

2013 TERMS OF APPOINTMENT

Ford Foundation Fellowships Predoctoral Fellowships

Administered by
NATIONAL RESEARCH COUNCIL
OF THE NATIONAL ACADEMIES

The goal of the Ford Foundation Fellowships is to increase the diversity of the nation's college and university faculties by increasing their ethnic and racial diversity, to maximize the educational benefits of diversity, and to increase the number of professors who can and will use diversity as a resource for enriching the education of all students.

The Ford Foundation Fellowships at the predoctoral level are intended to identify and facilitate the academic, intellectual, and professional development of individuals who have demonstrated superior scholarship, are committed to a career in teaching and research at the college or university level, show promise of future achievement as scholars and teachers, and are well prepared to use diversity as a resource for enriching the education of all students.

Predocctoral fellowships are intended for students who, at the time of award, have at least three years of study remaining toward the attainment of their Doctor of Philosophy (Ph.D.) or Doctor of Science (Sc.D.) degree in the behavioral and social sciences, the humanities, engineering, mathematics, the physical sciences, or the life sciences.

Conditions of Awards

Career Goals: By accepting this award, individuals are affirming that their career goals include teaching and research at the college or university level.

Fellowship Institution: By accepting this award, fellows are confirming that they will pursue the Ph.D. or Sc.D. at an accredited nonprofit United States institution of higher learning offering Ph.D.s or Sc.D.s in a field eligible for support in this program.

New fellows are required to be enrolled full-time in a Ph.D. or Sc.D. degree program no later than the fall of the year in which the award is received. Stipend payments and cost-of-education allowance payments for new fellows are contingent upon providing proof of acceptance and enrollment (see Tenure, Stipends and Allowances section for additional details). **A delay in receipt by the Fellowships Office of these documents may result in a delay in the receipt of the first stipend payment for new Ford Fellows.**

Renewing fellows affirm that they are in good standing in their academic departments and enrolled in their Ph.D. or Sc.D. program during the academic year by submitting a Renewal Form, completed by the fellowship institution. Renewal Forms, certifying that satisfactory academic progress is being made, are sent to Ford Fellows each spring.

Funds received for students who cease enrollment must be returned to the National Academies.

Acceptance of the fellowship affirms that the information contained in the fellowship application and supporting documents is true and accurate to the best of the individual's knowledge.

Major Changes

Major changes in the research plan, study plan or fellowship institution require prior approval by the National Research Council of the National Academies (NRC).

Tenure, Stipends, and Allowances

Tenure: Each predoctoral award has an annual tenure of 9 or 12 months and provides for a maximum of three academic years of support, which must be used within a five-year period.

New fellows must begin the first year of tenure by September 1st of the year in which the award is received and remain on tenure for at least one full academic year. Fellows may defer up to two years of fellowship support after completing their first year of tenure.

Prior to the start of fellowship tenure, new predoctoral awardees must provide evidence of acceptance and enrollment in a Ph.D. or Sc.D. program at the chosen fellowship institution. Documentation of acceptance in a graduate program is due by August 15th of the year in which the award is received and includes the following: 1) a letter from the graduate department affirming that the Ford Fellow is admitted in a PhD or ScD program (for individuals who have not yet begun graduate school) or 2) a copy of university transcripts from the immediate prior semester (for individuals who have already begun graduate school). Documentation of enrollment for Fall graduate classes is documented by submission of a completed Ford Foundation Fellowship Enrollment Verification Form. Documentation of enrollment/registration for classes should be submitted to the Fellowships Office as soon as you register, but no later than September 15th of the year in which the award is received. Proof of Fall enrollment (Enrollment Verification Form) may be sent electronically to fordapps@nas.edu or faxed to 202-334-3419; this form is required for disbursement of the stipend payment.

Renewal of predoctoral fellowship support for the second and third years is contingent on certification to the NRC by the fellowship institution that satisfactory academic progress toward the Ph.D. or Sc.D. degree is being made by the fellow, and that by the end of the first fellowship year, the fellow has a designated faculty adviser.

Stipends: An annual stipend of \$20,000 per year is paid directly to the fellow. The NRC will administer stipends except in special cases when disbursement arrangements by the institution are in the best interest of the fellow. There are no travel or dependency allowances provided by the predoctoral fellowship award.

Cost-of-Education Allowance: In addition to the stipend, an annual cost-of-education allowance is paid to the fellowship institution in lieu of tuition and fees. For fellows on tenure during the 2013-2014 academic year, the cost-of-education allowance is \$2,000.

The cost-of-education allowance is provided “in lieu of tuition and fees,” with the understanding that the fellow will not be charged mandatory, non-refundable fees, nor will he or she be expected to pay the tuition balance if fees exceed the cost-of-education allowance. Most arrangements are made at the departmental level and negotiated by a designated Coordinating Official, though procedural differences do exist in the various institutions that host Ford Foundation Fellows.

If you encounter difficulties in the assignment of the cost-of-education allowance and receive recurring bills from your institution, your primary point of contact should be your Coordinating Official. If repeated attempts to rectify difficulties do not meet with success, you should contact the NRC Fellowships Office.

