

## 2014-15 Graduate School Promising Scholar Award CALL FOR NOMINATIONS

**Purpose:** To recruit outstanding **new** graduate students of diverse backgrounds and experiences to advance excellence of graduate programs and the institution as a whole, including those who are underrepresented minorities; women pursuing degrees in STEM fields in which women are underrepresented; or those who are economically disadvantaged. This awards program is administered in partnership with departments, colleges, the office for Research, Innovation & Graduate Education (RIGE), the office of Equity and Inclusion (OEI) and the Provost to leverage our collective resources in support of our shared goals to increase the number of outstanding UO graduate students of diverse backgrounds and experiences.

**Program and Student Eligibility:** The University of Oregon is a public research university, the flagship institution and member of AAU, where excellence in graduate education, particularly doctoral study, is a key distinguishing feature. As a consequence, award priority preference will be given to recruits who are underrepresented minorities; women pursuing degrees in STEM fields in which women are underrepresented; or those who are economically disadvantaged who: (1) enhance the number of students pursuing UO doctoral degrees (including in those programs that initially classify their doctoral students as master's students); or (2) are seeking admittance into master's programs in which the degree sought is the terminal degree *in the field*.

As in previous years, the majority of these awards will be given to U.S. citizens and permanent residents in order to increase the diversity of students from underrepresented domestic populations. A small number of these awards will be eligible to be awarded to international students, consistent with previous practice via the separate "International Scholar Award" program. For 2014-15 and beyond, all students receiving this award will be known as Promising Scholars.

Students who have already accepted an offer of admission or who are currently enrolled in a UO graduate degree program are not eligible for award nomination.

**Components of Support:** The Graduate School recognizes that the competition in student recruitment that each graduate program faces varies by field and program. For this reason, the revised Promising Scholar Award program seeks to leverage partnerships with schools/colleges, OEI, RIGE, and the Provost in order to foster more flexible and competitive recruitment towards success. The components of the award are:

- **Stipend.** In order to support as many students as possible with the funds made available from the Graduate School, OEI, and the Provost, the stipend provided that is distributed by the Graduate School will be \$5,000. The use of the stipend now can be used more flexibly for various purposes and across the student's course of study (i.e., it is no longer limited to being provided only within the student's first year of enrollment). Examples of how the stipend now may be used can be found in the "Sample Financial Summaries" at the end of this document.
- **Tuition and Benefits Support.** RIGE will provide resources for nominating programs to request an academic year (three terms) of tuition, fee subsidies and insurance benefits that are comparable to what a GTF receives. This level of support-- valued at more than \$28,000 per year<sup>2</sup>-- allows the Promising Scholar Award to be comparable to, or to exceed, that of a GTF (and results in an award that is approximately \$5600 greater than that of the previous Promising Scholar Award program<sup>1</sup>).

Importantly, this enhanced tuition and benefits support enables programs to offer their Promising Scholar recruit up to one full academic year of non-service support with GTF-equivalent benefits-- that is, tuition costs, access to the GTF insurance plan, and mandatory fee subsidies-- without the obligation to serve as a GTF. Examples of how the tuition support may be used can be found in the "Sample Financial Summaries" on pages 4 - 7.

<sup>1</sup>This cost is for three quarters of 2013-14 full time tuition for a non-resident student in CAS.

<sup>2</sup>This figure is an estimate that assumes a 3% increase to the 2013-14 costs for full-time tuition for 3 quarters for a non-resident student in CAS, GTF insurance, and the GTF mandatory fee subsidy.

- **Departmental Match.** As has always been the case with this award program, the department/graduate program is required to commit to supporting the Promising Scholar with at least one academic year (3 terms) of a guaranteed GTF appointment (at .40 FTE or greater). When requesting Promising Scholar tuition and benefit support and stipend award for use toward a GTF appointment, the department/program is obligated to provide the balance of funds necessary to ensure that the Promising Scholar's GTF support is consistent with those of his/her peer GTFs in the year when central Promising Scholar Award funds are being utilized to provide the student's salary, tuition, insurance, and fees. Nominations that demonstrate robust, multi-year support and significant departmental and/or school/college commitment will be the most competitive. Example departmental matches can be found under "Sample Financial Summaries" on pages 4 - 7.

