduate programs may make offers in advance of this date, but cannot state or imply that these offers are contingent on acceptance prior to April 15. Contact the Fellowship Office for statements acceptable to the CGS.

Because Ohio State is a signatory to and supporter of this [agreement](#), graduate programs must comply.

Section 11: Information and Conditions for All Fellowships

Section 11.1: Appointment

Tenure for students who begin their fellowship in autumn is mid-August through mid-August of the following year. Tenure for students who begin their fellowship in summer at the request of their program can be from mid-May through mid-May of the following year.

Section 11.2: Fellowship Offer Tied to Original Graduate Program

The fellowship offer applies exclusively to graduate study in the graduate program making the nomination. Any change in a student's enrollment status, including entry into a combined program or transfer to another program, must be approved by the Graduate School prior to that change and could result in the loss of the fellowship and/or full fee authorization support.

Fellowship students must be in attendance on the Columbus or Wooster campus and be pursuing a graduate degree in the program specified in the fellowship award letter from the Dean of the Graduate School. Exceptions to the residency requirement might include language study or research at another institution; however, fellows must continue to enroll at Ohio State and follow the policy for attendance of their classes.

Fellows are expected to abide by the professional codes of ethics and responsibilities of the university and those commonly accepted in the fellow's field of study. These codes include, but are not limited to, the Graduate Student Code of Research and Scholarly Conduct and the Code of Student Conduct and Codes of Academic Misconduct. Fellows must also maintain [good academic standing](#) (Graduate School Handbook 5.1) in the Graduate School and make [reasonable progress](#) (Graduate School Handbook 5.4) toward the graduate degree.

Section 11.3: Minimum Credit Hour Requirements

Fellows have minimum credit hour requirements. Master's and pre-doctoral candidacy fellows must enroll for a minimum of 12 credit hours during autumn and spring semesters and 6 hours during summer session when utilizing Graduate School fellowship support. Doctoral post-candidacy students must carry a minimum of 3 credit hours each term of fellowship support.

Section 11.4: Other Appointments

A Graduate School fellow may be allowed to hold a supplemental appointment or concurrent employment of no more than 10 hours per week by requesting an exception.

Requests for an exception to the above conditions of the fellowship must be submitted in writing by the Graduate Studies Chair of the fellow's graduate program to the Associate Dean of the Graduate School. Requests should be submitted to Fellowship Services. The Chair will be notified of the request's outcome.

Section 11.5: Termination

If the fellow graduates prior to the end of the fellowship period, the fellowship will terminate (see exception to [withdrawal cost](#)) at the end of the semester that graduation occurs.

The Graduate School reserves the right to terminate fellowship support before the end of the award period

for the following reasons:

- The fellow is no longer enrolled in Graduate School.
- The fellow is registered for fewer than the required minimum number of credit hours.
- The fellow fails to maintain reasonable progress towards the graduate degree, or fails to maintain good standing.
- The fellow receives a terminal degree.
- The fellow changes graduate programs without obtaining written approval from the appropriate graduate programs and associate dean of the Graduate School.
- The fellow accepts employment or any other type of financial support without the prior approval of the Graduate School.
- The fellow has been found in violation of the professional codes of ethics and responsibilities of the university. These codes include, but are not limited to, the [Graduate Student Code of Research and Scholarly Conduct](#) (Appendix C) and the [Code of Student Conduct](#). Violations are determined through the formal disciplinary and/or grievance procedures established by recognized bodies of the university.

Section 12: Dissertation Year Activation

A request for activation of the dissertation year or thesis year (DYF) portion of any multi-year fellowship is made with the strong expectation that the fellow will complete all degree requirements and graduate within the dissertation year. The dissertation year must be activated before the student's seventh year of graduate study.

Requests to activate the dissertation year must be made in writing by the fellow's Graduate Studies Committee Chair to the Office of Fellowship Services and must confirm the student has met the following criteria:

- Completed all doctoral coursework.
- Completed the candidacy exam successfully and is within the five-year candidacy time period.
- Has a minimum cumulative grade point average of 3.60 (3.2 for GEFP fellows).
- Received continuous departmental support during non-Graduate School fellowship years.

Post-candidacy fellows may register for degree-related courses in excess of 3 credit hours with advisor approval. The DYF may not be used to support courses taken for another degree program.

