Dear Georgia Tech NSF GRFP Fellow:
Please review this information pertaining to Georgia Tech's administration of the NSF GRFP fellowship. You are responsible for reading this information in its entirety.

The Georgia Tech NSF GRFP Coordinating Official (CO) is Jacquelyn Strickland. Please direct any questions about the information below and/or about your NSF GRFP fellowship to Jackie Strickland at the following email address: jstrickland@grad.gatech.edu.

Jacquelyn Strickland
Fellowships Coordinator
Georgia Institute of Technology
Office of Graduate Studies

3 PRIMARY ITEMS:

- Please complete your registration at your first available opportunity. You will need to finalize your registration at your earliest available opportunity when your time ticket assignment opens. See the Registrar’s Office website for the official Institute calendar and for further information on registration timelines: http://www.registrar.gatech.edu/calendar/index.php

- You must be registered properly with full-time enrollment in order for your fellowship funding to be disbursed, and that includes for summer semesters. If you are not registered full-time with the proper number of graded hours, your NSF GRFP fellowship will be in jeopardy. Full-time enrollment is 12 billable, graded hours (meaning taken for letter grade or pass/fail). Thesis research hours (e.g., 8999, 9000) DO count as graded hours. Please let your CO know if you have any questions or need assistance with anything concerning your registration.

- Timing for fellowship award disbursement: Awards for tuition and fees are posted by Financial Aid usually beginning with the week prior to the beginning of classes for a given semester. Please do not contact the Bursar’s Office nor the Office of Scholarships and Financial Aid regarding NSF GRFP fellowship disbursement or tuition and fee payment posting. Thank you for your
patience with these administrative processes. Also, remember that you are responsible for the cost of your student health insurance (unless you have an approved waiver of health insurance), and you are responsible for the cost of your parking permit if you purchase one through GT Parking.

REQUIRED: Responsible Conduct of Research Training (RCR)
You 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.

WHILE ON TENURE: Payment of Tuition, Fees, and Stipend
Information about when NSF GRFP funding is disbursed to your student account is found at http://www.finaid.gatech.edu/stipend-dates.
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, out-of-state students automatically receive a non-resident tuition waiver which covers the out-of-state portion of tuition.

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

Stipend funds will first be applied to any outstanding balance of charges for which you are responsible (e.g., housing or parking, for example). If you have not obtained an approved waiver of mandatory student health insurance, the health insurance fee will also come out of your stipend. 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.

How Georgia Tech administers the NSF GRFP Fellowship Year schedule:
Fall 5 months: August 1 to December 31
Spring 4 months: January 1 to April 30
Summer 3 months: May 1 to July 31

Your stipend begins to be disbursed near the end of the starting month of your Tenure (either May or August for Georgia Tech). NSF's FastLane database reflects that the start and end dates of the award year are September 1 through August 31 for fall starters, and June 1 through May 31 for summer starters. However, each university handles their stipend disbursement schedule differently. At Georgia Tech, we administer the NSF GRFP Fellowship Year from May 1-April 30 each year for summer starters, and August 1-July 31 each year for fall starters. So the first payment disbursement for fall starters is in late August, and the first payment disbursement for summer starters is in late May. Stipends are usually disbursed around the last Tuesday of each month.
Please reference stipend pay dates here:
http://www.finaid.gatech.edu/stipend-dates

HEALTH INSURANCE:
The NSF GRFP fellowship does not cover health insurance. As a fellowship holder, you are required to have health insurance. The cost will be deducted from your stipend. Georgia Tech offers a graduate student health insurance policy through United Health Care. Here is the link to more information:
http://www.bursar.gatech.edu/content/mandatory-student-insurance
You may receive a waiver from this plan if you have coverage under a pre-approved plan. See the important details on how to request the waiver at the link above.

INCOME TAXES:
The NSF GRFP stipend is normally taxable, but Georgia Tech does not withhold taxes because NSF GRFP fellows are not employees of Georgia Tech. W-2s cannot provided for the NSF GRFP fellowship, because fellows are not in fact 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.
Other materials that may be of help are listed below:
IRS links
http://www.irs.gov/Individuals
Please note, that this information is not tax, financial, or legal advice. All questions regarding taxes should be directed to a tax or financial advisor. Georgia Tech is unable to provide tax advice.

