



Stanford Graduate Fellowships
In Science and Engineering

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PURPOSE

The Stanford Graduate Fellowships Program in Science and Engineering first awarded fellowships in 1997. The program was initiated by Gerhard Casper, then President of Stanford University, and designed to support the University's commitment to attract the very best graduate students and to reduce its dependence on federal funding for Ph.D. training. The fellowships are available in the natural sciences, mathematics, statistics, engineering, the basic sciences in the School of Medicine, and those social sciences, including education, which are now dependent on federal assistantship support for their doctoral students.

NAMED FELLOWSHIPS

Stanford Graduate Fellowships are a reality because of the generosity of Stanford alumni and friends who have given \$200 million to endow the program. Each of the Stanford Graduate Fellowships carries its own name, as designated by the donor (e.g. *Burt and Deedee McMurtry Stanford Graduate Fellowship*). Most new Fellows will be matched to a named fellowship and whenever possible, matches are made based on mutual interests of the donor and the fellow. Fellows are encouraged to thank their donors for the fellowship and to provide updates on their graduate career throughout the period of the fellowship. Donors are interested in the progress of Fellows and some make arrangements to meet their named fellow(s). The Fellows, donors, and departments are notified of matches during the first quarter of the award.

RESOURCES

Stanford Graduate Fellowships Faculty Steering Committee

<u>Committee Member</u>	<u>Title</u>	<u>Liaison to:</u>
Arthur Bienenstock	Vice Provost and Dean of Research and Graduate Policy	Committee Chair
Jeffrey Koseff	Professor, Civil and Environmental Engineering	Engineering
Godfrey Mungal	Associate Dean of Graduate Policy	Engineering
Lucy Shapiro	Professor, Developmental Biology	Biosciences
Robert Simoni	Chair, Biological Sciences	Biosciences
Thomas Wasow	Professor, Linguistics and Philosophy	Natural Sciences
Richard Zare	Professor, Chemistry	Social Sciences
		Natural Sciences

Web Address

<http://sgf.stanford.edu>

SGF Program Officer

Pat Cook, SGF Program Officer, may be contacted with questions or suggestions about the Stanford Graduate Fellowships program. You may reach her at patcook@stanford.edu, by phone (650) 723-4210, fax (650) 723-0662, or in person at McCullough (Jack A.) Bldg., Room 135, 476 Lomita Mall, mailcode: 4000.



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Academic Record

A Stanford Graduate Fellowship is entered in a student's academic record by the SGF Program Officer in the Honor and Awards panel. This entry lists the term awarded, and any specific SGF fellowship to which the Fellow is named.

Award aid is entered by the department in the STF Graduate Financial Support (GFS) panels. See sections *Accounts and Funding Information*, *Graduate Financial Support (GFS) Entry*.

Accounts and Funding Information

Each department/program with Stanford Graduate Fellows has two operating budget (OB) accounts for tuition and stipend payments. The legacy account numbers are a useful way to identify an *item type* as described in the next section.

4-xxx070 SGF Tuition Charges -- Stanford Graduate Fellowships

4-xxx071 SGF Stipend Charges -- Stanford Graduate Fellowships

where "xxx" is the SUFIN ORG code appropriate for the department/program.

The Program Officer sends a report to departments in early July to confirm the expenses to their SGF accounts for the current fiscal year. Once expenses are verified, usually in mid-July SGF funds are transferred into these OB accounts for the current academic year expenses. (In July 2004 funds will be transferred to cover expenses for academic year 2003-2004.)

Graduate Financial Support (GFS) Entry

Departments/programs enter SGF fellowship aid (stipend and tuition) into the Graduate Financial System (GFS). Beginning with academic year 2002-2003 this record is found in the Peoplesoft academic record. Records from earlier years are noted in the legacy NSI system.

The Financial Aid Office or the Medical School Graduate Affairs Office enters the 35% University tuition contribution for the SGF or 19% School tuition contribution, respectively. The memorandum, *Implementation of Stanford Graduate Fellowships in GFS, 2003-04; Implementation of Nationally Competitive Fellowships in GFS, 2003-04* (August 15, 2003), lists tuition and stipend rate tables for Stanford Graduate Fellows, including details of supplementation for current and new Fellows with nationally competitive awards.