Section 13: Benefits for Graduate School Fellows

Stipend

The yearly stipend will be made available to the student as outlined by the type of fellowship ([Appendix C](#)) in the award letter.

Fellows are paid on the last working day of the month. For fellows who start their appointment in the Fall semester, the first and last stipend payment is on the last working day of August and is a half stipend. Students who begin their fellowship in summer will receive the FY19 stipend rate from mid-May through mid-August 2019 and the FY20 stipend rate from mid-August 2019 through mid-May 2020.

If the fellow leaves the fellowship early, the stipend will be prorated to reflect the date of departure.

Tuition & Fees

The Graduate School authorizes the payment of resident and nonresident tuition, any learning technology fees, and the general fees.

Fellows are responsible for all late fees if they are the result of being under-enrolled (e.g., enrolled for less than the required number of hours as specified in the Minimum credit hour requirements ([Section 11.3](#)) or a failure to make payment by the deadline.

Expenses and Fees Not Covered by the Fellowship

Room and board, application fee, books, equipment, lab fees, parking, and other personal expenses are not paid by the fellowship.

Monthly stipend amounts indicated do not include deductions for other student fees (Student Activity, Recreational, Student Union Facility, COTA Bus Service, remaining health insurance, and Student Legal Services). For detailed information about fees, see the Specific Program Tuition and Fee Locator on the [Registrar's website](#).

Fellows must complete and submit a [Payroll Deduct Form](#) to have these fees removed from their stipend.

Withdrawal Costs

Should an active fellow choose to withdraw or be asked to leave the university for cause during the semester, all tuition and fees previously paid by the fellowship for that semester (or summer term) will be reversed and those fees charged to the student. Contact Fellowship Services for withdrawal costs.

An exception is a fellow in their final year who has fulfilled their responsibilities for graduation. With the approval of the Graduate Studies Chair and their advisor, the student can terminate the program before the end of the semester without any withdrawal costs.

Health Insurance

Graduate fellows are eligible for the university's subsidy of Student Health Insurance (SHI) premiums, which is currently 85% of the Comprehensive Student Health Insurance Plan premiums. The fellow's portion of the student health insurance is divided into equal payments and deducted from the monthly fellowship stipend. Graduate fellowships are non-service appointments and, therefore, fellows are not eligible for worker's compensation or disability insurance. All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the

online waiver process on the [SHI website](#).

Tax Liability

According to the Federal Tax Reform Act of 1986, fellowship stipends are considered taxable income. However, because fellowships are considered awards, the university may not withhold income tax from the monthly stipend. Students will not receive a W-2 Form. Students may be required to file federal and state estimated quarterly income tax forms. Information and forms on quarterly filing can be obtained from a tax advisor or at Internal Revenue Service (IRS). Information about fellowships and taxes can be found at the [IRS website](#). Students may also be required to pay the Columbus city tax ([City of Columbus tax website](#)).

Parking

Graduate fellows may purchase a student or a staff parking permit. Information regarding the parking permits can be obtained from [CampusParc](#).

Library

Graduate fellows have staff library privileges.

Section 14: Combining or Reallocating College-Level Fellowships

Section 14.1: Multiple Competition and College-Allocated Awards

Students may be nominated for multiple fellowships (to create additional years of support) through the Graduate School fellowship competition and/or the college-allocated fellowship process. If the nominee is awarded multiple fellowships, the fellowships will not be combined into one award. Rather the awards will be distributed consecutively. In the case of multiple awards, the Graduate School will determine in what order the awards are distributed. Stipend level will vary by combination of fellowship.

- For any multi-year fellowship (including combining or reallocating), one year must be reserved for the thesis/dissertation year.
- The maximum number of Graduate School fellowship competition fellowship years (UFP and GEFP) awarded to a student through this process is three years.
- Any one-, two- or three-year award could be supplemented for additional years by College Allocated Fellowship(s).

The graduate program assumes financial commitments specified in their award letter to applicants in alignment with fellowship stipulations as outlined above for the intervening non-fellowship years when a student is granted multiple years of support.

Section 14.2: Reallocating Competition and College-level Awards

Eligibility: Reallocated fellowships may be made **only** to students who were nominated in the Graduate School University Fellowship competition. Graduate Enrichment Fellowship offers that have been declined do not count for reallocation purposes.

