

Processing, Awarding and Nominating Graduate Fellowships: Guidance for Academic Departments

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NSF GRFP

- [NSF Graduate Research Fellowship Program \(GRFP\)](#)
- Institute-Coordinated Fellowship; if students have questions contact fellowships@grad.gatech.edu.
- Handled centrally by Graduate Fellowships Manager with GT Bursar and GT Financial Aid.
 - Out of State Waivers are utilized and handled by the Graduate Fellowships Manager
 - Fellowship Payment Request process equivalent is handled by the Graduate Fellowships Manager
- Funding is for 5 years, with 3 years of funding from NSF (called 'on tenure'), and the remaining 2 with no NSF funding (called 'on reserve').
- Tuition and mandatory fees are fully covered by funder (stipend and Cost of Education) and supplemented by GT Foundation 'shortfall account.'
- The student is responsible for health insurance fees.

NSF GRFP Department **DO'S** (✅) and **DON'T'S** (❌):

- **✅**:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer) during Phase I registration if they are continuing students, during Phase II if they are new students.
 - Encourage your students to consult the Georgia Tech specific guide [Important Information for ALL NSF GRFP Fellows \(New and Current\)](#) prepared and maintained by the NSF GRFP Coordinating Official/Graduate Fellowships Manager.

- **✗**:
 - If the student is 'on tenure' (e.g., receiving NSF funding)
 - DO NOT add a GRA/GTA waiver in Banner and
 - DO NOT hire the student via HR/payroll.
 - DO NOT submit an **Out of State Waiver Request**, nor a **Fellowship Payment Request** - as this fellowship is handled centrally, not at the Department level.

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DOE Krell (CSGF | NNSA LRGF | NNSA SSGF)

- [Department of Energy – Krell Institute](#)
- Institute-Coordinated Fellowship; if students have questions contact fellowships@grad.gatech.edu.
- Handled centrally by Graduate Fellowships Manager with GT Bursar and GT Financial Aid.
 - Out of State Waivers are not utilized
 - Fellowship Payment Request process is handled by the Graduate Fellowships Manager
- One of the few fellowships that GT Bursar/Financial Aid will disburse directly to the student and *then* invoice the funding organization directly for later payment.
- Tuition, mandatory fees **and** health insurance fees are fully covered by the funder.
- The funder pays stipends directly to students.

DOE Krell Department **DO's** (**✓**) and **DON'T'S** (**✗**):

- **✓**:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
- **✗**:
 - DO NOT add a GRA/GTA waiver in Banner.
 - DO NOT hire the student via HR/payroll.
 - DO NOT submit an **Out of State Waiver Request**, nor a **Fellowship Payment Request** - as this fellowship is handled centrally, not at the Department level.

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NDSEG

- [National Defense Science and Engineering Graduate Fellowship](#)
- Institute-Coordinated Fellowship; if students have questions contact fellowships@grad.gatech.edu.
- Handled centrally by Graduate Fellowships Manager with GT Bursar and GT Financial Aid.
 - Out of State Waivers are not utilized
 - Fellowship Payment Request process is handled by the Graduate Fellowships Manager
- One of the few fellowships that GT Bursar/Financial Aid will disburse directly to the student and *then* invoice the funding organization directly for later payment.
- Tuition, mandatory fees **and** a specified amount towards health insurance (\$1400 - \$1600) are covered by the funder. Student responsible for the remaining health insurance fees.
- The funder pays stipends directly to students.
- The funder pays stipends directly to students.

NDSEG Department **DO'S** (✓) and **DON'T'S** (✗):

- ✓:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
- ✗:
 - DO NOT add a GRA/GTA waiver in Banner.
 - DO NOT hire the student via HR/payroll.
 - DO NOT submit an **Out of State Waiver Request**, nor a **Fellowship Payment Request** - as this fellowship is handled centrally, not at the Department level.

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Ford Foundation

Ford Foundation fellowships are set-up *differently than any other* graduate-level fellowship at Georgia Tech.

- [Ford Foundation Fellowship](#)
- Institute-Coordinated Fellowship **not** coordinated by Office of Graduate Education; if questions contact Erin Bunn, Ford Fellowship Coordinating Official erin.bunn@osp.gatech.edu.
- Handled centrally by Office of Sponsored Programs with assistance from student's home academic department.
- GT receives a small Cost of Education allowance, supplemented by GT Foundation funds, towards covering tuition and mandatory fees.
- Recipients do not pay any tuition or mandatory fees. Funds received by Ford Foundation are disbursed to the students for their stipend. The student is responsible for health insurance fees. Out of State Waivers are not utilized.