**Preferred Diversity Criteria/Attributes:** Promising Scholars are new graduate students of diverse background and experiences who enhance the excellence of individual graduate programs and the institution as a whole, including those who are underrepresented minorities, women pursuing degrees in STEM fields in which women are underrepresented, or those who are economically disadvantaged.

**Nomination Deadlines, and Notification:** While time is of the essence in the recruitment of outstanding students, the Graduate School is no longer able to review nominations on a rolling basis. Because the number of awards is limited, we have established three review rounds, each with its own deadline, that align with most programs' admission application deadlines:

	<i>Nomination Deadline:</i>	<i>Notification by:</i>
Round 1	Friday, January 10, 2014	Friday, January 17, 2014
Round 2	Friday, February 7, 2014	Friday, February 14, 2014
Round 3	Friday, March 7, 2014	Friday, March 14, 2014

The total number of awards to be offered during each round is fixed so that any nomination not selected for funding in an earlier round will be automatically "rolled forward" and considered in the pool for subsequent rounds, unless the department actively withdraws the nomination. We encourage departments/graduate programs to keep their recruit apprised of their award status via a notification such as "You've been nominated for a prestigious Graduate School award. We will alert you as soon as the decision has been communicated to us."

Any unallocated awards will be rolled forward into the subsequent round for distribution. If, after April 15 (the earliest date by which prospective students may be required to decide upon funded offers- see [CGS Resolution](#)), awards remain uncommitted as a result of students' declining the award, a new deadline will be set and additional nominations will be reviewed with as quick a turnaround as possible.

**Nomination Limits:** Departments will be awarded no more than two Promising Scholar Awards. Furthermore, departments may have no more than two nominees under consideration in any one round at any time. Any nominee not selected for funding in an earlier round will be considered automatically in subsequent rounds, unless the department actively withdraws the nomination.

**Nomination Submission Process and Required Materials:** The department submits the following materials for each nominee by one of the stated deadlines. The nominations are to be submitted by email to Marcia Walker ([marcia@uoregon.edu](mailto:marcia@uoregon.edu)). For optimal routing, please use "Promising Scholar Nomination" as the email's subject line.

Please attach to the email a single PDF saved as the student's first and last name that includes the following materials in this order:

- 1) A completed Promising Scholar Nomination Cover Sheet that includes a financial summary table in which the year-by-year plan is described and approved. The financial summary must include:
  - The specific request for Graduate School/RIGE resources (stipend, tuition and benefits package) and in what manner and on what schedule these funds will be applied to benefit the student's graduate education,

- The specific components of the departmental match (value, in what manner, and on what schedule the support will be applied to benefit the student's graduate education).
- 2) A letter signed by the Department Head that:
    - Specifically identifies the qualities that make this nominee an outstanding candidate for graduate study,
    - Explains how the nominee's admission will enhance the excellence of your department/program and the University of Oregon,
    - Confirms the department's commitment to providing the described departmental match on the stated schedule, and
    - Includes the name of a faculty mentor/assigned advisor.
  - 3) Copies (not originals) of the following items for the applicant:
    - GRE or other test scores if required by the program;
    - Transcripts from previous degree programs;
    - Recommendation letters;
    - Statement of purpose;
    - UO application for graduate admission.
  - 4) Relevant demographic data of current graduate students in your program, as it pertains to this nominee's diverse background and experiences (e.g., race/ethnicity, gender, Pell eligibility).

**Graduate School Review:** The Graduate School's review will take into account funding available during each nomination cycle, priority preference (e.g., doctoral students and terminal degree students over master's students), diversity criteria as outlined above, as well as the academic promise of the student and the nature of the matching support as described in the nomination packet. Notification, which may include further negotiation on the proposed support described in the nomination, will be made on the described timeline.

**Department's Obligation:** Once the award has been approved by the Graduate School, it is the department's responsibility to (1) inform the student of the Promising Scholar Award in writing, clearly identifying all aspects of support and noting that subsequent years/terms of support is contingent upon satisfactory progress toward the degree as published by the department and the Graduate School and (2) provide a faculty advisor for the first year.

