FELLOWSHIP FAQs, Faculty & Staff

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GENERAL

I can’t log on to the Fellowship Nomination System. How can I get access?

Access to the Graduate School’s Nomination System is limited to graduate studies committee chairs and graduate program coordinators. If your access is not automatic, contact Katherine Eckstrand (eckstrand.1@osu.edu) or Jill Toft (toft.20@osu.edu) with the name of the graduate program, chair or coordinator needing access, and his/her Ohio State email.

Do all admission materials need to be submitted by December 1 (international students) or January 4 (domestic students) for students we want to nominate for a fellowship?

Graduate programs may set earlier or later dates by which materials must be received. Keep in mind that only officially admitted students may be nominated for a fellowship and nominations must be made in SIS by 5 p.m. on the day noted on the Fellowship Calendar.

NOMINATION CAPS

How many students can our program nominate in the University Fellowship competition?

Nomination caps by program are in the appendix of the Fellowship Guidelines.

How many students can we nominate for a Graduate Enrichment Fellowship?

Graduate programs may submit unlimited Graduate Enrichment nominations.

How many college-allocated fellowships does our program have?

The Graduate School distributes college-level awards to colleges based on the average number of awards won by their graduate programs during the last 5 years. Each college then distributes these among its graduate programs. Contact your dean’s office for your program’s allotment.

NOMINATION ELIGIBILITY

Can we nominate a student in both the UF and GE competitions?

Yes, as long as the student meets the eligibility criteria for both competitions (or has a waiver applied). If students are nominated in both competitions, programs will need to upload two separate letters of justification and create two nomination packets in EDWARD. The justification letter for the GE competition should specifically address how the applicant contributes to the diversity of the Graduate School.

Can we nominate a student who is admitted conditionally if we use a waiver?

No. Students who are admitted conditionally cannot be nominated for a fellowship.
Can we nominate a student who was admitted but who deferred admission until the following year?

Yes, as long as the student did not begin his/her graduate studies. You will need to conduct a student search in EDWARD to view the student's application materials from which to create the nomination packet. You will also need to provide the fellowship office with the student's name, Emplid, and the type of fellowship to which you would like to nominate him/her.

Can we nominate a current or former Ohio State graduate student starting his or her PhD in AU16?

No. Nominations are limited to students who will be entering their first year as an Ohio State graduate student. Students who received a graduate degree at another institution, but will be a first time Ohio State graduate student, are eligible to be nominated.

Can we nominate a student in a dual degree program?

This nomination is rare and requires approval of the Graduate School and both degree programs. In cases where the dual degree is for two graduate degrees, only one of the graduate programs may nominate the student. When the dual degree is for a graduate degree and a professional degree, only the graduate program may nominate the student. If such a student is awarded a fellowship, the student must be enrolled full-time in the graduate program during the fellowship and only graduate degree tuition and fees will be covered.

Can we combine the Verbal, Quantitative, and Analytical Writing scores from different GRE tests to reach the 75th percentile average and the 4.0 writing scores?

No. Scores from only one test date may be used. However, students may take the test multiple times and programs can choose which test date they want to use for all the scores.

If a student is nominated by two graduate programs, but is awarded a fellowship in only one, can they transfer the award to the program in which they didn’t receive the award?

The graduate studies chair of both nominating programs must approve the transfer. The program in which the student received the fellowship will be credited with the award for purposes of accruing reallocation credits and determining nomination caps in future years. In general, it is advisable for programs to determine in advance, if possible, which will make the nomination.

WAIVERS

How many waivers can our program make?

Waiver caps by program can be found in the appendix of the Fellowship Guidelines.

Do we need Graduate School approval to use waivers in the UF competition?

No, as long as the waivers are within your program's waiver cap.

Do we need Graduate School approval to use waivers in the GE competition?

Yes, the Graduate School’s associate dean must approve the use of a waiver for nominees who do not meet the GE eligibility criteria. See the Graduate Enrichment section of the Fellowship Guidelines for instructions.

If a student has an undergraduate GPA of 3.59 and/or an average GRE% score of 74.5 (or equivalent in the GE competition), do we need to use a waiver?