Graduate programs may reallocate college-level or University Fellowships that have been declined by recipients. A program may award one fellowship for every three declined fellowships. Alternatively, each reallocation may be used to fund 1/3rd of a one year fellowship and the program may assume responsibility for the remainder amount. This ratio of three-to-one ensures that the number of funded fellowships is in line with annual budget realities.

Reallocations are calculated by headcount for university fellowships and by award years for college-level fellowships. This distinction recognizes that college-level fellowships are counted by award years and is designed to encourage programs to take strategic risks in making offers with their college-level awards.

Reallocation of college-level fellowships can be requested as early as February 11, 2019, after the confidential list of awardees is made available. Reallocated offers can be made as early as February 18 to assist in early recruitment.

Section 14.3: Reallocation Examples

Reallocations resulting from declined college-level and University Fellowship competitions are additive for reallocation purposes.

a declined UFP awarded distinguished university fellowship = **1/3 reallocation**

a declined college-level distinguished university fellowship = **2/3 reallocation**

Example 1: A declined DDU (from a college-level UF and a Graduate School DUF) = **2/3 reallocation** (1/3 from the college-level award and 1/3 from the Graduate School competition)

Example 2: A declined DDU (from a college-level DUF and a Graduate School UF) = **1 reallocation** (2/3 from the college-level award and 1/3 from the Graduate School competition)

Reallocation Options

Programs wishing to participate in the reallocation process may do so only after the confidential list of awardees is made available on the Nomination System site on February 11. Reallocated fellowships that are declined do not generate additional reallocations for a graduate program, and reallocations are not cumulative from year to year.

Funds available for reallocated fellowships may not be used to increase the monthly stipend for nominees awarded fellowships in this competition or to provide support to continuing graduate students already enrolled in the graduate program.

Option 1: Reallocation based on expected number of declined fellowships

This option is suitable for graduate programs that wish to use reallocations to make early fellowships offers to students and are willing to speculate on their number of declined fellowships. Reallocation requests must reflect reasonable expectations of student matriculation based on past competitions.

Reallocated fellowships may be awarded to students who have been admitted to the graduate program and meet the fellowship eligibility criteria or may be used to add an additional year or years to a fellowship award provided the individual is eligible for a multi-year fellowship.

For multi-year fellowships, graduate programs are required to guarantee in writing full, continuous financial support for the intervening years. Graduate programs using Option One are potentially assuming a portion or full financial responsibility for the fellowship stipend and agree to transfer funds that are not covered by reallocations to the Graduate School.

Example: A graduate program has 12 fellowships awarded to students in the University Fellowship competition and anticipates that 4 students will decline their fellowship offers (for 1 and 1/3 reallocations). The program uses Option One to offer a one-year fellowship to 2 students who meet the fellowship eligibility criteria. If the program receives its 4 anticipated declines and both students accept their awards, the program will use 1 reallocation for the first fellowship, at no cost to the program, and will use 1/3 for the second student but will owe the Graduate School two-thirds of the stipend cost to cover the remaining amount for the second student.

Programs can identify a reallocation nominee as soon as competition fellowships are announced and can notify fellowship services so that a letter of offer can go out as soon as possible. Programs should accompany this notification with a letter specifying additional college level fellowship year(s) (if applicable) and specifying funding for intervening years. Fellowship awardees must return the [Option One Reallocation Fellowship Agreement Form](#) to the Graduate School by April 15, 2019, 5 p.m..

Option 2: Reallocation based on actual number of confirmed written declinations

This option is suitable for graduate programs that do not want to risk the possible commitment of their own funds to fellowships and are willing to wait until they receive three declinations before submitting the [Option Two Reallocation Fellowship Agreement Form](#). These forms can be completed and returned to the Graduate School any time sufficient reallocations are accumulated, but no later than April 16, 5 p.m. Prior to making the award, the Graduate School will confirm that the graduate program has the required number of declinations to create a reallocation fellowship.