Ford Foundation Department **DO's** (✔) and **DON'T'S** (✘):

- ✔:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
 - Add a **GRA Waiver** exemption into Banner.
 - Hire the student via HR/Payroll via the hourly GA mechanism.
 - Utilize the [Fellowship Payment Request](#) mechanism to pay \$25 tuition charge generated by GRA Waiver in Banner and the student's mandatory fees using the 'shortfall account' earmarked for Ford called ZTUI.
- ✘:
 - DO NOT Hire the student via HR/Payroll as a GRA.
 - DO NOT submit an **Out of State Waiver Request**.

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NASA

Formerly the *Space Technology Research Fellowship (NASA STRF)* was set-up like a standard fellowship, utilizing the Out of State Waiver request and the 'shortfall account', but NASA's new [NSTGRO \(Space Technology Graduate Researcher\)](#) award is set-up like a GRA at Georgia Tech. There are other NASA fellowships in addition to NSTGRO; all may utilize the following guidelines.

- Handled by the student's home academic department.
- The NSTGRO program requires that students complete a Visiting Technologist Experience and allocates \$10K for travel/living expenses in addition to their yearly stipend. As confirmed by Rob Butera (May 2024), these topper funds can be made via the Office of Scholarships and Financial Aid and should be processed via the Student Account 'on top of' the students regular GRA stipend. m

NASA Department **DO's** (✔) and **DON'T'S** (✘):

- ✔:
 - Hire the student via HR/Payroll as a GRA.
 - Add a **GRA Waiver** exemption into Banner.
- ✘:
 - DO NOT submit an **Out of State Waiver Request**.
- **YOU MAY:**
 - Many NASA fellowships, such as NSTGRO, come with funding to be used for tuition. If not, utilize the [Fellowship Payment Request](#) mechanism to pay \$25 tuition charge only generated by GRA Waiver in Banner using the 'shortfall account' earmarked for NASA called ZTUI.

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Fulbright

Fulbright fellowships have various configurations, depending on the amount of funding and the department.

- The GT Office of International Education processes [Exchange Waivers](#) (another category of Out of State Waiver) for eligible Fulbright students that are reported to them by an approved sponsoring agency.
- The Fulbright organizations approved for the Exchange Fellowship Waiver include Institute for International Education, DAAD, and Amideast.
 - If there are new, or additional Fulbright organizations not included in the list above, [contact Amy Henry](#) in [OIE](#).
- A Fulbright student can have an Exchange Fellowship Waiver added to her/his Banner account for each semester the student is a Fulbrighter. It is an Out of State Waiver and therefore does not work in tandem with a GRA waiver – the student may have one or the other, never both simultaneously.
- The sponsoring agency sends a list, each term, of all eligible Fulbright students at Georgia Tech directly to OIE, who then enter the Exchange Waivers. The Office of International Education enters the Exchange Waivers (not the Office of Graduate Education nor the academic department).
- Depending on the level of funding from Fulbright (which widely varies), the department may choose to offer the student a GRA, instead of utilizing the Exchange Waiver.

Fulbright Department **DO's** and **DON'T'S**:

First the academic department should review the funding amounts listed within the students offer letter and decide if the student will receive the Exchange Waiver, or will instead be hired as a GRA and utilize the GRA Waiver

Option #1: Exchange Waiver Route with a Fulbright Award

- :
 - DO contact Thao Duong in OIE at thao.duong@oie.gatech.edu to ensure that the student's name has been sent by the Fulbright sponsoring agency, or if the department has questions.
- :
 - DO NOT Hire the student via HR/Payroll as a GRA.
 - DO NOT Add a **GRA Waiver** exemption into Banner.
 - DO NOT submit an **Out of State Waiver Request** to the Office of Graduate Education, rather the Office of International Education utilizes an Exchange Waiver.
- **YOU MAY:**
 - Hire the student via HR/Payroll via the [hourly GA](#) mechanism to supplement their Fulbright funding.
 - Utilize the [Fellowship Payment Request](#) mechanism to supplement their Fulbright funding.

Option #2: GRA Route with a Fulbright Award

- :
 - Hire the student via HR/Payroll as a GRA.
 - Add a **GRA Waiver** exemption into Banner.
- :
 - DO NOT submit an **Out of State Waiver Request**, nor a **Fellowship Payment Request**.
- **YOU MAY:**
 - Take the Fulbright funding (e.g., stipend amount) into account when setting up the GRA stipend rate.