An easy way to identify an *item type* for SGF entry in GFS is to search for the department's stipend or tuition accounts -- 4 dept org 070 for tuition, and 4 dept org 071 for stipend in the *project id* field. When entering stipend, choosing the *item type* with the charge priority of "STD_CHG" corresponds to the "default" in the old GFS, so that charges like housing will be subtracted before the check is issued. This is the preferred or standard selection for fellowship stipends. If you enter the stipend with a charge priority of "STIPEND" all dollars will be issued in a check. This choice is used less frequently when a Fellow specifically requests it.

On the Detail Panel for both SGF stipend and tuition entry, choose the *fund source* "SGF".

FELLOWSHIP TERMS

The fellowships are, most often, three-year awards, made to students seeking a doctoral degree. Two-year awards may occur in the circumstances described in the sections *Renomination* and *Round Two*. The standard fellowship provides an annual stipend and tuition support to cover minimum full-time enrollment (eight, nine, or ten units) for four quarters each year. SGF



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Fellows who do not waive coverage in Stanford's student health insurance plan, Cardinal Care, are eligible for a full health insurance subsidy for quarters of fellowship use.

The SGF annual stipend and the health insurance stipend surcharge are supported by fellowship funds. Tuition (minimum full-time tuition level, 8-10 units) is supported both by fellowship and University funds. Fellowship funds provide 65% of the 8-10 unit tuition rate, (81% in the School of Medicine). University or School funding subsidizes the differences, 35% and 19% respectively.

Fellows must enroll in eight, nine, or ten units each quarter (or TGR, if eligible) for a tuition credit to appear on his/her bill, and for a stipend check to be issued.

The annual stipend rate is set by the SGF Steering Committee. Fellows must enroll by the University deadline to receive a stipend. Stipends are paid quarterly. The annual stipend for academic year 2003-04 is \$25,500.

A Stanford Graduate Fellowship may be awarded singly or as a combination award, in conjunction with a nationally competitive fellowship or with another award. (See section on *Combination Awards* for further information.)

At their discretion, schools, departments, or programs may supplement stipends to more than the established SGF amount and may fund tuition beyond the 8-10 unit rate without additional University funding.

The fellowship is awarded to the fellow, and is portable within the University, so long as the fellow is accepted into the doctoral program of the second department/program.

The fellowships are not available to terminal M.S. candidates or to postdoctoral students.

Recipients of new awards may begin tenure in the summer following the award when approved by the recipient's department/program.

Fellowships may not extend beyond the fifth year of graduate study at Stanford. For purposes of the SGF, all years of graduate study at Stanford are included as part of the five. Years of graduate study at another institution and up to 4 quarters of an approved leave of absence from Stanford graduate study are not included.

Progress to Degree Certification

Each year, departments and programs are asked to certify that Fellows with remaining SGF support are making satisfactory progress toward the doctoral degree. After certification, fellowship funds are available for the next academic year. If certification is not provided, remaining quarters of the award may be canceled.

Fellows must remain in good standing with their department or the remainder of the fellowship award may be canceled.

Dual Fellow or Honorary Fellow Designation

Several agencies have agreed to a dual fellow designation for students in receipt of an outside fellowship and the SGF: Hertz Foundation, Howard Hughes Medical Institute, International Monetary Fund, National Science Foundation, and the Whitaker Foundation. Such Fellows will be known as the "x" - Stanford Graduate Fellow (e.g. National Science Foundation - Stanford Graduate Fellow). While the Howard Hughes Medical Institute has approved a dual designation, they have requested that HHMI-SGF fellows are not matched to a named fellowship.



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Dual fellow designation will be awarded only when a fellow's other funding agency has agreed to the designation. The Program Officer will investigate whether an agency will provide approval for dual designation, as required.

Students awarded the SGF who accept a fellowship from an agency on the list (Appendix B) that has not agreed to a dual designation (e.g. NDSEG), will be named honorary Stanford Graduate Fellows.

Refer to the section *Stipend and Tuition Configurations* for financial information about combining a Stanford Graduate Fellowship with another award.

Interruption of Fellowship – Banking Support For Later Use

Fellowship support is to be used in consecutive quarters. Interruptions in use of the award will result in the forfeiture of the affected quarter(s) unless a request to bank (reserve) the quarter of fellowship support for later use is approved. (See *Summer Quarter, Banking Procedures, and Banking for Combination Fellows.*)

Quarters not used, and not banked, will be forfeited. In all instances, all quarters of the fellowship must be used within the first five years of graduate study at Stanford or they will be forfeited.