The following article link was passed along to me as a potential resource for our students on fellowships in general, so you may possibly find this helpful:
https://www.insidehighered.com/blogs/gradhacker/how-fellows-should-prepare-tax-time-start-academic-year#.WcKnfA-P8mM.email

Also note that the annual *Taxes 101 Workshop* series for graduate students is a very helpful resource. Broad announcements for those workshops are made starting around the holidays, and most of the sessions are held in January or in the first half of the spring semester. Please look out for those announcements and Institute calendar postings about the workshops.

OTHER EMPLOYMENT:
NSF GRFP guidelines indicate: “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.” Georgia Tech does not allow NSF GRFP fellowship
holders to be employed as graduate research assistants (GRAs), but a one-time (one semester only) teaching assistantship appointment is allowed for NSF GRFP fellows during their Tenure period. During that one-time teaching appointment for Tenure fellows, the hiring department must hire the fellow as a GA with hourly pay. It is very important that a GTA waiver is not placed on the fellow's student record while on Tenure; this would cause administrative problems with the disbursement of the fellowship funding. Fellows on Reserve status may hold GRA or GTA appointments anytime.

Since the reason for the NSF GRFP Fellowship is to allow the fellow time for research, outside employment is discouraged. Permission from the Vice Provost for Graduate Education, Dr. Bonnie Ferri, through the Georgia Tech CO must be obtained before any outside employment is considered. A pdf copy of the employment offer letter, including the amount to be paid and dates of the hiring appointment, as well as a brief statement of approval from the fellow's faculty advisor certifying that the co-op is in alignment with the fellow's research and will not adversely impact the fellow's program of study, must be submitted to the CO via email (to jstrickland@grad.gatech.edu) in advance for approval.

INTERNSHIPS/CO-OP:
Unpaid summer internships may be arranged by contacting the CO for advance approval and by being enrolled full-time. The NSF GRFP stipend will normally continue IF your advisor states that the work to be done contributes to your overall research experience.
For salaried internships, NSF requires that you forfeit your stipends for the months involved. You will need to enroll for 12 co-op audit hours (see below) so that you are not assessed tuition and yet are still classified as a full-time student. It is important that you please work with the employer to arrange internship contracts that span whole-month periods. It is most helpful if the internship dates coincide with how the fellowship is administered at GT: e.g., summer internships should be as close as possible to the period of May 1-July 31; with that, you forfeit those three months of summer stipend payments. Also note that if you will be interning during a fall or spring semester, the internship appointment ideally needs to span the full semester. In addition, you must notify the CO if you will not have coverage and will need the GT student health insurance coverage during your internship appointment.

Graduate Internship Application Process:
Graduate internships can be approved for full-time or part-time positions related to your major. Once approved, you will receive a registration permit from the Graduate Co-op/Internship Program Advisor to enroll in a no-fee/no-tuition based audit course. COOP 6012 is assigned to all grad co-op students working full-time. NSF GRFP fellows must plan to forfeit the NSF stipend for this type enrollment. NSF GRFP fellows are responsible for entering the Forfeit request information into FastLane.
NSF GRFP fellows with non-paying or 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.

Please send documents and information related to internships and other employment to the CO via email (jstrickland@grad.gatech.edu), as this information is needed to answer any questions from Financial Aid about your employment plan.

Prior to registering an internship as a graduate co-op/internship work assignment, approval must be obtained from your academic department, the CO, and from the Graduate Co-op/Internship Program Advisor.

Graduate Co-op/Internship information: https://career.gatech.edu/graduate-students/co-op-internship
Graduate Co-op Advisor: Ms. Robbie Ouzts robbie.ouzts@gatech.edu

In summary, please be reminded that if you will be doing an internship, then there are two layers of approval: for the purposes of GT's NSF GRFP administration the internship is to be approved by the Vice Provost for Graduate Education and Faculty Development (VPGEFD), who is the PI of the NSF GRFP grant, via the CO. In addition, we need for you to please obtain approval through the Graduate Co-op office.