If tuition and fees are less than the cost-of-education allowance (as is sometimes the case with in-state residents), you should contact your Coordinating Official to see how these remaining funds can be used to benefit your graduate school career. The Ford Foundation and the National Research Council of the National Academies have requested that universities make excess funds available to fellows for travel to conduct research, to attend professional meetings, to purchase books, or to fund other research-related expenses. Again, if you encounter difficulties with this after contacting your Coordinating Official and making a written request for such funds, you should contact the NRC Fellowships Office.

*A fellow may not accept remuneration from another major fellowship or similar external award while on Ford Foundation Fellowship tenure; however, limited supplementation from institutional funds, educational benefits from the Veterans Administration or educational incentive funds may be received concurrently with Ford Foundation support. **Fellows receiving support from multiple sources are urged to discuss and negotiate the terms of the funding with all funding agencies and their university.***

Employment

Non-Academic: Fellows may not be employed while on fellowship tenure. If extenuating circumstances exist and the fellow would like the NRC to consider waiving this restriction, a request must be made in writing to Ms. Christine O'Brien, Program Officer, *before* final arrangements for employment are made.

Academic: Educational programs are expected to include a reasonable amount of teaching or other activities, which, in the opinion of the fellowship institution, will contribute to the fellow's academic progress. The scholarly development of a fellow should govern the assignment of these activities, rather than service to the fellowship institution.

The Ford Foundation recognizes the value of teaching and research assistantships in providing experience to fellows. Those predoctoral fellows wishing to pursue a full-time assistant position should plan to use the deferral years from the Ford Foundation Fellowship. However, if a part-time

assistantship during a fellowship year is preferable, the Fellowships Office can approve such arrangements. Fellows should contact the Fellowships Office immediately upon consideration of part-time assistantship support.

In the event a fellow wishes to accept an assistantship concurrently with fellowship support, the Fellowships Office may grant permission once the fellow has demonstrated that the assistantship is in his/her best interest and will not adversely affect the fellow's academic progress. Each case is considered individually and may not necessarily take into account prior determinations.

Reporting Requirements

Fellows will be required to submit two progress reports during each year of the three years of fellowship tenure; a mid-year report at the conclusion of the fall semester, and a final progress report at the end of each year of fellowship tenure. An official transcript must be submitted and a Renewal Form, signed by the Ford Fellow's academic adviser and the Ford Fellow, provides affirmation that satisfactory academic progress qualifies the Fellow for continued program support. The Renewal Form is required before the fellowship can be resumed. In addition, fellows are asked to submit a copy of the bill (or an estimate) for tuition and fees for each academic year while receiving fellowship support. Failure to submit required reports may result in stipend payment suspension until the requirements are fulfilled.

Fellows may be required to complete a brief baseline information questionnaire upon fellowship acceptance and to respond to an "exit survey" on educational and/or professional changes and plans upon completion. In addition, fellows will be expected to maintain contact information over time and to respond to occasional general surveys after their fellowship tenure. This ongoing contact will allow the Ford Foundation to track fellows and their progress and facilitate professional interaction, enrichment and participation among fellows.

Liability

Neither the NRC nor the Ford Foundation assumes any liability or responsibility whatsoever for the payment of any compensation with regard to a fellow's possible involvement in any accident or incident causing injury to other persons or damage to property.

Neither the NRC nor the Ford Foundation assumes any responsibility to the fellow or his or her dependents for any compensation for injury, disability, or death of the fellow during the tenure of the fellowship or travel to and from the fellowship institution.

Conference of Ford Fellows

Each fellow is invited to attend a Conference of Ford Fellows. These conferences, usually held in the fall, bring together predoctoral, dissertation and postdoctoral fellows. The Ford Foundation covers travel and hotel accommodations for fellows for at least one year of attendance. Attempts are made to hold the conferences on an annual basis. This is determined by the availability of funds.

Fellows who are selected to serve as speakers or session moderators are reimbursed for expenses associated with conference travel, lodging, and other incidental costs. The Conference Planning Committee, a working group of current and past Ford Foundation Fellows, decides on many of the conference events and roles.

The conference provides opportunities for an interdisciplinary exchange of ideas and opportunities to identify mentors and peers from across the country. The NRC also invites representatives from a selection of university and commercial publishers as well as from other funding sources.

Regional Liaisons

Regional Liaisons, who are past Ford Fellows, volunteer to serve as sounding boards and senior mentors to fellows. For contact information, visit the Ford Foundation Fellowships' webpage: www.national-academies.org/ford. In particular, new fellows are encouraged to avail themselves of this valuable resource.

Taxation

A Ford Foundation Fellowship award is considered income from a non-compensatory fellowship or scholarship. The NRC is not required to report payments on IRS Form W-2 or 1099-MISC and will not send you an official tax form. You should contact a local Internal Revenue Service office to determine your individual tax liability.

Health Insurance

No health insurance is provided through the fellowship grant.

Program and Award Administration

The National Research Council of the National Academies administers the program and follows the progress of the fellows' work. Inquiries concerning all aspects of program and award administration should be directed to:

The Fellowships Office, Keck 576
National Research Council of the National Academies
500 Fifth Street, N.W.
Washington, D.C. 20001
Tel: (202) 334-2860
Email: fordapps@nas.edu