Banking Procedures

DEPARTMENT PROCEDURES: Degree offices may augment these procedures with other requirements and Fellows should contact their student services administrator for local procedures and deadlines.

DEADLINE: It is advisable to submit requests before the start of the quarter for which banking is requested to avoid the Fellow's receipt of, and the need to return a stipend check.

However, since all banking requests are not known until after the quarter begins, the FINAL deadline for submitting a banking request to the Program Officer is the study list deadline of the quarter for which banking is requested.

AUTOMATIC: Approval to bank an SGF quarter is automatic when: 1) a fellow has a 50% teaching appointment, 2) a fellow is supported by a departmental training grant, or 3) during the first 4 quarters a fellow is on approved leave from the department/program. Upon notification to the Program Officer Pat Cook, or after such actions are entered in the Fellow's University computer record, the SGF is budgeted for the fellow's later use, provided it can be used during the first five years of graduate study.

CERTIFICATION NEEDED: When a fellow participates in any other activity (e.g. internship, research work, practical training, greater than 4 quarters of leave, etc.), the fellow's academic advisor or department chair must send certification to the SGF Program Officer to verify that the activity is contributing to the fellow's Ph.D. program.

Certification can be either 1) a completed SGF Banking Request Form (Appendix A), or 2) a letter or electronic mail with the fellow's name, the quarter for which banking is requested, a brief description of the fellow's activity, and a short explanation of how the activity contributes to the fellow's Ph.D. program.

If the alternate activity is a research appointment (RA) the Fellow must inform the Program Officer that they wish to bank the quarter of fellowship support via signature on the SGF Banking Request Form or by contacting the Program Officer.



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Banking for Combination Award Fellows

If a fellow has a combination award (e.g. NSF-SGF), the restrictions of both fellowships must be reviewed to determine if banking, (reserving funds for use at a later time) is possible. If a fellow is using funds from both awards concurrently (e.g. NSF funds supplemented by SGF funds to the level of the SGF), and the other award allows the fellow to bank a quarter(s) for later use, the SGF supplement to the award may also be banked by completing the requirements outlined in the section *Banking*. If the other award does not allow banking and funds from the other award would be forfeited, the Fellow should contact the Program Officer (Pat Cook) to discuss the particular situation. Each year a pool of SGF funds is set aside to address individual situations for combination award fellows who wish to bank a summer quarter of support to pursue internship opportunities, or due to other unique circumstances.

The section *Combination Awards* details different ways to configure combination awards.

Summer Quarter

The expectation is that SGF Fellows enroll for eight, nine, or ten units (or TGR, if eligible) during summer quarter and are progressing toward their Ph.D. degree. Often, in summer, Fellows enroll in directed research or directed reading in addition to, or, instead of course work.

Summer activities vary from program to program. Some departments/programs supplement the SGF fellowship with a research appointment. A summer supplemental research appointment may be up to 50%, and should comply with all degree program or school policies. When a supplemental research appointment is added, the Stanford Graduate Fellowship provides its usual levels of tuition and stipend. Fellows enroll for eight, nine, or ten units provided by the fellowship and receive the associated residency credit. The supplemental research assistant appointment pays salary. In many departments the combination of stipend and RA salary is equivalent to the salary of a 100% RA.

If an SGF Fellow does not register summer quarter, the quarter will be forfeited, unless it is banked as described in the sections *Banking Procedures* and *Banking for Combination Fellows*.

Practical Training

Fellows may not use the SGF to support a quarter in which he/she is registered for practical training (curricular or optional). The quarter can be banked if it is certified as described in the section *Banking*.

STIPEND AND TUITION CONFIGURATIONS

To complement the academic requirements and recruitment needs of different disciplines, several configurations of the Stanford Graduate Fellowship have been approved.

Standard SGF

The standard SGF is a three-year award providing support for four quarters each year. Fellows receive a stipend and tuition support (combining fellowship and university funds) for the minimum full-time enrollment (8 to 10 units).

Combination Awards

The talent and potential of new and current Stanford Graduate Fellows is frequently confirmed by their receipt of additional prestigious awards. Departments/programs should encourage



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nominees and current Fellows offered another award, to accept both. This section describes how additional awards are combined with an SGF award. Awards are grouped into two broad categories: nationally competitive fellowships and other awards. The resulting combination awards are either used concurrently over a three-year period, or consecutively, over five years.

