



Fellow Secure Site Access for POS Printing and Modification

Overview

The DOE CSGF fellow secure website is designed to manage and track fellowship data and processes including student address, dissertation and publication information; advisor information; POS modifications (addressed in this document); practicum proposal and completion requirements; web research summaries; and the annual renewal application. If there is a change or update in any of these areas, it is up to the fellow to make the appropriate adjustment(s) via the secure website. The program coordinator will also request specific secure site actions or updates throughout the year.

Secure Site Access

The fellow secure website can be found at: <https://www.krellinst.org/doecsgf/info/>. Access is also available via the “Sign In” button on the DOE CSGF homepage (“DOE CSGF Fellows”): <https://www.krellinst.org/csgf>.

Username: Your last name and fellowship start year (e.g.: doe2018) – all lowercase

Password: The password you established when applying for the fellowship

POS Guidance

You are expected to successfully complete every course listed on your POS within the first two years of the fellowship (students beginning doctoral studies at the same time as the fellowship are permitted an additional year). Your POS is a subset of your doctoral coursework. You should list the minimum number of courses necessary to satisfy your POS requirement and to pursue other courses, as needed, throughout graduate school. **If a course is listed in your POS we will expect you to complete it with grade B⁻ or better.**

All fellows should note the following as it relates to present or future POS modification requests:

Any change in your POS must be communicated with Krell Institute in advance and approved by the DOE CSGF steering committee before it can be counted toward your POS requirement.

Therefore we advise you to communicate requests for POS changes as early as possible. Changes not approved before the completion of the course will not be counted toward your POS.

Printing an Approved POS

A printed and signed POS is required and must be returned to the Krell Institute as part of fellowship offer acceptance. Please follow these steps to print your POS:

- Log in to the fellow secure site.
- From the main screen, click on the “Print-Friendly” icon to the right of the “Request program of study modification” link.
- Download as a PDF, or print directly from pop-up window.

Modifying a Proposed or Approved POS

Follow the directions below to modify your Program of Study (if indicated in your acceptance letter). The same steps apply should you wish to modify your POS during your fellowship tenure.

- Log in to the fellow secure site.
- From the main screen, click on the “Request program of study modification” link.
- Insert a new course, modify, or delete a current course. You cannot change the course grade. Krell staff will enter this once we receive your transcript. Deletions on the modify page will delete the whole course. *Please ignore the last column. All the courses you list will “fulfill” the POS.*
- If you insert or modify a course, make sure you identify the course within the correct subject field. If you do not, the course will appear in the wrong section of your POS. The course description is required for each course, so you need to enter it in the appropriate place. When you have filled in all the information for a course, press SUBMIT and it will return to the modify page.
- You need to identify the two or three courses (two if your institution follows the semester system or three if it follows the quarter system) that will be successfully completed to fulfill the cross disciplinary distribution requirements of the fellowship in each of the sections. These are the courses you will be obligated to take (unless you later propose changes that are approved **prior** to taking the course). Please do not include more courses in your POS than are required.
- When finished making changes, click the DONE button at the bottom of the page. This will take you to a page with “Explanation for change in Program of Study.” Please complete this section.
- When finished with your explanation, submit the form by pressing “SUBMIT immediately to the Review Committee”. This will bring you back to the Program of Study. You can print the POS for your advisor to review. *(Note: Your explanation and revised/proposed POS will then be sent to the steering committee for review and comment. You will be notified if there are any issues or if courses proposed are approved/denied. Revisions will continue via the secure site until all issues are resolved.)*
- Clicking HOME at the bottom of the page will take you back to the instructions page.
- You will receive approval of the POS by email. Once you have received approval, PRINT, SIGN, obtain your ADVISOR’S SIGNATURE, and email/mail the document to the address listed below. Please keep a copy of your POS for your files.
- Please be reminded that any changes to your POS must be approved by the Krell Institute in advance of taking the course or the course may not count toward your POS requirements. Questions should be directed to the DOE CSGF program coordinator.

Krell Institute Contact Information

DOE CSGF

Krell Institute
Attn: DOE CSGF Coordinator
1609 Golden Aspen Dr, Suite 101
Ames, IA 50010

Phone: 515-956-3696

Fax: 515-956-3699

Email: csgf@krellinst.org