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NIH (F30, F31, T32)

- [National Institutes of Health Individual Fellowships](#)
- Institute-Coordinated Fellowship **not** coordinated by Office of Graduate Education; if questions contact the cognizant [Office of Sponsored Programs Coordinating Official that handles NIH for a particular department](#).
- NIH are handled centrally by Office of Sponsored Programs with assistance from student's home academic department.
- NIH holders receive an Institutional Allowance, which may be supplemented by GT Foundation fund 'shortfall account' using the code 'ZNIH'.
- Out of State Waivers are utilized.

NIH Department **DO's** (✅) and **DON'T'S** (❌):

- ✅:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
 - DO submit an [Out of State Waiver Request](#) – as this fellowship is handled at the department level.
 - DO submit a [Fellowship Payment Request](#) – as this fellowship is handled at the department-level using the 'shortfall account' earmarked for NIH called ZNIH.
- ❌:
 - DO NOT add a GRA/GTA waiver in Banner.
 - DO NOT hire the student via HR/payroll.

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GEM

- [GEM Fellowship](#)
- Institute-Coordinated Fellowship **not** coordinated by Office of Graduate Education; if questions contact Jacquelyn Strickland, Assistant Director in the CEED Office, and the Georgia Tech GEM Representative, at the GT GEM Fellowship mailbox: gtgem@coe.gatech.edu.

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HHMI Gilliam

- [HHMI Gilliam](#)
- Handled by the student's home academic department.
- Tuition, mandatory fees, and due to language in this specific award GT also covers the student's unsubsidized health insurance costs, by using \$10K from the funder and supplemented by GT Foundation 'shortfall account' using the code 'ZFED'.

HHMI Gilliam Department DO's (✓) and DON'T'S (✗):

- ✓:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
 - DO submit an [Out of State Waiver Request](#) – as this fellowship is handled at the department level.
 - DO submit a [Fellowship Payment Request](#) – as this fellowship is handled at the department-level using the 'shortfall account' earmarked for HHMI Gilliam called ZFED.
- ✗:
 - DO NOT add a GRA/GTA waiver in Banner.
 - DO NOT hire the student via HR/payroll.

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President's Fellowship & Georgia Tech Institute Fellowship

[President's Fellowship \(PF\)](#)

- Topper fellowship - funds which may be given *on top of* either a GTA/GRA or another fellowship
- Institute-Coordinated Fellowship; if students have questions contact fellowships@grad.gatech.edu.
- Handled centrally by Graduate Fellowships Manager with GT Bursar and GT Financial Aid.
 - Out of State Waivers are not utilized in tandem with the PF
 - Fellowship Payment Request process is handled by the Graduate Fellowships Manager
- PFs provide an extra stipend of \$5,500 per academic year of full-time enrollment, paid in two installments for the fall and spring terms, for 8 terms.
- PFs are a recruitment tool and may only be awarded to new/incoming doctoral students entering the following Fall term and who are otherwise eligible.
- Each college will receive a specific allocation of PFs based on enrollment. If your college ends up with more accepted PFs than your allotment, then Graduate Education may be able to cover the additional slots if the overall Institute allotment is not exceeded. Otherwise, your college must cover the financial commitment for the first year, and subsequently may be covered by reducing your allocation for the following year.
- PFs are awarded on a rolling basis in SLATE.
- Full details in the [How to Award President's Fellowship and Nominate GT Institute Fellowship in Slate](#) document.

[Georgia Tech Institute Fellowship \(GTIF\)](#)

- The department may nominate a PF awardee for the GTIF which provides the PF award (\$5,500) plus an additional \$1,000/academic year for 8 terms.
- Full details in the [How to Award President's Fellowship and Nominate GT Institute Fellowship in Slate](#) document.

PF/GTIF Department **DO'S** (✔) and **DON'T'S** (✘):

- ✔:
 - Use the PF as a recruitment tool by first including the PF award in the student's admission letter.
 - Award the PF in SLATE.
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
- ✘:
 - Treat the PF as a nomination process and wait for the Graduate Admissions team in the Office of Graduate Education to fully execute a student's application in SLATE.
 - DO NOT submit an **Out of State Waiver Request** - as these awards are topper fellowships.
 - DO NOT submit a **Fellowship Payment Request** - as this fellowship is handled centrally, not at the Department level.
- YOU MAY:
 - Re-award your department's allocated PF to other student(s) if your first awardees have declined admission.

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ARCS

- [ARCS Foundation Atlanta Chapter](#)
- Topper fellowship - - funds which may be given *on top of* either a GTA/GRA or another fellowship
- ARCS funding is usually for three years.
- Institute-Coordinated Fellowship; if students have questions contact fellowships@grad.gatech.edu.
- Handled centrally by Graduate Fellowships Manager with GT Bursar and GT Financial Aid.
 - Out of State Waivers are not utilized
 - Fellowship Payment Request process is handled by the Graduate Fellowships Manager
- Depending on the number of awards provided by the funding organization, the Graduate Fellowships Manager will work with Associate Deans in eligible fields to coordinate the nomination/application via [InfoReady: Georgia Tech's Competition System](#).
- The Graduate Fellowships Manager will send congratulatory emails directly to the student.