Each year departments/programs are asked to determine whether combination awards on a concurrent or consecutive basis would better serve their goals. The configuration the department/program chooses, Concurrent Combination Awards or Consecutive Combination Awards, is applied to all SGF Fellows in receipt of new awards.

--Nationally Competitive Fellowships

The *SGF List of Nationally Competitive Fellowships* (Appendix B) have the following characteristics: they are awarded based on a national competition, are portable between institutions, multi-year, and sizable (at least \$20,000 per year).

--Other Awards

During the short history of the SGF program, an impressive list of additional awards has been combined with an SGF award. These include Ford Foundation Fellowships, NSERC, FCAR, and a variety of scholarships. New combinations appear each year.

--Concurrent Combination Awards (Three Year Plan)

For any year that a department/program chooses Concurrent Combination Awards, all Fellows in receipt of an additional award will have the other award supplemented by the SGF to the annual SGF stipend and tuition levels, unless prohibited by the other award. Funds are used concurrently and Fellows are subject to the requirements of both awards. The general rule is: if an action results in forfeiture of funds from the other award, the SGF supplement is similarly affected. However, each year a pool of SGF funds is set aside to address individual situations for combination award fellows who wish to bank a summer quarter of support to pursue internship opportunities, or due to other unique circumstances.

When a new or current SGF fellow accepts a concurrent combination award from an agency on the *SGF List of Nationally Competitive Fellowships* (Appendix B), the department/program receives an automatic renomination as detailed in the section *Nomination Process, Renominations*. There is no automatic renomination provided for other additional awards.

--Consecutive Combination Awards (Five Year Plan)

As an alternative to the concurrent combination award departments/programs may choose to offer their Fellows a configuration for combination awards that uses the awards consecutively, sometimes with a period of concurrent funding that assures use of both awards is completed within five years. When this option is chosen, the department/program is NOT eligible for an automatic renomination.

The most common example is a fellow in receipt of an NSF or NDSEG (both three year awards) and an SGF, used as follows:

NSF/NDSEG Five Year Funding Pattern

Year 1	NSF /NDSEG only
Year 2	NSF /NDSEG only
Year 3	NSF /NDSEG supplemented to the level of the SGF
Year 4	SGF only
Year 5	SGF only



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Departments/programs should consult the Program Officer to develop specific configurations in cases of other outside awards (e.g. Ford, NSERC).

School of Engineering Modified SGF

School of Engineering departments/programs may locally decide to offer their new Fellows an 11 quarter Modified SGF as an alternative to the standard configuration. Fellows who are offered and elect the SOE Modified SGF receive maximum tuition (11-18 units) for the first three quarters, and minimum full-time tuition (8-10 units) for the next eight quarters of the SGF. They receive the SGF stipend for the 11 quarters of support.

Next is an example of a Fellow who has elected the 11 quarter Modified SGF and also has a consecutive combination award (Five year plan):

	<u>NSF-SGF (Five Year Plan with SOE Modified option)</u>
Year 1	NSF supplemented to the level of the SGF
Year 2 and 3	NSF only
Year 4	SGF for 4 quarters
Year 5	SGF for 3 quarters

All SOE Fellows, will be awarded the standard SGF unless he/she is offered and elects the SOE Modified SGF before the add courses deadline of their first quarter (e.g., October 12, 2003 for autumn quarter 2003-2004). Any SOE degree programs offering Fellows this plan, should include a description of it and the deadline for electing it in their offer letter.

School of Education SGF

Stanford Graduate Fellows in the School of Education receive a uniquely configured award during year one: Fellows receive three quarters (A,W,SP) of stipend support and tuition support at the maximum 11-18 unit rate. No year one summer support is provided. In years two and three, Fellows receive four quarters of stipend and tuition at the 8-10 unit level.

OTHER TERMS

Deferrals

The SGF Committee will consider requests for deferral of the SGF award when a department/program has approved a deferral of admission.

Leave of Absence

A fellow's first four quarters of an approved leave of absence is automatically considered a leave from the SGF, and fellowship support is reserved for later use. Fellowship support will not be reserved for leaves greater than four quarters unless a request for banking is submitted and approved. If Fellows do not resume use of the fellowship at the scheduled time, the remainder of the fellowship will be forfeited.

