

The Graduate School Fellowships are competitive and intended to be used to attract outstanding students to pursue a Ph.D. degree in one of the academic programs in the college. This award provides four (4) years of support if the awardee remains in good academic standing and makes good progress in their program. All award recipients will follow the guidelines for accountability as outlined in the *CHHP Graduate Assistant Appointment and State Funding Guidelines*. All award recipients will have either a teaching and/or research assistantship during the award period.

Coverage

The award is for four years and provides tuition costs for fall, spring, and summer. Each recipient must take a minimum of 9 credit hours in the fall and spring, 6 credit hours in the summer. The recipient will also receive individual health care insurance through the university. The award recipient is responsible for all student fees.

During the four year award, each recipient will be appointed as a teaching assistant for a minimum of one semester, and will be appointed for no less than 6 semesters, including summer, as a research assistant, under the supervision of their faculty mentor/advisor.

Eligibility / Criteria

Students who are currently enrolled or those who have been enrolled in a doctoral program at UF are not eligible for consideration.

Minimum criteria to be nominated by a department:

- Baccalaureate degree;
- Demonstration of academic excellence including competitive scores on the Graduate Record Exam, and outstanding undergraduate/graduate GPA.
- Admitted into the doctoral program;
- Faculty advisor/mentor identified, approved, and willing to serve in this capacity.

Using a holistic review process, the candidates' packets will be evaluated in the following areas:

- Academic record (GPA, GRE, Institution ranking)
- Applicant's record of and potential for scholarly productivity (abstracts, presentations, manuscripts, etc.)
- Applicant's professional experience
- Prospective advisor's training plan
- Training/mentoring environment provided by the prospective advisor and his/her record of recent scholarly productivity
- Ability of the prospective advisor to support student's training.

Nomination & Review Process

The following is the process by which award recipients will be selected (see Timeline):

- Each year the college is notified regarding new funds for these awards.
- Once the college has been notified, the College Administration will determine award amount and announce to graduate coordinators and graduate faculty.
- Each department will nominate graduate student(s) for the award; self-nominations are not permitted.
- The nomination packet will include:
 - A completed HHP Graduate School Fellowship Nomination Form (Attached).
 - Doctoral program application.

- The applicant's current CV with publications (provide sample).
- A personal statement from the applicant. The personal statement should include previous research and practitioner experiences, what opportunities this award would provide for them, how their work will be aligned with the research agenda of the prospective advisor, and long-term career goals.
- A minimum of two recommendation letters by outside references noting research and practitioner experiences (recommendation letters from doctoral program application can be used).
- A nomination letter from the candidate's prospective advisor/mentor. The nomination letter should provide documentation of the candidate's potential for contribution to the program, to the overall field of study, and to UF by summarizing previous research, publications and scholarly activity.
- A training plan written by the prospective advisor detailing the proposed research training of the applicant (2-pg maximum). The plan should include each of the following items: 1) A brief description of the current research in which the applicant will be involved; 2) the advisor's plan to develop the applicant's research capabilities; and 3) the relationship of the training plan to the applicant's career goals.
- The prospective advisor's current CV including a list of all doctoral trainees during the last 5 years. For graduate doctoral students provide name of present employer and position title.
- Evaluation and Ranking of Candidates
 - Members of the college graduate faculty committee will evaluate the relative strength of each applicant according to the holistic criteria listed on page one.
 - The chair of the college graduate faculty committee will call a meeting for the purpose of discussing each applicant. During the meeting, members will present and discuss their rankings of the applicants before the full committee. A general discussion of the nominees will then follow.
 - After the general discussion, each committee member will revisit their own rankings and then submit their final ranking, with 1 being the strongest candidate. The results of the ranking analysis will be distributed to each committee member. The committee will use the findings from ranking analysis to recommend award recipients to the dean.
 - Any member(s) of the Graduate Faculty Committee who have a prospective advisee in the competition will be excused from the evaluation process and will be replaced by another faculty from the same department, appointed by the Dean.

Award Notification Process:

The following is the process by which award recipients will be notified

- The Associate Dean for Academic Affairs will notify the Dean, Graduate Coordinator and Department Chairs of the candidates chosen to receive awards. If a student declines the award, the next student on the ranked list will be offered the award. If there is no student on the ranked list, the process will be repeated but in a more expedited manner.
- The Associate Dean for Academic Affairs will notify via e-mail award recipients with copy to Graduate Coordinator, department chairperson, and faculty advisor. The student will be asked to complete award acceptance form.

Timeline:

Date	Process
January	Notification letter from Provost regarding award amount.
February 1	All completed doctoral applications due.
by February 15	Departments submit completed nomination packets submitted to the Associate Dean for Academic Affairs.
by February 17	Dean will appoint committee members to GFC if needed for the reviewing of nominations packets
by February 17	Associate Dean for Academic Affairs compiles nomination packets and provides to College Graduate Faculty Committee for review.
by February 24	College Graduate Faculty Committee meet to determine nominees who are acceptable and of those acceptable, a ranked list.
by February 29	Dean, Department Chairs, and Graduate Coordinators notified of Award recipients.
by March 2	Nominees are notified via e-mail of the offer.

Nomination Deadline:

Nominations must be received by the Associate Dean for Academic Affairs no later than 5 pm on Wednesday February 15, 2012.

Questions:

Questions regarding the Graduate Fellowship process should be directed to either the academic department's Graduate Coordinator or the college's associate dean, Dr. Kelli Brown at kbrown@hnp.ufl.edu