GUIDELINES AND APPLICATION FORM FOR THE 2017-2018 USF COLLEGE OF MARINE SCIENCE (CMS) GRADUATE STUDENT ENDOWED FELLOWSHIPS

William & Elsie Knight Endowed Fellowship Fund for Marine Science - $25K (plus $2K research expenses)
William & Elsie Knight Endowed Fellowship Fund for Marine Science - $25K (plus $2K research expenses)
St. Petersburg Downtown Partnership Fellowship in Coastal Science * - PhD $23K / MS $21K
Garrels Memorial Fellowship in Marine Science - $15K
Young Fellowship Program Fund* - $13K
Paul Getting Endowed Memorial Fellowship in Marine Science* - $13K
Jack and Katharine Ann Lake Fellowship in Marine Science - $13K
Gulf Oceanographic Charitable Trust Fellowships Endowment - $12K
Gulf Oceanographic Charitable Trust Fellowships Endowment - $12K
Wells Fargo Fellowship in Marine Science* - $10K
William T. Hogarth Fellowship in Marine Mammals* - $10K
Carl Riggs Fellowship in Marine Science* - $10K
Linton Tibbetts Endowed Graduate Student Fellowship* - $10K
Sanibel-Captiva Shell Club / Mary & Al Bridell Memorial Fellowship - $10K
Tampa Bay Parrot Head Fellowship in Marine Science - $10K
George Lorton Fellowship in Marine Science - $10K
Thomas E. Pyle Memorial Fellowship in Marine Science* - $10K

* These fellowships have special eligibility requirements that need to be documented in the application file as explained in these guidelines.

Information regarding additional fellowships, assistantships, and awards from USF can be obtained from Dr. Naar, Director of Academic Affairs. All issues involving deadline extensions and/or questions about applications or letters must be addressed by, and resolved by, the Honors and Awards Committee Chair, Dr. Breitbart (KRC-1108, mya@usf.edu, office: 727-553-3520).

After reading guidelines, please complete the application form and submit it as a single PDF document in the original order to Brittany Sheehy, MSL 210C (bsheehy@usf.edu, 553-3944) before the application deadline of 5:00 pm on Monday, January 30, 2017. Reference Letters should be emailed as PDF documents directly from the letter writer to Brittany Sheehy. Eligibility statements for specialized awards must be submitted as separate individual PDF files.