Supplemental Appointments

University policy allows that students supported by a Stanford fellowship may be employed for either an additional eight hours of hourly employment, or may hold a supplemental teaching appointment (e.g. TA, CA) or research appointment (RA) from a minimum of 4 hours to a maximum of 10 hours a week. If a student has a combination of hourly work and a supplemental appointment then the total commitment may not exceed 8 hours per week.



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Any supplemental teaching appointment should be relevant to the degree. Funds to support tuition are used in this order: 1) Department tuition allowance (TAL); 2) SGF tuition funds, and; 3) if needed, the University subsidy for tuition.

For supplemental research appointments (RA), the SGF fellowship and the University tuition subsidy support tuition; tuition support from the supplemental RA is not needed.

University policy allows flexibility in summer quarter only to add a research assistant (RA) appointment from 10% to 50% to the fellowship. See *Summer Quarter* for details.

Redistribution of Units

The most common SGF configuration provides tuition support for minimum full-time enrollment (8-10 units) for each of four quarters during the academic year. Fellows with this configuration may re-distribute tuition payments during a given academic year provided all local requirements and any visa requirements are satisfied. The example below shows an alternative to the standard configuration. Tuition totals charged to the SGF fellowship for four quarters in an academic year may not exceed the cost of the standard 8-10 unit cost of tuition for four quarters. Stipend dollars cannot be converted to tuition dollars or vice versa. Enrollment in fewer than eight units is allowable only in summer quarter.

	Standard:		Redistribution :	
Quarter	Units	Tuition*	Units**	Tuition*
Fall	8, 9, or 10	\$ 6,000	8, 9, or 10	\$ 6,000
Winter	8, 9, or 10	\$ 6,000	11-18	\$ 9,668
Spring	8, 9, or 10	\$ 6,000	8, 9, or 10	\$ 6,000
Summer	8, 9, or 10	\$ 6,000	3	\$ 1,800
Total	32 – 40	\$24,000	30-41	\$23.468

*example uses AY02-03 School of Engineering tuition rates

Terminal Graduate Registration (TGR)

Fellows are expected to file for TGR status when they are eligible, unless a request for an exception is made to the Program Officer. The fellowship will be reduced to finance tuition at the TGR rate.

NOMINATION PROCESS

Round One

--Allocation of Round One Nominations to Ph.D. Degree Granting Programs

During autumn quarter, the SGF Steering Committee will inform the department chair/program director of the allocation of first round nominations awarded to the department /program for awards to begin the following autumn quarter.

The Committee distributes nominations based on an algorithm which equally weights two components: (1) 3-year average of the total of (a) externally sponsored research assistantships



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salaries and (b) training grant stipends for a degree program's Ph.D. students, and (2) the average number of Ph.D. degrees awarded during the most recent 3-year period.

- Deadlines and Review

The TENTATIVE deadline for submitting round one nominations for 2004 awards for all departments except biosciences is March 1, 2004. Biosciences nominations must be submitted by March 10, 2004. Committee decisions will be made on March 15, 2004 and communicated to departments.

-- Eligibility

Round one is for students being actively recruited and applying to a doctoral course of study at Stanford University. Most often these are admits new to graduate study at Stanford who are entering a Stanford Ph.D. program, even if they had completed some graduate work elsewhere. In engineering programs where prospective students are admitted first to the M.S. program (e.g. electrical engineering), nominations of such students for round one will receive full consideration. Stanford coterminal students are eligible if they applied and were admitted to coterminal status in the academic year they are being nominated.

Current or former Stanford graduate students (e.g. M.D. program, M.S.) are eligible for round one nominations only in instances where there is active recruitment to a doctoral course of study, and where the fellowship period will be completed within the first five years of graduate study at Stanford University.

The SGF Committee will review nominations and inform the department/program whether or not the nomination is accepted. When accepted, the department/program offers the fellowship and its terms to the nominee. (See *Offers to Awardees*.)

--Round One Materials to Submit

Departments should send four copies of each nomination packet containing the following materials:

- SGF New Student Nomination Form;
- all letters of recommendation, including cover sheets, submitted for the candidate;
- Stanford application form;
- statement of purpose;
- transcript is required if GPA is not calculated;
- other material as chosen by the department/program.

Renomination

A department/program is eligible for an automatic renomination when a round one nominee:

- accepts a nationally competitive fellowship from the SGF list of nationally competitive fellowships (Appendix B);
- has been offered the Stanford Graduate Fellowship; and
- indicates his/her intention to enroll, without a deferral of admission at Stanford with a concurrent combination award. For more information, see *Combination Awards*.

