

## MEMORANDUM

Date: February 2, 2023

To: All Departmental Faculty and Departmental Staff Associated with Academic Services and Research Administration

From: Michele Manuel, Ph.D.  
Department Chair

RE: Department of Materials Science and Engineering and the Nuclear Engineering Program HWCOE Dean's Awards for Funding of Doctoral Students

### Introduction

The purpose of the Herbert Wertheim College of Engineering (HWCOE) Dean's Awards is to help recruit excellent prospective PhD students and maintain the productivity of our doctoral programs. Provost, HWCOE, and department guidelines govern the allocation and administration of the HWCOE Doctoral Support Funding.

**Program Start:** Fall 2023

**Block Grant Funding Duration:** 4 years

**Departmental Block Grant Yearly Allocation:** \$107,427

Recipients will be selected from a diverse group of students as the University, College, and Department have a strong and abiding commitment to increasing diversity and supporting a student's ability to overcome educational, social, or family disadvantages and achieve their academic merit and leadership potential.

### Guidelines

- The name of the Award(s) given with these funds will be the HWCOE Dean's Research Award. If the award is to be paid as a Fellowship, the name will be the HWCOE Dean's Fellowship Award or the HWCOE Dean's Recruiting Award.
- Funds can only be used to support new, incoming, domestic PhD students.
- Tuition must be covered by the faculty advisor. Tuition, applicable fringe benefits and health coverage cost are not to be covered by these funds.
- PhD students receiving these funds will be appointed on either a 12-month 0.5 FTE graduate assistantship or fellowship. The purpose is to ensure students are fully engaged in their academic program.
- Continued award funding will be contingent upon the PhD student maintaining good academic standing.
- Students with full graduate research assistantships or fellowships **should not** be engaged in outside paid employment/internships or activities during the time-period they are supposed to be carrying out responsibilities related to their graduate assistantships. Doing so will subject individuals to loss of funding.
- All awards must comply with HWCOE and Provost policies and guidelines. In the event of any conflict or inconsistency between MSE, HWCOE or Provost guidelines, the most restrictive policy or guideline will apply.

## **Allocation of Funds**

### *Priority #1: Research Awards*

The goal of the HWCOE Dean's Research Award program is to fund graduate research assistantships at a competitive stipend.

- PhD students receiving this award are required to have a minimum base stipend of \$30,000, with an award duration of 4 years.
- It is anticipated that the HWCOE Dean's Research Award will cover 50% of the student's stipend, not to exceed \$15,000 (0.25 Fellow/0.25 RA). The faculty advisor must provide matching funding of at least \$15,000.

### *Priority #2: Top-ups*

The HWCOE Dean's Fellowship Award program can be used for "top-ups" for an additional stipend or an increase in the stipend payment.

- Students receiving large external fellowships are eligible to receive top-up funding through this award of up to \$10,000, of which 50% must be matched by the faculty advisor.
- Student receiving smaller external fellowships (must provide the student with a stipend and tuition) are eligible to receive top-up funding to maintain their current annual stipend levels. The stipend provided from the HWCOE Dean's Fellowship Award may not exceed \$15,000. The faculty advisor will be responsible for any costs exceeding this amount.
- Those receiving external funding can defer their award during the external funding period and may receive up to five years of support while funds are available.
- External fellowships that qualify for top-up funding must provide a stipend and tuition. The fellowship must also be the type that the student applies for individually and is specifically awarded to the student, not their mentor or institutional program.
- External fellowships awarded by foreign governments or institutions are not eligible.

### *Priority #3: Recruitment Award*

The HWCOE Dean's Recruiting Award can be used for a one-time additional payment during the student recruitment process.

- Funds may be used to give a one-time recruitment award to be paid during the student's first semester.
- The Recruitment Award is dependent upon the availability of funding remaining in the block grant when the student is recruited and might not be available each year. The Department Chair will determine if funding is available for this purpose.
- The maximum award amount is restricted to a one-time payment of \$5,000 and will be in addition to the student's base stipend at the time of offer.

## **Deferments**

Student may be granted a deferment for internships, other awards, or medical withdrawals through a petition process. HWCOE Dean's Research Award funding can only be extended by one term for each term deferred up to a maximum award period of five years. Summer deferments must be for Summer C only to extend funding and summer deferments should be used in summer of the student's 5<sup>th</sup> year or at a prorated level during any Fall/Spring term to not exceed the total annual award amount. Deferments for medical withdrawals will not be given for more than three consecutive terms because after three consecutive terms, students must re-apply for admission to their programs.

## **Residual Funds**

Residual funds remaining after the Fall 2023 semester can be used by the department to support research assistantships (RA) for students who have not matched with a faculty advisor in their first year.

## **Funding Period**

The current block grant for the HWCOE Dean's Research Award is a four-year program with a possible fifth year option beginning in the Fall 2023 semester. Award commitments made under this block grant may not extend beyond the current block grant award period. A notice of award will be sent to all award recipients that will clearly state the award period and the amount of stipend to be awarded.

## *The Foundation for The Gator Nation*

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