These guidelines and application form can be obtained from:
Version 6.0, December 1, 2016
<table>
<thead>
<tr>
<th>Fellowship</th>
<th>Amount</th>
<th>Eligibility Statement Required</th>
<th>Details/Descriptions/Restrictions/Special Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>William &amp; Elsie Knight Endowed Fellowship Fund for Marine Science</td>
<td>$25,000 + $2K research expenses</td>
<td>No</td>
<td>Awarded to most meritorious applicant; retained until graduation or unsatisfactory progress</td>
</tr>
<tr>
<td>St. Petersburg Downtown Partnership Fellowship in Coastal Science</td>
<td>$23,000 (PhD), $21,000 (MS)</td>
<td>Yes, 1 page</td>
<td>Awarded to students working in Coastal Science studies, including any shallow estuarine or shallow marine environment, in order to strengthen the cooperative relationship between USF and USGS</td>
</tr>
<tr>
<td>Garrels Memorial Fellowship in Marine Science</td>
<td>$15,000</td>
<td>No</td>
<td>All students eligible</td>
</tr>
<tr>
<td>Young Fellowship Program Fund</td>
<td>$13,000</td>
<td>Yes, a proposal up to two pages</td>
<td>Awarded to students whose current or proposed research involves the development or use of new technology for the investigation of biological, chemical, geological, or physical processes operating in the oceans, estuaries, freshwater environments, or at the air-sea interface. Special consideration will be given to projects that involve direct interactions with the CMS Ocean Technology (COT) engineers.</td>
</tr>
<tr>
<td>Paul Getting Endowed Memorial Fellowship in Marine Science</td>
<td>$13,000</td>
<td>Yes</td>
<td>Awarded to students who will be in their second calendar year of study at CMS (apply within first year). Given to student who exhibits exceptional promise in their first year by showing excellence in classroom and/or laboratory</td>
</tr>
<tr>
<td>Jack and Katharine Ann Lake Fellowship in Marine Science</td>
<td>$13,000</td>
<td>No</td>
<td>All students eligible</td>
</tr>
<tr>
<td>Gulf Oceanographic Charitable Trust Fellowships Endowment</td>
<td>$12,000</td>
<td>No</td>
<td>All students eligible</td>
</tr>
<tr>
<td>Wells Fargo Fellowship in Marine Science</td>
<td>$10,000</td>
<td>Yes</td>
<td>Awarded to students who will be in their second calendar year of study at CMS (apply within first year). Given to student who exhibits exceptional promise in their first year by showing excellence in classroom and/or laboratory</td>
</tr>
<tr>
<td>William T. Hogarth Fellowship in Marine Mammals</td>
<td>$10,000</td>
<td>Yes, 1 page</td>
<td>Awarded to a student enrolled in the Marine Resource Assessment Program or who is doing research regarding fisheries or marine mammals</td>
</tr>
<tr>
<td>Carl Riggs Fellowship in Marine Science</td>
<td>$10,000</td>
<td>Yes, 1 page</td>
<td>Awarded to a student who exemplifies the qualities that were the hallmark of Dr. Carl D. Riggs, Sr. (combining academic excellence and scientific insight with service to CMS, USF, a professional society, some segment of the Tampa Bay community, or society at large).</td>
</tr>
<tr>
<td>Linton Tibbetts Endowed Graduate Student Fellowship</td>
<td>$10,000</td>
<td>Yes, 1 page</td>
<td>Awarded to a student involved in marine science research relevant to the Caribbean region</td>
</tr>
<tr>
<td>Sanibel-Captiva Shell Club / Mary &amp; Al Bridell Memorial Fellowship</td>
<td>$10,000</td>
<td>No</td>
<td>All students eligible</td>
</tr>
<tr>
<td>Tampa Bay Parrot Head Fellowship in Marine Science</td>
<td>$10,000</td>
<td>No</td>
<td>All students eligible</td>
</tr>
<tr>
<td>George Lorton Fellowship in Marine Science</td>
<td>$10,000</td>
<td>No</td>
<td>All students eligible</td>
</tr>
<tr>
<td>Thomas E. Pyle Memorial Fellowship in Marine Science</td>
<td>$10,000</td>
<td>Yes, 1 page</td>
<td>Awarded to a full-time enrolled Marine Science graduate student pursuing a graduate career in Geology or Geophysics.</td>
</tr>
</tbody>
</table>
1. Eligibility Guidelines
   a) All applicants must be currently enrolled or accepted as a degree-seeking student in the College of Marine Science.
   b) An applicant must become a registered full time student and remain so at the start of the upcoming Fall Semester in order to receive an endowed fellowship. Full time status is defined as enrollment for 9 credit units in the fall semester, 9 units for the spring semester, and 6 units for the summer semester (of that academic year), i.e., the 12 month period following initial receipt of the fellowship in August). Funding will be divided over three semesters and provided as long as student remains in good standing as a full time student. All fellowships allow enrolling for only 2 credit units if you are in your final semester, but a petition needs to be submitted. Please contact Dr. Naar, the Director of Academic Affairs for further details.
   c) MS and PhD students compete together as a group and are judged by a vote of the faculty.
   d) MS students may apply twice out of a five-year period that begins from their start date at CMS. As such, it is recommended that students wait until they are enrolled in the program, because the odds of being selected improve upon exposure to the faculty.
   e) PhD students may apply four times out of a seven-year total that begins at their start date at CMS, even if they continue (or return) after completing the MS degree. In other words, the clock does not restart. Accordingly, as is the case for incoming MS students, it is recommended that students wait until they are enrolled in the program, because odds of being selected for a fellowship improve upon exposure to the faculty.
   f) CMS students who switch from the MS to the PhD program (with or without obtaining an MS degree) will be considered as being continuously enrolled in the PhD program since their date of first enrollment at CMS. CMS students who switch from the PhD to the MS program will be considered as having being continuously enrolled in the MS program (i.e., only eligible twice out of a five year period beginning from their start date at CMS).
   g) Students entering the PhD program after receiving an MS degree from a program other than CMS are considered new entering PhD students. They are eligible for all first-year fellowships and can also apply for the endowed fellowships described herein prior to the start of their first semester.
   h) New incoming students who submit a fellowship application before their start date will use one of their application opportunities and one of their academic years out of the totals listed in guidelines 1d & 1e.
   i) The Admissions Committee can submit files of newly admitted students judged to be competitive for the William and Elsie Knight Endowed Fellowship Fund for Marine Science. These submitted files are not considered, or voted on, for any other CMS endowed fellowship. If a file is submitted in this manner, it will not count as one of the two (or four) times MS (or PhD) students can apply (see guidelines 1d and 1e).
2. Voting Procedure

