

**Important Information for ALL
NSF GRFP Fellows (New and Current)**

Please read this document thoroughly, ask any questions and bookmark for future use.

Georgia Tech NSF GRFP Coordinating Official (CO):

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- [Administrative Guide for Fellows 2016 \(NSF 16-104\)](#)
- [Frequently Asked Questions](#)
- [NSF Contact Information](#)
- Grant number = **DGE-2039655**, valid from August 1, 2021 to July 31, 2026.

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BEFORE YOU START:

- **Register** at your first available opportunity. See the Registrar’s website for the official calendar and for registration timelines: <http://www.registrar.gatech.edu/calendar/index.php>
- Enroll **Full-time**: For funds to be disbursed, you must be registered full-time, including summer semester. Full-time enrollment is 12 billable, graded hours (either letter grade or pass/fail). Thesis research hours (e.g. 8999, 9000) count as graded hours.
- All NSF GRFP Fellows are required to have **health insurance**. Georgia Tech offers a graduate student health insurance policy through United Health Care. Alternatively, if you have coverage

under a pre-approved health insurance plan you may apply to receive a waiver. More information: <http://www.bursar.gatech.edu/content/mandatory-student-insurance>.

AT THE START OF YOUR FUNDING:

- Complete **Responsible Conduct of Research Training (RCR)**: All NSF GRFP Fellows must complete **two** forms of RCR training. Online RCR training must be completed within 90 days of receiving funding. In-person RCR training must be completed within one year of receiving NSF GRFP funding. Information about the training at Georgia Tech that will satisfy this NSF requirement is listed at <https://rcr.gatech.edu/nsf>. Georgia Tech will not be able to certify adequate academic progress for students unless they have completed their RCR training.

DURING YOUR STUDIES/FELLOWSHIP:

- Maintain **GPA 3.0 or above**
- Maintain **RCR requirements** each year
- Submit your **activities report each Spring**: To continue funding, NSF requires you to submit your activities report and declare Tenure or Reserve by May 1. After you submit this report, Georgia Tech is asked to certify your academic progress.
- Take care of your **taxes**: Georgia Tech cannot provide tax, financial or legal advice but there is additional information in this document, under Resources. Additionally, please attend our annual *Taxes 101 Workshop* series for graduate students held in January/beginning of the Spring semester.

UNDERSTANDING TENURE VS. RESERVE:

- Each year, you are either 'On Tenure' or 'On Reserve'
- You have five years in which to use three years of Tenure funding.
- You can declare Reserve status for only entire years of your fellowship, not parts of a year. Unless you are seeking a medical or military deferral.

ON TENURE: TUITION/FEES, STIPEND & OTHER COSTS

Awards for tuition and fees are posted by Financial Aid during the week prior to the beginning of classes for any given semester.

For 2021/2022: Fall = August 26, 2021 | Spring = January 13, 2022 | Summer = TBD

If there are issues, start by ensuring you are registered full-time and then contact your **Coordinating Official** (see above for contact information); please do not contact the Bursar's Office nor the Office of Scholarships and Financial Aid regarding disbursement or tuition and fee payment posting.

Tuition/fees: NSF provides Georgia Tech with a \$12,000 cost of education (COE) allowance for each fellow to help cover tuition. Georgia Tech pays the rest of your tuition and your mandatory student fees. Also, nonresident of Georgia students automatically receive a "NRTW" or "non-resident" (aka Out of State) tuition waiver which covers the out-of-state portion of tuition.

Stipend: NSF awards GRFP fellows a stipend of \$34,000 per year (12 months). Fellows will receive monthly stipends of \$2,833 (the amount will be \$2,834 on every third month due to rounding).

Depending on your situation, your paycheck may be less than the above-specified amount. This is because stipend funds will first be applied to any outstanding balance of charges for which you are responsible (e.g., housing, parking, student health insurance). The remainder of the stipend will be refunded to you. When you see a “refund” on your account, this refund is what is left after required payments have been made and is the amount that goes to you directly.