Submission Checklist for Graduate Programs

- Nomination:** Have you nominated your students for the appropriate fellowships (DDU, DUF, UF, DDGE, DGE, or GE) and do they meet the fellowship eligibility criteria? If not, has a waiver been applied or petition approved by the Graduate School?
- Deadline:** Have you nominated each student through SIS by the [deadline](#) (January 22, 5:00 p.m.)?
- Waivers and Petitions:** Have you identified the students in the Graduate School Nomination System who are being submitted under the waiver or petition policy? The total number of waivers cannot exceed 25% of a program's nomination cap of total University Fellowship nominations actually made, or two whichever is greater. Graduate Enrichment petitions are reviewed on a case-by-case basis.
- Undergraduate GPA:** Have you verified, on the Nomination System, the cumulative undergraduate GPA (and graduate GPA if relevant) for students who do not have a GPA calculated by the Graduate or International Admissions Office?
- Nomination Documents** For every nominee, have you uploaded and verified the contents of the application as one PDF to the Graduate Admission's Edward system with all of the following materials in the order listed by the deadline?
 1. Signed graduate program justification statement
 2. The nominees' statement of purpose
 3. The nominee's vitae
 4. Three letters of recommendation

Appendix A: Nomination Caps

2019 Nomination Caps

Nomination Caps are determined by program. The program's average number of awards for the past three years constitutes the base number. The bonus number is one-half of the program's three-year average acceptances. The base and bonus numbers are added together then multiplied by 75% to determine the cap. Data from the University Fellowship and Graduate Enrichment Fellowship competitions are included in the calculations; however, the cap applies only to the University Fellowship program. Each program is guaranteed a minimum cap of 3. The number of Allotted Waivers is 25% of the adjusted cap or 2 whichever is greater.

College	Program	Nom. Cap	Waiver Cap*
All Colleges	All Programs	884	307
Arts and Sciences	All Programs	510	
Arts and Sciences	Actuarial & Quant Risk Mgt	3	2
Arts and Sciences	Af Am & African Studies	3	2
Arts and Sciences	Anthropology	7	2
Arts and Sciences	Art	4	2
Arts and Sciences	Art Education	3	2
Arts and Sciences	Arts Admin, Education & Policy	3	2
Arts and Sciences	Arts Policy and Admin - MA	3	2
Arts and Sciences	Astronomy	13	3
Arts and Sciences	Atmospheric Sciences	3	2
Arts and Sciences	Audiology	4	2
Arts and Sciences	Chemical Physics	3	2
Arts and Sciences	Chemistry	22	6
Arts and Sciences	Communication	9	2
Arts and Sciences	Comparative Studies	4	2
Arts and Sciences	Dance	6	2
Arts and Sciences	Dance Studies	3	2
Arts and Sciences	Design	3	2
Arts and Sciences	Earth Sciences	5	2
Arts and Sciences	East Asian Lang & Lit	3	2
Arts and Sciences	Economics	30	7

College	Program	Nom. Cap	Waiver Cap*
Arts and Sciences	English	44	11
Arts and Sciences	Evol, Ecol & Organ Biology	9	2
Arts and Sciences	Film Studies	3	2
Arts and Sciences	French & Italian	3	2
Arts and Sciences	Geodetic Science	3	2
Arts and Sciences	Geography	5	2
Arts and Sciences	Germanic Lang & Lit	3	2
Arts and Sciences	Greek & Latin	4	2
Arts and Sciences	History	18	4
Arts and Sciences	History of Art	4	2
Arts and Sciences	Italian	3	2
Arts and Sciences	Linguistics	10	3
Arts and Sciences	Mathematical Sciences	4	2
Arts and Sciences	Mathematics	37	9
Arts and Sciences	Microbiology	4	2
Arts and Sciences	Molecular Genetics	4	2
Arts and Sciences	Music	9	2
Arts and Sciences	Medical Humanities and Social Sci-	3	2
Arts and Sciences	Near East Lang & Cultures	3	2
Arts and Sciences	Philosophy	8	2
Arts and Sciences	Physics	41	10
Arts and Sciences	Political Science	29	7
Arts and Sciences	Portuguese	3	2
Arts and Sciences	Psychology	53	13
Arts and Sciences	Slavic & E Europ Lang & Lit	3	2
Arts and Sciences	Sociology	21	5
Arts and Sciences	Spanish & Portuguese	8	2
Arts and Sciences	Speech and Hearing Science	4	2
Arts and Sciences	Speech Language Pathology	8	2
Arts and Sciences	Statistics	18	4