ARCS Department **DO'S** (✔) and **DON'T'S** (✘):

- ✔:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
- ✘:
 - DO NOT submit an **Out of State Waiver Request** - as these awards are topper fellowships.
 - DO NOT submit a **Fellowship Payment Request** - as this fellowship is handled centrally, not at the Department level.

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Chih

- [Chih Foundation Graduate Student Research Publication Award](#)
- Topper fellowship - funds which may be given *on top of* either a GTA/GRA or another fellowship.
- Institute-Coordinated Fellowship; if students have questions contact fellowships@grad.gatech.edu.
- Handled centrally by Graduate Fellowships Manager with GT Bursar and GT Financial Aid.
 - Out of State Waivers are not utilized
 - Fellowship Payment Request process is handled by the Graduate Fellowships Manager
- The Graduate Fellowships Manager will set-up a student-facing application via [InfoReady: Georgia Tech's Competition System](#) and advertise via the Grad Coordinator listserv, and the Grad Buzz Newsletter.
- The Graduate Fellowships Manager will send congratulatory emails directly to the student.

Chih Department **DO's** (✓) and **DON'T'S** (✗):

- ✓:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
 - Distribute any announcements circulated via the Grad Coordinator listserv, as appropriate.
- ✗:
 - DO NOT submit an **Out of State Waiver Request** - as these awards are topper fellowships.
 - DO NOT submit a **Fellowship Payment Request** - as this fellowship is handled centrally, not at the Department level.

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Hearst, Haley, Campbell

- The Hearst, Haley and Campbell awards are all topper fellowships - funds which may be given *on top of* either a GTA/GRA or another fellowship.
- These awards are processed via a nomination process by the academic unit:
 - Hearst award is College of Engineering specific
 - Haley award is open to all Colleges
 - Campbell award is nominated by the Strategic Energy Institute
- Handled centrally by Graduate Fellowships Manager with GT Bursar and GT Financial Aid.
 - Out of State Waivers are not utilized
 - Fellowship Payment Request process is handled by the Graduate Fellowships Manager
- The Graduate Fellowships Manager will work with relevant Associate Deans, departments and/or faculty/staff to coordinate the nomination/awards.
- The Graduate Fellowships Manager will send congratulatory emails directly to the student.

Hearst, Haley, Campbell Department **DO's** (✔) and **DON'T'S** (✘):

- ✔:
 - Ensure that all students are enrolled full-time (12 hours total, at least 9 letter-grade or pass/fail in fall/spring, and at least 6 in summer).
- ✘:
 - DO NOT distribute announcements directly to students but use an internal nomination process, as appropriate.
 - DO NOT submit an **Out of State Waiver Request** - as these awards are topper fellowships.
 - DO NOT submit a **Fellowship Payment Request** - as these fellowships are handled centrally, not at the Department level.

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DZL

- [Dolores Zohrab Liebmann Fellowship](#)
- Institute-Coordinated nomination process whereby student(s) may not apply directly but must be nominated by Georgia Tech via internal submission.
- The Graduate Fellowships Manager will set up a student-facing application via [InfoReady: Georgia Tech's Competition System](#) and advertise via the Grad Coordinator listserv, and the Grad Buzz Newsletter.
- And then, after internal review, Georgia Tech, as a designated institution, may submit up to three candidates for consideration.
- A Georgia Tech nominated candidate has yet to be awarded, and therefore the way the awards are set-up may vary based on the student's particular funding situation.

DZL Department **DO's** (✔) and **DON'T'S** (✘):

- ✔:
 - Distribute any announcements circulated via the Grad Coordinator listserv, as appropriate.

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Schmidt Science Fellows

- [Schmidt Science Fellows](#)
- Institute-Coordinated nomination process whereby student(s) may not apply directly but must be nominated by Georgia Tech via internal submission.
- The Graduate Fellowships Manager will set up a student-facing application via [InfoReady: Georgia Tech's Competition System](#) and advertise via the Grad Coordinator listserv, and the Grad Buzz Newsletter.
- And then, after internal review, Georgia Tech, as a designated institution, may submit up to seven candidates for consideration for this postdoctoral opportunity.

Schmidt Science Fellows Department DO's (✓) and DON'T'S (✗):

- ✓:
 - Distribute any announcements circulated via the Grad Coordinator listserv, as appropriate.

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