Overpayment: If you receive more than the \$2,833 or \$2,834 for your monthly stipend, **please alert your Coordinating Official directly** (not the Office of Financial Aid, nor the Bursar’s Office) of the error immediately so that the proper adjustments can be made. If you fail to alert the CO that you have received overpayment, this can result in future scheduled stipends being rescinded.

Taxes: Georgia Tech does not withhold taxes because NSF GRFP fellows are not employees of Georgia Tech and W-2’s cannot be provided. More information on Taxes below.

Timeline: While NSF FastLane may list different dates, At Georgia Tech, we utilize the following schedule:

- Summer starters = May 1-April 30; first payment late May
- Fall starters = August 1-July 31; first payment late August

Stipends are usually disbursed around the last Tuesday of each month. Please reference stipend pay dates here: <http://www.finaid.gatech.edu/stipend-dates>.

Information about signing up for direct deposit can be found at <http://www.bursar.gatech.edu/content/direct-deposit>.

Other Costs (Health Insurance/Parking Permit): You are responsible for the cost of your student health insurance (unless you have an approved waiver of health insurance), and the cost of your parking permit if you purchase one through GT Parking.

ON TENURE: OTHER EMPLOYMENT & INTERNSHIPS

NSF GRFP Fellows may **not** be on Tenure **and** hold a GRA/GTA simultaneously. If you wish to pursue a GRA/GTA you must declare ‘Reserve’ in FastLane.

Other employment is possible if NSF GRFP guidelines are followed: “Fellows on tenure may have a paid teaching or research position if the activity focuses on the Fellow’s own education and training and not on service to the University,” and proper approval is obtained. It is your responsibility to keep your CO informed by sending all information/documents related to internships and other employment. Details to follow -

GA for no more than 10 hours/week:

Georgia Tech does not allow NSF GRFP Fellows to be employed as GRAs or GTAs while on Tenure. However, an NSF GRP Fellow may be hired as a GA for no more than 10 hours/week while on Tenure.

One-time exception GA to teach:

Georgia Tech does not allow NSF GRFP Fellows to be employed as GRAs or GTAs while on Tenure. However, a department may hire a Fellow to teach as a GA for one-semester only. It is very important that the Fellow is hired as a GA with hourly pay, and NOT as a GTA and that a waiver is not placed on the student record.

Outside employment:

Outside employment is discouraged because the NSF GRFP Fellowship is meant to allow the Fellow ample time for research and studies.

To obtain permission, email the **Coordinating Official** the following information:

- PDF copy of employment offer letter, including the start and end dates and salary information
- Brief statement from the Fellow's faculty advisor certifying that the position is in alignment with the Fellow's research and will not adversely impact the program of study

The CO will coordinate approval from the VPGEFD and must be given in advance.

Internships/CO-OP:

Unpaid (Summer) Internships: May be arranged by contacting the **Coordinating Official** for advance approval and by being enrolled full-time (e.g. 12 hours with at least 6 hours for credit). The NSF GRFP stipend will normally continue IF your advisor states that the work to be done contributes to your overall research experience.

Nominally Paying Internships: Fellows with nominally paying internships (e.g., ~\$10/hour) may enroll in part-time graduate research or co-op course hours related to the number of hours worked each week.

Salaried Internships: Graduate internships can be approved for full-time or part-time positions related to your major.

NSF requires that you forfeit your stipends for the months involved. It is important that you work with the employer to arrange contracts that span whole-month periods.

For planning purposes, please align as close to possible to the NSF Calendar as follows:

- Fall 5 months--August 1 to December 31
- Spring 4 months -January 1 to April 30
- Summer 3 months--May 1 to July 31

Fellows must submit a Change Request via FastLane to change your status to Forfeit. And later, another Change Request to revert your status back to Tenure when the internship ends.

