

**THE PRESIDENTIAL FELLOWSHIP
THE ELIZABETH CLAY HOWALD PRESIDENTIAL FELLOWSHIP
THE SBC PRESIDENTIAL FELLOWSHIP**

**Competition Guidelines and Nomination Form
The Ohio State University Graduate School**

The Presidential Fellowships recognize the outstanding scholarly accomplishments and potential of graduate students entering the final phase of their dissertation research or terminal degree project by providing financial support so that the fellow may devote one year of full-time study to the completion of the dissertation or degree project unimpeded by other duties. Recipients of this award embody the highest standards of scholarship in our graduate programs.

DEADLINE

Nominations are due in the Graduate School, 250 University Hall, no later than 5:00 p.m., on the third Friday of October for the autumn competition or the third Friday of April for the spring competition. (See the Graduate School's web site for specific dates. (gradsch.osu.edu) Competition results will be released at the end of November for the autumn competition, and spring competition results will be released at the end of May.

SPECIFIC ASPECTS OF THE PROGRAM

Competition:	Autumn and Spring
Tenure:	12 consecutive months, nonrenewable. Please note that due to semester conversion, Presidential Fellowship tenure may not begin spring quarter 2012. Autumn quarter 2011 awards must begin winter quarter 2012 or summer session 2012. Spring awards may begin summer session 2012 or fall semester 2012.
Stipend:	\$1,800 per month
Fee Authorization:	Payment of general/instructional fees, nonresident tuition, and any learning/technology fee. (Special fees such as the COTA, recreation, student union, and student activity fees are not included.)
Other:	<ul style="list-style-type: none">•Up to \$250 travel allowance to present research at a national meeting. (see Appendix for specifics)•University subsidy of 85% of the Student Health Insurance premium

ELIGIBILITY

Students do not apply directly to the Graduate School. Nominations are made and submitted by Graduate Studies Committee Chairpersons.

The **Presidential Fellowship** is limited to doctoral students and students in three-year terminal degree programs (such as the Masters of Fine Arts). To be eligible, a student must have a cumulative grade point average of at least 3.6 for all Ohio State graduate course work, have completed all degree course work by the time the fellowship is activated, and have passed the Candidacy Examination (for doctoral students) by the nomination deadline.

The **Elizabeth Clay Howald Presidential Fellowship** is funded by an endowment established in 1934 with a bequest from Ferdinand Howald. There are no field of study restrictions associated with this fellowship. The Howald Presidential Fellowships follows the same nomination/competition procedures and practices, carries the same benefits, and fellowship maintenance requirements as does the Presidential Fellowship.

The **SBC Presidential Fellowship**, funded by an endowment established in 1987, is open to eligible students pursuing research in digital technology and information technologies. The SBC Fellowship carries the same eligibility requirements, nomination/competition procedures and practices, benefits, and fellowship maintenance requirements, as does the Presidential Fellowship.

A nominated student's research/project should be sufficiently advanced so that the selection committee can make a comprehensive evaluation, and so that completion of the dissertation or degree project within the fellowship tenure is expected. **Graduate programs are strongly urged to provide support through graduation for any student awarded a Presidential Fellowship who does not complete his or her degree within the fellowship tenure period.**

Students who were previously awarded the Presidential Fellowship or any Graduate School fellowship providing dissertation year support are not eligible for nomination. Doctoral students whose five-year candidacy time limit has expired or terminal degree students beyond the time limit set by their academic program are not eligible. Students approaching time limits are only eligible for support for the number of months remaining for their candidacy or degree time limit.

NOMINATION PROCEDURES

All nominated students who are eligible for the Elizabeth Clay Howald Presidential Fellowship or the SBC Presidential Fellowship will automatically be considered for those awards. No additional materials are needed.

The Graduate Studies Committee Chairperson, the student, and the student's academic advisor assume joint responsibility for preparing the supporting nomination dossier. A total of six copies of the dossier are required for each nominee. Each dossier must include a completed nomination form and the items listed below.

As funding permits, the Graduate School expects to fund approximately 15 Presidential Fellowships in each competition; along with two Elizabeth Clay Howald Presidential Fellowships and one SBC Presidential Fellowship each year. It is imperative that Graduate Studies Committees screen potential nominees carefully and submit nominations only for candidates deemed to be truly outstanding. The selection committee will not review nominations in violation of the eligibility criteria or requirements and procedures.