College	Program	Nom. Cap	Waiver Cap*
Arts and Sciences	Theatre	4	2
Arts and Sciences	Women's, Gender & Sexuality Studies	6	2
Business, Fisher College of	All Programs	30	
Business, Fisher College of	Human Resource Mgmt	3	2
Business, Fisher College of	Master of Accounting	13	3
Business, Fisher College of	Business Administration	14	4
Business, Fisher College of	Specialized Masters in Business-FIN	3	2
Dentistry	Dentistry - MS	3	2
Education & Human Ecology	All Programs	31	
Education & Human Ecology	Consumer Sciences	3	2
Education & Human Ecology	Educational Studies	11	3
Education & Human Ecology	Human Dev & Family Sci	3	2
Education & Human Ecology	Kinesiology	3	2
Education & Human Ecology	Teaching & Learning	3	2
Education & Human Ecology	Teaching & Learning-PhD	8	2
Engineering	All Programs	102	
Engineering	Aero & Astro Engineering	7	2
Engineering	Architecture	5	2
Engineering	Biomedical Engineering	10	2
Engineering	Chemical Engineering	12	3
Engineering	City & Regional Planning	4	2
Engineering	Civil Engineering	5	2
Engineering	Computer Science Engrg	8	2
Engineering	Electrical & Computer Engrg	17	4
Engineering	Food, Agr & Biological Eng	3	2
Engineering	Industrial & Systems Engrg	3	2
Engineering	Landscape Architecture	3	2
Engineering	Materials Science & Eng	8	2
Engineering	Mechanical Engineering	13	3
Engineering	Nuclear Engineering	3	2

College	Program	Nom. Cap	Waiver Cap*
Engineering	Welding Engineering	3	2
FAES	All Programs	50	
FAES	Agr & Extension Edu	3	2
FAES	Agr, Environ & Dev Econ	11	3
FAES	Animal Sciences	3	2
FAES	Entomology	3	2
FAES	Environment & Natural Res	16	4
FAES	Food Science and Technology	6	2
FAES	Horticulture & Crop Science	5	2
FAES	Plant Pathology	3	2
Medicine	All Programs	38	
Medicine	Allied Medical Professions	3	2
Medicine	Anatomy	3	2
Medicine	Biomedical Sciences	18	5
Medicine	Genetic Counseling	3	2
Medicine	Health & Rehabilitation Sci	3	2
Medicine	Occupational Therapy	3	2
Medicine	Physical Therapy	5	2
Nursing	Nursing	6	2
Optometry	Vision Science	3	2
Pharmacy	Pharmacy	6	2
Public Affairs, John Glenn College of	Public Affairs, John Glenn College of	17	4
Public Health	All Programs	24	
Public Health	Health Services Mgt & Policy	3	2
Public Health	Public Health	21	5
Social Work	Social Work	7	2
Veterinary Medicine	Veterinary Medicine	3	2
Graduate School, Interdisciplinary	All Programs	55	
Graduate School - Interdisciplinary	Biophysics	4	2
Graduate School - Interdisciplinary	Biostatistics	5	2

College	Program	Nom. Cap	Waiver Cap*
Graduate School - Interdisciplinary	Business Logistics Engrg	3	2
Graduate School - Interdisciplinary	East Asian Studies	3	2
Graduate School - Interdisciplinary	Environmental Science	3	2
Graduate School - Interdisciplinary	Latin American Studies	3	2
Graduate School - Interdisciplinary	Mol, Cell & Dev Biology	7	2
Graduate School - Interdisciplinary	Neuroscience	12	3
Graduate School - Interdisciplinary	Ohio State Biochemistry	7	2
Graduate School - Interdisciplinary	OSU Nutrition	3	2
Graduate School - Interdisciplinary	Slavic & East Europ Studies	3	2
Graduate School - Interdisciplinary	Translational Plant Sciences	3	2

* Allotted waiver calculations are based on the adjusted CAP
Source: Fellowship Annual Reports

Appendix B: Graduate School Fellowship Summary Archive

2018 Fellowship Summary

	Competition			College Allotments			Total Awards		
	Total Awards*	Awards Accepted		Total Awards*	Awards Accepted		Total Awards*	Awards Accepted	
University Fellowship (UF)	320	144	45%	145	114	78.6%	465	258	55.5%
Distinguished University Fellowship (DUF)	124	45	36.3%	2	2	100%	126	47	37.3
Dean's Distinguished University Fellowship (DDU)	73	25	34.2%	0	0	--	73	25	34.2%
Enhanced DDU (EDDU)	0	0	--	--	--	--	0	0	--
Total University Fellowships	517	214	41.4%	147	116	78.9%	664	330	49.7%
Graduate Enrichment Fellowship (GE)	167	92	55.1%	--	--	--	167	92	55.1%
Dean's Graduate Enrichment Fellowship (DGE)	38	16	42.1%	--	--	--	38	16	42.1%
Total Enrichment Fellowships	224	111	49.6%	--	--	--	224	111	49.6%
Grand Total	741	325	43.9%	147	116	78.9%	888	441	49.7%