Prior to registering an internship officially, approval must be obtained from the VPGEFD via the CO, your academic department, and the Graduate Co-op/Internship Program Advisor. To obtain these approvals, there are two layers of approval for all internships:

1.VPGEFD/CO Approval:

To obtain permission, email the **Coordinating Official** the following information:

- PDF copy of employment offer letter, including the start and end dates and salary information, including information about whether the funding source is federal or non-federal
- Brief statement from the Fellow's faculty advisor certifying that the position is in alignment with the Fellow's research and will not adversely impact the program of study

2. Graduate Co-op/Internship Advising Office Approval:

Next, email the Graduate Co-op/Internship Program Advisor (Clarence Anthony, Jr., PhD, clarence.anthony.jr@gatech.edu) to receive a registration permit form. This form will need approval from your academic department/Graduate Coordinator.

Then, you will enroll in 12 Co-op audit hours. COOP 6012 is a no-fee/no-tuition based audit course assigned to all grad co-op students working full-time. Financial Aid needs those hours reflected on your schedule to ensure your active NSF GRFP status. More information regarding Graduate Co-op/Internship here: <https://career.gatech.edu/graduate-students/co-op-internship>

Lastly, remember that all Fellows must maintain health insurance coverage.

ON RESERVE: GRA/GTA & INTERNSHIP APPROVAL

GRA/GTA: Fellows on Reserve status may hold GRA or GTA appointments anytime.

Internships: If you will be pursuing an internship while on Reserve status, you must also obtain approval through the Graduate Co-op/Internship office as noted above.

RESOURCES

Funds for travel:

Unfortunately, NSF does not provide travel support funding for GRFP fellows to attend conferences. One possible resource is SGA's Graduate Conference Fund. See contact information here: <https://www.sga.gatech.edu/grad-exec/>. You should also get in touch with your faculty supervisor and/or your major department to inquire if supplemental funding is available to support your travel.

Income taxes:

The NSF GRFP stipend is normally taxable, but Georgia Tech does not withhold taxes and W-2s cannot be provided because fellows are not employees of Georgia Tech, nor are you an employee by NSF's classification. Your status is fellowship-funded graduate student. Your NSF GRFP fellowship funding is not salary income.

For further information please utilize these resources:

- <http://www.finaid.gatech.edu/taxes>
- http://www.irs.gov/publications/p970/ch01.html#en_US_2013_publink1000177991
- <http://www.irs.gov/Individuals>
- <http://www.irs.gov/Individuals/IRS-Withholding-Calculator>
- <https://www.insidehighered.com/blogs/gradhacker/how-fellows-should-prepare-tax-time-start-academic-year#.WcKnfA-P8mM.email>

Georgia Tech is unable to provide tax, financial or advice, and therefore all questions regarding taxes should be directed to a tax or financial advisor.

Publication information:

All publications, presentations, and creative works based on activities conducted during the Fellowship must acknowledge NSF GRFP support utilizing the following text:

"This material is based upon work supported by the National Science Foundation Graduate Research Fellowship under Grant No. DGE-2039655"

and containing the following disclaimer:

"Any opinion, findings, and conclusions or recommendations expressed in this material are those of the authors(s) and do not necessarily reflect the views of the National Science Foundation."

For further information, see the **NSF GRFP Administrative Guide for Fellows** (link at the top).

NSF Graduate Research Internship Program (GRIP):

NSF GRIP provides opportunities for Fellows to do 10-week paid internships with federal facilities and national laboratories. Students selected for this program may remain on Tenure status and receive their NSF GRFP funding plus the \$5,000 for this internship program.

Applications are submitted through FastLane; deadlines are in December (for summer), March (for fall), and June (for spring/winter) each year. More information here:

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=505127

Supercomputing:

One of your benefits as an NSF GRFP fellow is access to supercomputing through XSEDE. More information: <https://www.xsede.org/home>. For further information, see the **NSF GRFP Administrative Guide for Fellows** (link at the top).