a) Several of the fellowships (see section 3) require separate statements of eligibility. The eligibility statements should be clearly labeled with the applicant’s name and the fellowship name and the statement for each fellowship should be submitted as an individual PDF file not exceeding one single-spaced. The statement does not need to be lengthy but should make a direct link between the applicant’s research and the fellowship eligibility requirements. A subset of the Honors and Awards committee will review these statements to determine the applicant’s eligibility, but these statements will not be circulated during voting. In considering eligibility, the committee will make every effort to be as inclusive as possible.

b) The fellowship recipients will be determined by a vote that includes the Dean, any professor in a CMS endowed chair, and the tenured and tenure-track faculty in the College of Marine Science, except for the Young Fellowship Program Fund as explained in guideline 3d.

c) At least two-thirds of the faculty must vote to constitute a valid competition. The faculty must rank all the applicants. Faculty members who do not follow the proper ranking procedure will not have their rankings counted.

d) Each faculty member judges merit in their own way after reviewing the application file; there are no specific criteria that the faculty must abide by. Commonly asked questions regarding applications files and additional suggestions are provided in Guideline 4 and on the instruction page of the application template.

e) Four faculty members of the Honors and Awards committee will tally the rankings from each ballot. The two teams, consisting of two faculty members each, enter the rankings into two spreadsheet files independently. The two computer files are then compared to each other to ensure the rankings are entered accurately. Once the rankings are entered, anonymous labels replace the student names.

f) The anonymous labels and their respective rankings are used to determine the recipients in each category. The method used to determine the recipients is a version of what is known as a Condorcet method. A Condorcet method works by attempting to find a candidate that is preferred by a majority of the voters in every head to head contest with all of the other candidates. If such a candidate is not found, then various tiebreakers are used. There are a number of implementations of this basic idea, and the specific version we are using is called Ranked Pairs. There is a link on Wikipedia (http://en.wikipedia.org/wiki/Ranked_Pairs) that is fairly thorough and that article has a literature cite for further reading if you like. This vote tallying process is done anonymously (i.e., student names are not used). Students who serve on the committee are welcome to witness this anonymous part of the process. The results are forwarded to the Dean and announced to the College.

g) The student who receives the highest vote ranking will receive the highest award for which they are eligible. The next highest ranked student will receive the highest remaining award for which they are eligible, and so forth. If no applicants are eligible for a fellowship, the fellowship will not be awarded.

h) The committee makes every effort to ensure the objectivity and fairness of this process and welcomes input from students, staff, or faculty. This input can be made to anyone on the Honors and Awards committee, including the student members.
3. Detailed Description of the Endowed Fellowships

a) The **William & Elsie Knight Endowed Fellowship Fund for Marine Science** is awarded to the most meritorious graduate student applicant as voted by the faculty. There are sufficient funds for six of these fellowships to be active at any given time. In addition, each recipient will receive $2000 worth of funds per year to spend on research needs and scholarly activities. The students retain these fellowships until they graduate or are judged not to be progressing satisfactorily.

b) The **St. Petersburg Downtown Partnership Fellowship in Coastal Science** is awarded to Marine Science graduate students working in Coastal Science studies, including any shallow estuarine or shallow marine environment, in order to strengthen the cooperative relationship between USF and the United States Geological Survey (USGS) in St. Petersburg. A separate one-page statement describing the applicant’s eligibility is required in order to apply for this fellowship. Past recipients may reapply in subsequent years.