Once the student has accepted admission and the Promising Scholar Award, the department must submit a copy of the written acceptance to the Graduate School. Any funding not awarded to the student as outlined in the approved financial summary will be returned to the Graduate School (in the case of the stipend) or RIGE (in the case of the tuition and benefits) within one term of its non-use. If circumstances arise where the department must alter the amount or schedule of matched support for stipend, tuition or benefits, specific written approval must be sought from the Dean of the Graduate School prior to implementation, and may result in increased department obligations if approval is unable to be granted.

**Faculty Advisor:** The department is required to provide a faculty advisor who agrees to mentor the incoming student during his/her first year in the graduate program. If/when the advisor changes, the department is responsible for notifying the Graduate School by email to Kyle Reynolds ([kreynold@uoregon.edu](mailto:kreynold@uoregon.edu)).

**Graduate School Obligation:** After forwarding the student's written acceptance to the Graduate School, c/o Marcia Walker ([marcia@uoregon.edu](mailto:marcia@uoregon.edu)), RIGE financial staff will provide the department with the approved stipend funds. Prior to the term of approved tuition package support and after receiving confirmation of the student's information, the Graduate School staff and RIGE budget manager will work with the department's budget/office manager and graduate coordinator on the process for allocating and distributing funds.

Promising Scholars will receive a welcome message from the Dean of the Graduate School and will be invited to the Graduate School's fall awards reception. First-year Promising Scholars will be recognized at the event.

**Need more information?** Contact Andy Berglund ([aberglund@uoregon.edu](mailto:aberglund@uoregon.edu)) or Sandi Morgen ([smorgen@uoregon.edu](mailto:smorgen@uoregon.edu)), associate deans of the Graduate School.

### Sample Financial Summaries

The following are examples of what a department/program might propose in terms of how the Promising Scholar stipend and/or tuition support, and departmental match, would be used to recruit an outstanding applicant through this program.

These summaries do not exhaust all possibilities, rather, they are intended to serve as models for how the support might be packaged and offered to the student.

Summaries A, B, and C illustrate how four years of funding might be structured using the Promising Scholar Award stipend and tuition and benefits support, whereas Summaries D and E illustrate a two year commitment for a master's student.

<b>SAMPLE FINANCIAL SUMMARY A</b> Description of proposed support that cites how the Graduate School's Promising Scholar Award (PSA) stipend and/or tuition support will be used as well as other departmentally matched funds (e.g., foundation/gift, general, grant or other funds).				
	FALL	WINTER	SPRING	SUMMER/OTHER/ NOTES
Year 1	<i>*Non-service Promising Scholar fellowship year</i>  GTF salary-comparable stipend (gross level 1 GTF salary = \$4,200 for 3 months in PROGRAM unit) is funded by \$4,200 of the PSA \$5000 stipend  Departmental resources (foundation/gift, general fund, or other) are used to support salary in winter and spring terms.  PSA tuition and benefits support for all three terms this year.	<i>*Non-service Promising Scholar fellowship year</i>  GTF salary-comparable stipend (gross level 1 GTF salary = \$4,200 for 3 months in PROGRAM unit) is funded by remaining \$800 PSA stipend and by department resources  PSA tuition and benefits support for all three terms this year.	<i>*Non-service Promising Scholar fellowship year</i>  GTF salary-comparable stipend (gross level 1 GTF salary = \$4,200 for 3 months in PROGRAM unit) is funded by department resources  PSA tuition and benefits support for all three terms this year.	<i>*NOTE: For non-service Promising Scholar fellowships, the student's only obligation is to work on his/her own research and not in service (neither teaching, research or administration) to a department/center/institute or faculty member and the appointment must be at .40 FTE or greater.</i>
Year 2	Departmental GTF	Departmental GTF	Departmental GTF	
Year 3	Departmental GTF	Departmental GTF	Departmental GTF	
Year 4	Departmental GTF	Departmental GTF	Departmental GTF	

Sample Financial Summaries, continued.