GRADUATE STUDIES COMMITTEE CHAIRPERSON'S RESPONSIBILITIES

The Graduate Studies Committee Chairperson is asked to give the rationale for nomination, for verifying that the student has met the eligibility criteria, for explaining the professional expectations for ABDs or three-year terminal degree candidates in the student's field of study, and how the student meets or exceeds the norm. For example, a Graduate Studies Committee Chairperson should address the expectations the program has of its students with regard to scholarly activities (number/type of publications, presentations, exhibits, grade point average for students in the discipline, and/or progress toward the degree in relation to the average length of time to completion of the Ph.D. or three-year terminal degree in the discipline). The selection committee asks that comparisons be drawn between and among the nominees should the graduate program choose to nominate more than one student for consideration. The relative ranking of each nominee must be entered on the nomination form.

STUDENT'S RESPONSIBILITIES

Reviewers read as many as 40 nominations (averaging 18 pages in length) that may be outside the reviewer's field of expertise. Therefore, easily readable documents using double spacing and 12 point size or larger fonts are mandatory. One-inch margins are required for the following.

- A. An abstract of the dissertation proposal or terminal degree project (350 words or less, double spaced) describing the problem, methods, expected results and its basic and/or applied significance. The abstract should be suitable for readership by scholars outside of the student's field.
- B. The student's complete graduate vita providing information in the following order: educational background (degrees received; date(s)/institution(s)/ major(s)), types of financial support received, awards received, memberships in honor societies and/or professional organizations, and a complete list of refereed and/or non-refereed publications, abstracts, professional papers, presentations, juried exhibits and performances. Note: In areas where the student has no activities, please indicate "no activity".
- C. A brief, double spaced, statement (at most 5 pages, including figures, tables, and appendices) from the student concerning the research being conducted. This must describe the problem, methods, expected results of the research, and its basic and/or applied significance. The text should reflect both the overall design and current status of the various parts of the research. References used in the text should be listed by authors and the literature cited may not exceed one additional page beyond the 5 pages of text. Any terms unique to the field must be defined the first time they are used.
Proposals will be evaluated on the basis of how well they communicate the student's project to scholars in other fields, not how impressive it would be to someone in the student's field.

ADVISOR'S RESPONSIBILITIES

- A. A statement from the advisor describing the 1) major significance of the student's research project, 2) relevance of the project to the field of study and, if appropriate, to the advisor's research program and/or graduate program's research efforts, 3) student's unique contribution to the project, 4) evaluation of the student's research progress to date, 5) projected plan of research and time table for completion of the degree, and 6) summary of the professional reputations of the individuals submitting letters of evaluation and any professional connections they might have had with the student and/or advisor. This statement should not exceed three typed pages (single spaced with appropriate font).
- B. The advisor, in consultation with the student, should obtain and include three additional letters of evaluation from experts other than the advisor (or co-advisors, if applicable) on or off campus, who can testify to the student's ability and to the nature, uniqueness, and/or significance of the research. It is highly recommended that one of the letters of evaluation be from an off-campus source who can serve as an independent evaluator of the proposed research project.
- C. A copy of the student's current academic advising report showing all courses and grades must also be provided.

The selection committee requests that the materials in all six copies of the nominee's dossier be organized in the following order.

- completed/signed Presidential Nomination Form
- Graduate Studies Committee Chairperson's nomination letter
- student's current Academic Advising Report
- student's complete graduate vita
- abstract of dissertation proposal or terminal degree project
- student's research statement
- advisor's statement
- **only** three letters of evaluation (excluding the advisor's statement)

No ancillary materials (e.g., DVDs, CDs, etc.) will be accepted. Web addresses linking to ancillary materials may be included, as appropriate, in the nomination materials; however, whether or not any or all of the web material is reviewed is at the individual committee member's discretion.

EVALUATION PROCESS

Nominations will be evaluated by the selection committee, a body of senior members of the graduate faculty. The committee will take into account all the required information presented in support of an individual nomination. Evaluation will focus primarily on the quality of the research proposed as evaluated primarily by scholars outside the nominee's area of study, and the student's ability to undertake and complete the dissertation or degree project within the fellowship tenure.