A department/program is eligible for an automatic renomination for a two year award when a current SGF fellow in the first year of his/her award:

- accepts a fellowship from the SGF list of nationally competitive fellowships (Appendix B), and where the final two years of the SGF award is converted to a concurrent combination award.



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A department/program is not eligible for an automatic renomination if a consecutive combination award rather than a concurrent combination award is chosen for students in receipt of nationally competitive fellowships and other awards.

A department/program is not eligible for an automatic renomination when a nominee declines admission.

The student submitted for renomination may be either a new or current Stanford Ph.D. student, as long as the proposed fellowship period does not extend beyond the student's fifth graduate year at Stanford.

--Renomination Materials to Submit

New Student Nominee

Departments should send four copies of each nomination packet containing the following materials:

- *SGF New Student Nomination Form*;
- all letters of recommendation, including cover sheets, submitted for the candidate;
- Stanford application form;
- statement of purpose;
- transcript is required if GPA is not calculated;
- other material as chosen by the department;
- and one copy of written verification from the first round nominee confirming acceptance of the concurrent combination award and the intent to enroll fall quarter (e-mail is acceptable).

Continuing Student Nominee

Departments should send four copies of each nomination packet containing the following materials:

- *SGF Continuing Student Nomination Form*;
- letters of recommendation, including any cover sheets:
Two letters of recommendation from Stanford faculty are recommended. Departments may substitute one letter from a Stanford faculty member and one or more letters from the admission file. If only one Stanford faculty member letter is sent, it should be from someone other than the nominee's advisor.
- the student's original application and personal statement;
- other material as chosen by the department;
- and one copy of written verification from the round one nominee that confirms the acceptance of the combination award and the intent to enroll fall quarter (e-mail is acceptable).

A renomination packet must be submitted, reviewed, and approved by the SGF Committee prior to a department/program offering an SGF and its terms to the nominee. Packets may be submitted as soon as materials are available, but no later than the announced deadline for submission of round two nominations.

April 16 Response Deadline

It is important for each department/program to provide the Program Officer with a list of declinations and acceptances of award offers and to identify those with nationally competitive fellowships by April 16. If all departments/programs respond by April 16, the SGF Committee



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will reallocate second round nominations by April 30, based on remaining resources. If departments/programs have circumstances that prohibit reporting all decisions by April 16, it is essential to notify the Program Officer no later than April 16. Otherwise, the department/program will not be assured of receiving any round two nominations.

Round Two

Based on the round one yield and renominations anticipated, the SGF Committee determines whether there will be a round two. Round two nominations are allocated to departments /programs in proportion to round one declinations. Round two provides a opportunity to offer support to outstanding continuing students.

Round two nominees may be either new or current Ph.D. students, as long as the final year of the proposed fellowship does not extend beyond the nominee's fifth graduate year at Stanford.

A round two offer may be made to a student who holds an NSF or other nationally competitive fellowship but the department/program is not given a renomination as in round one.

Two year awards: With prior SGF Committee approval, departments/programs may prefer to award two-year fellowships rather than three-year fellowships in round two. For example, a department/program allocated two three-year fellowships may prefer to offer three two-year fellowships. Departments/programs are advised to indicate such a preference before the second round allocations are announced.

—Round Two Materials to Submit

New Student Nominee

Departments should send four copies of each nomination packet containing the following materials:

- SGF New Student Nomination Form;
- all letters of recommendation, including cover sheets, submitted for the candidate;
- Stanford application form;
- statement of purpose;
- transcript is required if GPA is not calculated;
- other material as chosen by the department/program.

Continuing Student Nominee

Departments should send four copies of each nomination packet containing the following materials:

- SGF Continuing Student Nomination Form;
- letters of recommendation including any cover sheets;
Two letters of recommendation from Stanford faculty are recommended.

Departments may substitute one letter from a Stanford faculty member and one or more letters from the admission file. If only one Stanford faculty member letter is sent, it should be from someone other than the nominee's advisor.

- the student's original application and personal statement;
- other material as chosen by the department/program.