Yes. There is no “rounding up” in the fellowship competition.

If a student has an undergraduate GPA of 3.5 (or equivalent in the GE competition) but a graduate GPA of 3.6 or above, do we need to use a waiver?

Yes. Only the undergraduate GPA is considered when determining nomination eligibility.

Can we use a waiver for students awarded a college-allocated fellowship?

Programs have a limited number of waivers allotted to them for college-allocated awards. Within this limit, waiver requests must be approved first by the college and then by the Graduate School’s associate dean. See the Graduate School College-Level Fellowship Guidelines.
FELLOWSHIP FAQS: STUDENTS

**Award section** of the Fellowship Guidelines for details.

**Can we use a waiver for students receiving a reallocated fellowship?**

Reallocations may be made only to students nominated in the fellowship competition. Because programs will have already used one or more of their allotted waivers, if needed, for students nominated in the competition, additional waiver requests will not be needed.

**Where do we post our waivers?**

Waivers are posted in the Graduate School’s Nomination System by inserting a “Y” in the appropriate waiver box(es) in the same row as the student’s name.

**Our nominees meet the eligibility criteria, but I still receive a Low GPA/GRE Alert.**

The Nomination System is not always able to find the appropriate GPA or GRE. If a nominee receives an alert in the Nomination System but you have verified that the student does meet the criteria, you do not need to use a waiver. The alert only serves as a warning to the nominator to make sure he/she has verified the GPA or GRE.

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**NOMINATION PACKET**

**What materials need to be included in the nomination PDF dossier and in what order?**

This information can be found in the Nomination Process section of the Fellowship Guidelines.

**Can we include materials in the nomination packet (e.g. reference letters, statement of purpose) that are written specifically for the fellowship competition?**

Yes. However, you will need to upload to EDWARD any documents created specifically for the competition and select them when you create your nomination packet.

**Do I need to upload the AME Summary Sheet to EDWARD?**

Yes.

**Can program staff or students submit updated information after the deadline?**

No. In fairness to all nominees, all deadlines are firm.

**I am trying to submit a final nomination for our GE nominees, but there is no NOMINATE button.**

There is no NOMINATE button in the GE competition because programs may submit unlimited nominations in the GE competition. If you have nominated someone for a GE fellowship that you wish to remove from the Nomination System, please contact Fellowship Services (eckstrand.l@osu.edu).

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**COLLEGE-ALLOCATED FELLOWSHIPS (CAF)**

**What is the process for requesting a college-allocated fellowship?**

Each college sets its own process for approving a CAF. Contact your dean’s office to learn what process to follow. Nominees who need a waiver must be within the program’s waiver limit (see the current Nomination Caps in the appendix to the Fellowship Guidelines) and have the approval of your college first before submitting the request to the Graduate School.

**How do we submit an approved CAF request to the Graduate School?**

CAFs are submitted to the Graduate School through its online Nomination System. Instructions are posted on the Nomination System. The only exception to online submission is when a CAF is used to upgrade an awarded fellowship (see next question).

**Can I use my college-allocated fellowship to upgrade an award already received?**

Yes, however, you will not submit a CAF upgrade request online. Instead, you must submit an email request to the fellowship office with the name and EMPLID of the student and the number of years to be added. Include CAF Upgrade Request in the subject line.
Do we need to submit a nomination packet to the Graduate School for a CAF?

If the nominee doesn’t need a waiver, we don’t require any extra materials. If the nominee needs a waiver, the graduate studies chair must submit a written request to the Graduate School’s associate dean prior to submission that 1) identifies the waiver category, 2) confirms college dean approval, and 3) provides a detailed justification for granting the waiver.

When will I see my college-allocated fellowships posted in the Nomination System?

CAFs will show in the Nomination System the day after approval of the submission.

Can our program change which student is awarded a college-allocated fellowship?

Any change in a CAF award requires approval of the fellowship services director and may be made only if the student has not been notified of the award. If approved, another request needs to be submitted online and the fellowship director needs to manually remove the other award.

Can programs use CAFs to make early offers prior to March 2?