FELLOWSHIP REQUIREMENTS/TENURE

Due to semester conversion, fellowships awarded in the autumn 2011 competition must begin winter quarter 2012 or summer session 2012. Fellowships awarded in the spring competition must be started either in summer session 2012 or autumn semester 2012. Support is for a maximum of 12 consecutive months. For doctoral Presidential Fellowship recipients, the fellow must enroll for a minimum of three credit hours of dissertation research and no other coursework each quarter on fellowship appointment. Master's-level recipients must enroll for a minimum of 15 credit hours of thesis research and no other coursework each quarter on appointment. A fellow may not hold any other type of employment or appointment and she/he is expected to be in residence during the fellowship tenure. In special circumstances the Graduate Studies Chairperson may submit a written request to the Dean of the Graduate School for an exception to the residency requirement.

For fellows graduating prior to their Presidential Fellowship tenure expiration date, the fellowship will terminate at the end of the quarter of graduation. For students completing degree requirements using the end of quarter deadline or otherwise leaving the university or fellowship appointment, the fellowship will be terminated effective at the end of the appropriate month.

Questions regarding the Presidential Fellowships may be directed to the Graduate School's Fellowship Services area by contacting Ms. Bobbi Davis-Jones at davis-jones.1@osu.edu or Ms. Dena Myers at Myers.663@osu.edu or by phone at 614.292-9490.

NOMINATION FORM

PRESIDENTIAL FELLOWSHIP ELIZABETH CLAY HOWALD PRESIDENTIAL SBC PRESIDENTIAL

The Nomination Form serves as the cover page for the nominee's dossier. A total of six copies of the dossier must be submitted to the Graduate School, 250 University Hall by the published deadline.

Nominee's Name _____ OSU ID# _____

E-Mail Address: _____

Graduate Program _____

Nominee's Advisor _____

Advisor's Email Address: _____

Dissertation/Project Title/Topic _____

_____ Number of quarters enrolled in Ohio State's Graduate School (include current quarter)

_____ Cumulative Graduate GPA

_____ Total Earned Hours

_____ Date of Candidacy Examination

_____ Expected Graduation Date

Nomination Check List: The materials in all six copies of your nominee's dossier must be organized in the following order, utilized the specified formatting, and be within the specified limits.

1. completed/signed Presidential Nomination Form
2. Graduate Studies Committee Chairperson's nomination letter
3. student's current Academic Advising Report
4. student's complete graduate vita
5. abstract of dissertation proposal or terminal degree project (350 words or less)
6. student's research statement (no more than five pages)
7. advisor's statement (no more than three pages)
8. three letters of evaluation –no more than three letters will be accepted

Please refer to the Presidential Fellowship announcement for further details regarding the requested materials.

Incomplete dossiers, wrongly formatted dossiers or dossiers received after the published deadline will not be submitted to the Presidential Fellowship Committee for review.

This nominee is ranked _____ of _____ total nominees.

Graduate Studies Chairperson's Signature

Date

E-Mail Address

APPENDIX **Travel Allowance Guidelines**

Purpose

The \$250 travel allowance helps Presidential Fellows and their graduate programs offset the costs associated with presenting the fellow's research at a domestic or international conference during the fellowship tenure. Presidential Fellows must have their travel pre-approved and provide documentation for all costs. Documentation of their presentation at the conference must also be submitted. The funds are provided to the graduate program after the travel is complete. It is the responsibility of the Presidential Fellow to contact their program's fiscal/travel officer within reasonable time before the travel begins.

Funding Per Student

A maximum of \$250 may be reimbursed to the graduate program for the following documental travel expenses: transportation, registration, lodging and per diem. Transportation may include airfare, bus or train fare, personal auto mileage, taxi, and parking. All reimbursable expenses must be in compliance with OSU travel policy.

Funding Method

The \$250 travel allowance is reimbursed to the Presidential Fellow's graduate program after the travel is complete. Graduate programs are expected to pre-approve and initiate the travel prior to the fellow's departure and to process the reimbursement after the traveler returns. The travel allowance will be made directly to the graduate program, not the fellow.

Reimbursement Process

To request payment from the Graduate School, the graduate program must submit a copy of the OSU *approved* travel reimbursement form that documents the travel has been completed, the student has been reimbursed through the department, and the amount of the reimbursement. The program must also submit documentation of the fellow's conference participation, such as a copy of the conference program listing the fellow as a presenter.

Reimbursement Requests

Reimbursement requests must be submitted to the Graduate School Business Office within 90 days of the fellow's travel and directed to

Ms. Rosemarie Thornton
Graduate School
250 University Hall
230 North Oval Mall
thornton.2@osu.edu
(614) 247-7269