<p><b>SAMPLE FINANCIAL SUMMARY B</b>            Description of proposed support that cites how the Graduate School's Promising Scholar Award (PSA) stipend and/or tuition support will be used as well as other departmentally matched funds (e.g., foundation/gift, general, grant or other funds).</p>				
	FALL	WINTER	SPRING	SUMMER/OTHER/NOTES
Year 1	Departmental GTF + \$1,250 annual travel award via PSA stipend	Departmental GTF	Departmental GTF	
Year 2	Departmental GTF + \$1,250 annual travel award via PSA stipend	Departmental GTF	Departmental GTF	Departmental GTF
Year 3	Departmental GTF + \$1,250 annual travel award via PSA stipend	Departmental GTF	Departmental GTF	Departmental GTF
Year 4	<p><i>Non-service Promising Scholar fellowship year:</i></p> <p>GTF salary-comparable stipend (gross Level III GTF salary = \$4,851 for 3 months in PROGRAM unit) is funded by department matched resources</p> <p>PSA tuition and benefits support</p> <p>+ \$1,250 annual travel award via PSA stipend</p>	<p><i>Non-service Promising Scholar fellowship year:</i></p> <p>GTF salary-comparable stipend (gross Level III GTF salary = \$4,851 for 3 months in PROGRAM unit) is funded by department matched resources</p> <p>PSA tuition and benefits support</p>	<p><i>Non-service Promising Scholar fellowship year:</i></p> <p>GTF salary-comparable stipend (gross Level III GTF salary = \$4,851 for 3 months in PROGRAM unit) is funded by department matched resources</p> <p>PSA tuition and benefits support</p>	<p><i>*NOTE: For non-service Promising Scholar fellowships, the student's only obligation is to work on his/her own research and not in service(neither teaching, research or administration) to a department/center/institute or faculty member and the appointment must be at .40 FTE or greater.</i></p>

Sample Financial Summaries, continued.

<p>SAMPLE FINANCIAL SUMMARY C</p> <p>Description of proposed support that cites how the Graduate School's Promising Scholar Award (PSA) stipend and/or tuition support will be used as well as other departmentally matched funds (e.g., foundation/gift, general, grant or other funds).</p>				
	FALL	WINTER	SPRING	SUMMER/OTHER/NOTES
Year 1	Departmental teaching GTF	Departmental teaching GTF	Departmental teaching GTF	
Year 2	Grant funded research GTF	Grant funded research GTF	Grant funded research GTF	
Year 3	Grant funded research GTF	Grant funded research GTF	Grant funded research GTF	PI/advisor will provide summer research/supplies award of \$1000 with grant funds.
Year 4	<p>*Research GTF</p> <p>\$2,000 PSA stipend funds will be contributed to GTF salary and department matched funds support the stipend balance, where in PROGRAM unit, level III GTFs gross = \$4,900 per term.</p> <p>PSA tuition and benefits support are used for GTF benefits.</p>	<p>*Research GTF</p> <p>\$2,000 PSA stipend funds will be contributed to GTF salary and department matched funds support the stipend balance, where in PROGRAM unit, level III GTFs gross = \$4,900 per term.</p> <p>PSA tuition and benefits support are used for GTF benefits.</p>	<p>*Research GTF</p> <p>\$1,000 PSA stipend funds will be contributed to GTF salary and department matched funds support the stipend balance., where in PROGRAM unit, level III GTFs gross = \$4,900 per term.</p> <p>PSA tuition and benefits support are used for GTF benefits.</p>	<p><i>*NOTE: To use PSA funds in support of a research GTF position, the student's obligation is to work on his/her own research in the context of that of a faculty member in a department/center/institute and the research GTF appointment must be at .49 FTE or greater.</i></p>

Sample Financial Summaries, continued.