Appendix C: Graduate School Fellowship Stipends 2018–2019

Fellowship Name	Annual	Monthly Stipend Amounts	
		Standard*	Dissertation*
Presidential	\$31,476	--	\$2,623
University	\$25,800	\$2,150	--
Distinguished University	\$25,800	\$2,150	\$2,623
Dean's Distinguished University	\$31,476	\$2,623	\$2,623
Extended Dean's Distinguished University	\$31,476	\$2,623	\$2,623
Graduate Enrichment	\$25,800	\$2,150	--
Dean's Graduate Enrichment	\$25,800	\$2,150	\$2,623
Patrick S. Osmer SROP Fellowship	\$25,800	\$2,150	\$2,623
J. Parker and Kathryn Webb Dinius	\$25,800	\$2,150	--
NSF-GRFP	\$34,000	\$2,833	--

* Monthly stipend amounts indicated do not include deductions for other student fees (Student Activity, Recreational, Student Union Facility, COTA Bus Service, remaining health insurance, and Student Legal Services, and Program Fees). For detailed information about fees, see the Specific Program Tuition and Fee Locator on the Registrar's website.

Appendix D: Campus Visit Grants

The Graduate School offers campus visit recruitment grants up to \$250 per student (up to \$5,000 per graduate program) to support programs as they recruit the most sought-after applicants, namely fellowship nominees. Graduate programs are encouraged to supplement the Graduate School's \$250 to further enable campus visits by qualified candidates.

Any legitimate travel costs will be reimbursed, including travel, lodging, and per diem.

All travel must be in compliance with Ohio State travel policy, including using the least expensive means of travel.

Eligibility

Eligible campus visits must occur between September 1 and April 15 of a fellowship competition year.

To be eligible, students must be:

- nominated by their programs for a University or Graduate Enrichment Fellowship or are awarded a College-Allocated Fellowship (nominees need not win a fellowship)
- new to Ohio State (previous Ohio State students can be considered in exceptional circumstances)

Process

Campus visit

Program reimburses student

Program submits the approved reimbursement documents from eTravel

Graduate School reimburses program

Programs are responsible for processing the student's travel and final reimbursement. The program then requests reimbursement from the Graduate School.

Reimbursements are made directly to graduate programs and only after the fellowship competition is closed.

To request funding, programs must submit the reimbursement documents from the eTravel system; documents must be in approved status.

Reimbursement requests must be submitted to Rosemarie Thornton at the Graduate School by April 30 of a fellowship year.

Rosemarie Thornton

250 University Hall

230 North Oval Mall

Columbus, OH 43210

thornton.2@osu.edu

614-247-7269

Appendix E: Fellowship Calendar

2018	
November 15	Graduate Fellowship Workshop register
December 13, 9 a.m.–Noon	Graduate School Open House register
November 19	Nomination Begins in SIS instructions
2019	
January 8	Deadline for graduate programs to request GPA calculation from Graduate Admissions
January 22 (5 p.m.)	All nominations must be made through the SIS system by 5:00 p.m.
January 23 (5 p.m.)	Fellowship nomination deadline
February 11 by 4 p.m	Confidential list of awardees and reallocation forms available on the Graduate School's Nomination System
February 11, 8 a.m.	Graduate Program Option One reallocation selections and forms accepted instructions
February 18	Graduate School award letters available to graduate programs for use in sending complete (Graduate School and graduate program) offers
March 5	Fellowship award letters sent via email by the Graduate School to awardees
April 15, 5 p.m.	National deadline for awardees to notify the Graduate School of their decision to accept or decline their fellowships
April 15, 5 p.m.	Option One reallocation due
April 16, 5 p.m.	All College-Allocated fellowships must be submitted online by 5 p.m.
April 16, 5 p.m.	Option Two reallocation due instructions
May 1, 5 p.m.	Deadline to notify Graduate School of students who will begin their fellowships in the summer