1. For VPGEFD/CO Approval:
   Please email a pdf copy of your offer letter with the details of your internship agreement with the employer, including the dates of the internship and the salary information. In addition, please secure the confirmation of your faculty advisor that s/he approves of the internship, and that it is appropriately aligned and will not interfere with your program of study (a brief email statement is fine). If you will be on Tenure status during the internship period, then you will need to forfeit your NSF GRFP stipend for the months involved. You'll be able to formally submit the forfeiture request via FastLane. You will submit a Change Request to change your status to Forfeit; please note that you must submit another Change Request to change your status back to Tenure when your internship is ending. We administer the NSF GRFP program in whole months, with the summer term being administered from May 1-July 31. Ideally the confirmed dates of your internship will span the whole months of the term as administered by GT for the fellowship. For other semesters in which you intern, the internship period should still span whole months, or should be arranged as closely as possible to whole months.

2. For Approval through the Graduate Co-op/Internship Advising Office:
   Whether you will be on Tenure or Reserve status for the period of your internship, please obtain approval through the Graduate Co-op/Internship office as noted above. That process also involves having your graduate coordinator sign off on their approval form; this is so that your schedule can reflect full-time enrollment via co-op/audit hours. Financial Aid needs for those hours to be reflected on your schedule
for their appropriate processing of your active NSF GRFP status, even if you will not be receiving Tenure disbursements from GT during those months.

**PUBLICATION INFORMATION:**
The current Georgia Tech grant number is **DGE-1650044**. This number changes every 5 years, so it is not a permanent number. This grant number should have an award period from August 1, 2016 to July 31, 2021.

- If you are publishing, keep in mind acknowledgment of NSF support.

**When should I acknowledge NSF support??**
All publications, presentations, and creative works based on activities conducted during the Fellowship must acknowledge NSF GRFP support.

**How do I acknowledge NSF support??**
Include the following text in the acknowledgments: "This material is based upon work supported by the National Science Foundation Graduate Research Fellowship under Grant No. **DGE-1650044**."


**MISCELLANEOUS NSF GRFP INFORMATION:**
- 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.

- NSF requires you to submit an activities report to NSF online each spring by May 1 for continued funding. At that time you must also declare Tenure (or Reserve) status for the following fellowship year and upload a form signed by your advisor. After you submit this report, Georgia Tech is asked to certify your academic progress. You must be up to date on your RCR requirements (see above) and should have a GPA of 3.0 or greater to be certified.

- You may want to apply for the NSF GROW Program to add an international component to your graduate work. [https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=504876](https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=504876) You must have completed one year of your program to apply for the GROW program. The GROW application deadline is in DECEMBER. Countries participating in the USAID GROW program are listed at this site.

- NSF has a program for fellows called GRIP—NSF Graduate Research Internship Program. This program will provide 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. Application deadlines are in December (for summer), March (for fall), and June (for spring/winter) each year. 
http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=505127

- Applications for both GROW and GRIP are submitted through FastLane. You must be on either Tenure or on Reserve status to be eligible for GROW or GRIP funding. 
  **Tip: If you declare Tenure status for years 1-3, you can declare Reserve status in years 4 and 5 if you still want to have access to NSF GRFP Fellow benefits such as the GROW and GRIP programs.**

- One of your benefits as an NSF GRFP fellow is access to supercomputing through XSEDE if you wish to make use of this opportunity. 

- Unfortunately, NSF does not provide travel support funding for GRFP fellows to attend conferences. One possible resource is SGA’s Graduate Conference Fund: http://www.sga2.gatech.edu/grad/?q=content/graduate-conference-funds. You should also get in touch with your faculty supervisor and/or your major department to inquire if they may be able to provide supplemental funding to support your travel.

**RESOURCES**

1. Administrative Guide for Fellows (NSF 16-104): To be sure you are using the most current version, you can access it from the Quick Links navigation on the left-hand menu of FastLane. The current version may be found at https://www.nsf.gov/pubs/2016/nsf16104/nsf16104.pdf


3. NSF Fellow Resources: http://www.nsfgrfp.org/fellows/fellow_resources