SAMPLE FINANCIAL SUMMARY D				
Description of proposed support that cites how the Graduate School's Promising Scholar Award (PSA) stipend and/or tuition support will be used as well as other departmentally matched funds (e.g., foundation/gift, general, grant or other funds).				
	FALL	WINTER	SPRING	SUMMER/OTHER/NOTES
Year 1	Departmental GTF + \$1000 "top-off" research/ supplies stipend from PSA stipend funds	Departmental GTF + \$1000 "top-off" research/supplies stipend from PSA stipend funds	Departmental GTF + \$1000 "top-off" research/supplies stipend from PSA stipend funds	\$2000 summer travel award using balance of PSA stipend funds
Year 2	*Research GTF  Salary provided by department  PSA tuition + benefits support as GTF benefits	*Research GTF  Salary provided by department  PSA tuition + benefits support as GTF benefits	*Research GTF  Salary provided by department  PSA tuition + benefits support as GTF benefits	<i>*NOTE: To use PSA funds in support of a research GTF position, the student's obligation is to work on his/her own research in the context of that of a faculty member in a department/ center/institute and the research GTF appointment must be at .49 FTE or greater.</i>

SAMPLE FINANCIAL SUMMARY E				
Description of proposed support that cites how the Graduate School's Promising Scholar Award (PSA) stipend and/or tuition support will be used as well as other departmentally matched funds (e.g., foundation/gift, general, grant or other funds).				
Year 1	Departmental GTF	Departmental GTF	Departmental GTF	SUMMER/OTHER/NOTES
Year 2	<i>*Non-Service Promising Scholar Fellowship year</i>  GTF salary-equivalent stipend comprised of \$1667 PSA stipend and balance paid by Department  PSA tuition + benefits support as GTF benefits	<i>*Non-service Promising Scholar Fellowship year</i>  GTF salary-equivalent stipend comprised of \$1667 PSA stipend and balance paid by Department  PSA tuition + benefits support as GTF benefits	<i>*Non-service Promising Scholar Fellowship year</i>  GTF salary-equivalent stipend comprised of \$1667 PSA stipend and balance paid by Department  PSA tuition + benefits support as GTF benefits	<i>*NOTE: For non-service Promising Scholar fellowships, the student's only obligation is to work on his/her own research and not in service(neither teaching, research or administration) to a department/ center/institute or faculty member and the appointment must be at .40 FTE or greater.</i>

**2014-15 PROMISING SCHOLAR AWARD NOMINATION COVER SHEET**

NOMINATION ROUND (Circle):    Round 1 (Jan 10)    Round 2 (Feb 7)    Round 3 (Mar 7)

<b>STUDENT CONTACT INFORMATION</b>			
Last Name, First Name			
Email Address			
Mailing Address			
<b>STUDENT ADMISSION INFORMATION</b>			
Admit Term		Degree sought (PhD, MFA...)	
Degrees Completed			
Test Scores			
Cumulative GPA			
How will this student contribute to the excellence of your program?			
How does admitting this student benefit the institution's goal of increasing doctoral student enrollment?			

<b>PROGRAM INFORMATION</b>	
Department:	
Program Name:	
Assigned Advisor	
Nomination Contact (Name/Email/Phone)	



**FINANCIAL SUMMARY**

*In this section, describe the support you propose. Be sure to clearly describe manner/schedule the Graduate School's Promising Scholar Award (PSA) stipend and/or tuition support will be used as well as other matched and committed funds from your department (e.g., foundation/gift, general, grant or other funds).*

**REQUIRED SIGNATURE(S)**

*Signer(s) must be department head and other person(s) with authority to commit the funds outlined herein.*

**I confirm that the funds described below are committed by the department and will be provided on the stated schedule. I agree to seek prior written approval from the Dean of the Graduate School before for any changes are made to the amount or schedule of the department match, and recognize that if such changes are unable to be approved, increased department obligations may be incurred for the terms of the award to the student.**

<b>NAME</b> _____ <b>TITLE</b> Department Head <b>SIGNATURE</b> _____	<b>NAME</b> _____ <b>TITLE</b> _____ <b>SIGNATURE</b> _____
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	FALL	WINTER	SPRING	SUMMER/OTHER/NOTES
Year 1				
Amount/Type				
Fund Source				
Year 2				
Amount/Type				
Fund Source				
Year 3				
Amount/Type				
Fund Source				
Year 4				
Amount/Type				
Fund Source				