OFFERS TO AWARDEES

Once the SGF Committee approves awards, the department/program notifies the nominees of the awards. Departments are responsible for communicating the award terms to the fellowship



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winner as they are in the best position to communicate all necessary information about the fellowship, any departmental supplements to the award, or other program or academic matters. An award letter is not sent centrally. Offer letters should:

- include a clear message that this is a high honor;
- indicate that they were nominated by the department/program and approved by a University committee;
- describe the SGF terms, e.g. the standard SGF is payment through endowed and university funds for minimum full-time tuition support (8-10 units) for 12 quarters, and a stipend. Any additional configurations being offered to the student should also be clearly described, as well as any deadlines for decisions the applicant must meet;
- encourage candidates to accept external awards and a combination award. A description of the combination award configuration chosen by the department/program should be included;
- the following paragraph:

This fellowship is financial aid, so there is no specific work requirement - your sole obligation is to make satisfactory degree progress. If you are offered and accept an appointment as a Research Assistant, either to supplement or to defer the Fellowship support (within the guidelines of the SGF program), any salary that you earn in exchange for work performed will be separate from the support provided by this fellowship. If you have any questions about the distinction between your fellowship, which does not constitute student employment, and research or teaching assistantships and other forms of supplementary work which do constitute student employment, please feel free to discuss them with me.

The hope of the SGF Committee is that the fellowship can be used as a recruiting tool, and that word of the nomination itself is an honor. However, it is important to understand not all nominations are approved by the SGF Committee, and therefore, any notice to an applicant about his/her nomination should be conditional.

ACKNOWLEDGEMENTS IN PUBLICATIONS

Fellows should acknowledge the Stanford Graduate Fellowship in publications including world wide web pages of any material, whether copyrighted or not, by either an authorship footnote, or an acknowledgement of support. Examples follow.

Authorship footnote of a Stanford Graduate Fellow:

Jay Smith, Stanford Graduate Fellow, Department of Outstanding Science, Stanford University

Authorship footnote of a named Stanford Graduate Fellow:

Kelly Sun, XYZ Stanford Graduate Fellow, Department of Outstanding Science, Stanford University

Acknowledgement:

This material is based upon work supported under a Stanford Graduate Fellowship.



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Marc Lee is supported by a XYZ Stanford Graduate Fellowship.

Jennifer Miller is supported by a XYZ Stanford Graduate Fellowship and a National Science Foundation Fellowship.

SGF EVENTS

The SGF Committee and ~~Charles Kruger~~, the Vice Provost and Dean of Research and Graduate Policy host events each year for Stanford Graduate Fellows. Invitations precede each event.

Autumn Quarter -Welcome Dinner for New SGF Recipients

A dinner at the Faculty Club is an opportunity for new Stanford Graduate Fellows to meet each other. Past speakers include Jeffrey Koseff, Senior Associate Dean of the School of Engineering (2002); Robert Simoni, Professor of Biological Sciences (2001); Lucy Shapiro, Professor of Developmental Biology (2000); James Plummer, Dean, School of Engineering (1999); Richard Zare, Professor of Chemistry (1998); and Steve Chu, Professor of Applied Physics and Physics, Nobel Laureate (1997).

Winter Quarter -Brunch for all SGF Fellows

Fellows have met for brunch during winter quarter. Past speakers include Noam Sobel, Assistant Professor of Psychology, U.C. Berkeley, and former Smith SGF (2002); Dr. James Freitag, Staff Engineer/Scientist, IBM Storage Technology Division, former SGF (2002); John Hennessy, President (2001); Patricia P. Jones, Vice Provost for Faculty Development, Professor of Biological Sciences (2000); and Donald Kennedy, Professor of Biological Sciences, President Emeritus (1999).

Spring Quarter -SGF Research Symposium for all SGF Fellows

At each spring's SGF Research Symposium, Fellows present posters and talks to SGF Fellows, SGF mentors, and friends of the SGF program. Past keynote speakers include Bassam Z. Shakhshiri, Professor of Chemistry, University of Wisconsin-Madison (2003); Dr. Craig R. Barrett, CEO of Intel Corporation (2002); George M. Whitesides, Professor of Chemistry, Harvard University (2001); The Honorable Dr. Arthur Bienenstock, Associate Director for Science Of the White House Office of Science and Technology Policy (2000); and Dr. Eric Lander, Director, Whitehead Institute/MIT Center for Genome Research (1999).

Small Group Events

Occasionally groups of Stanford Graduate Fellows organize educational or networking events to pursue common interests. The Vice Provost and Dean of Graduate Studies reserves a pool of funds to support such events each year. Stanford Graduate Fellows may contact the Program Officer for further information.