Yes. Offers may be made as early as the start of spring semester if they have approval of the college and the Graduate School and have been submitted and approved online. To ensure accurate award information, the fellowship services director must approve early offer letters prior to being sent.

Will the Graduate School still send its award letter to students receiving an early offer?

Yes. Our official award letter, which contains important links and information about a student’s award, will be sent to all fellowship awardees on or after the early March 2 deadline.

What is the deadline for submitting a college-allocated fellowship?

College-allocated fellowships must be entered in the Nomination System by 5 p.m. on April 16.

REALLOCATED FELLOWSHIPS

Can we reallocate a fellowship to a student who was not nominated in the competition?

No. Reallocations can be made only to students nominated in the competition.

Can we reallocate a year or more to a student who has already received a fellowship?

Yes. There is a place on the form to indicate that you wish to upgrade an existing fellowship.

What is the difference between Option 1 and Option 2 reallocation requests?

In Option 1 requests, graduate programs speculate, based on the number of declines received in past competitions, on the number of declined fellowships they will receive. Graduate programs using this option may make early fellowship offers, but are also potentially assuming a portion or full financial responsibility for the fellowship stipend if their reallocations are not covered by three reallocation credits.

In Option 2 requests, graduate programs wait to make a reallocation until they have received three reallocation credits. Graduate programs using this option know up front that they will not have to assume financial responsibility for a fellowship stipend.

Where can I find the reallocation request forms?

Request forms are on the Graduate School website

Option 1
http://www.gradsch.osu.edu/Depo/PDF/Fellowship_Reallocation_Option_1.pdf

Option 2
http://www.gradsch.osu.edu/Depo/PDF/Fellowship_Reallocation_Option_2.pdf

How many reallocation requests can my program make using the Option 1 process?

Reallocation requests must reflect reasonable expectations of a program’s student matriculation based on past competitions.
What is the deadline for submitting reallocation requests?

Reallocation requests may be submitted up until 5 p.m. on April 16.

Programs may give students up to two weeks from the date of offer to make their decision. However, all fellowship decisions must be communicated to the fellowship office by the first working day in May.

AWARD NOTIFICATION

How and when will my program receive notification of who has received a fellowship?

Award information will be posted in the Nomination System by the date noted on the Fellowship Calendar. Graduate studies chairs and program coordinators will receive an email when the information is posted.

Will we see the Graduate School’s award letters before they are sent to students?

Yes. The Graduate School will post its award letters to the Nomination System by the date noted on the Fellowship Calendar. Programs can review the letters for accuracy and use them to attach to their own offers.

When will Graduate School award letters be sent to fellowship awardees?

Awardees (including college-allocated or reallocated awardees whose information is submitted to the Graduate School by the date noted on the Fellowship Calendar) will be sent their award letters by the date noted on the Fellowship Calendar.

How should programs send their own congratulations or supplemental awards?

We strongly recommend that programs attach and reference the Graduate School award letter to theirs to avoid confusion. Please inform your students that your offer is in addition to the Graduate School offer.

Who notifies students who have not received a fellowship?

Graduate programs are responsible for notifying students who did not receive a fellowship.

If we make CAF or reallocated offers on April 16, by what date should students respond?

Programs may give students up to two weeks from the date of offer to make their decision. However, all fellowship decisions must be communicated to the fellowship office by the first working day in May.

MISCELLANEOUS

If our nominee is awarded a fellowship, when does he or she begin the fellowship?

Fellows begin in autumn 2015. Programs whose academic year starts in summer must contact the fellowship office to arrange for an earlier start for their awardees.

Can an awardee defer his or her fellowship?

Deferrals are rare for Graduate School fellowships and must have the approval of the Graduate School’s associate dean. Approval is granted only for extraordinary circumstances.

I know students have until April 15 to make their decision without pressure from Ohio State, but is there anything we can say about making an earlier decision?

The Council of Graduate Schools provided the example below of language that could be used.

The [graduate program] would appreciate your decision concerning the acceptance or rejection of the fellowship award as soon as you are able to give us a reply. However, you are entitled to wait until April 15, 2015.