c) The **Paul Getting Endowed Memorial Fellowship in Marine Science and the Wells Fargo Fellowship in Marine Science** are awarded to students who will be in their second calendar year of study in the College of Marine Science; i.e., students entering in January or August of 2016 are eligible. (At the time the student applies, they should be in their first year). The award will be made to a student who exhibits exceptional promise in their first year by showing excellence in the classroom and/or in the laboratory. The award may be used for living expenses, research supplies, travel and/or equipment purchases. Past recipients may not reapply.

d) The **Young Fellowship Program Fund**, named for U.S. Congressman C.W. Bill Young, is awarded to students whose current and/or newly proposed research involves or will involve the development or use of new technology for the investigation of biological, chemical, geological, or physical processes operating in the oceans, estuaries, fresh water environments, or at the air-sea interface. Special consideration will be given to research projects that involve direct interactions with engineers from the CMS Ocean Technology (COT – previously known as the CMS Center for Ocean Technology). These interactions can include but are not limited to the implementation, development, and/or advancement of new/improved chemical, biological, or physical sensing systems. *Any students using new technology or developing new technology are encouraged to apply, even if they, or their projects, are not involved with the COT*. A panel of Marine Science faculty and engineers from the COT, appointed by the Dean of the College of Marine Science, will evaluate proposals (and general application files) and make recommendations to the Dean. Students must submit a short (no more than two pages) description of the proposed research and how it will incorporate new technology. This proposal is different than the Statement of Professional Goals required by all general applicants. Past recipients may reapply.

e) The **Garrels Memorial Fellowship in Marine Science**, the **Jack and Katharine Ann Lake Fellowship in Marine Science**, the **Gulf Oceanographic Charitable Trust Fellowships Endowment**, the **Sanibel-Captiva Shell Club / Mary & Al Bridell Memorial Fellowship**, the **Tampa Bay Parrot Head Fellowship in Marine Science**, and the **George Lorton Fellowship in Marine Science** are awarded annually. Past recipients may reapply.

f) The **Carl Riggs Fellowship in Marine Science** is awarded to a student who exemplifies...
the qualities which were the hallmark of Dr. Carl D. Riggs, Sr. A separate one-page statement describing how the applicant combines academic excellence and scientific insight with service to either the College of Marine Science, the University of South Florida, a professional society, some segment of the Tampa Bay community, or society at large. Past recipients may reapply.

g) The **William T. Hogarth Fellowship in Marine Mammals** is awarded to a student who is enrolled in the Marine Resource Assessment Program, or who is doing research regarding fisheries or marine mammals. A separate one-page statement describing the applicant’s eligibility is required in order to apply for this fellowship. Past recipients may reapply.

h) The **Linton Tibbetts Endowed Graduate Student Fellowship** is awarded to a student who is involved in marine science research relevant to the Caribbean region. A separate one-page statement describing the applicant’s eligibility is required in order to apply for this fellowship. Past recipients may reapply.

i) The **Thomas E. Pyle Memorial Fellowship in Marine Science** is awarded to a full-time enrolled Marine Science graduate student pursuing a graduate career in Geology or Geophysics. A separate one-page statement describing the applicant’s eligibility is required in order to apply for this fellowship. Past recipients may reapply.

4. Other Regulations and Frequently Asked Questions

a) No student may obtain more than one award per year, including the competitive USGS-USF CO-OP graduate assistantships, GK-12 fellowships, Bridge-to-the-Doctorate recruitment fellowships, and any other competitive award or fellowship that is administered and paid through USF. Thus, if a student is selected for an endowed fellowship, but has or receives another competitive fellowship or competitive assistantship at the beginning of the upcoming fall semester, they will not receive the endowed fellowship, unless they relinquish the other fellowship or assistantship. If they relinquish their fellowship, they will receive an honorable mention.

b) All fellowship recipients must abide by the rules and regulations set forth by Human Resources within the College of Marine Science and set forth by USF, regarding combining FTE appointed salaries. Specifically, students are not allowed to receive any funding from the Endowed Fellowships that would cause their total combined funding (from USF System payroll and fellowship stipend) to exceed the maximum set for students, which is currently 29 hours per week. Any funding beyond 29 hours per week will remain in the Endowment. When a student is not entitled to receive funding because they have an appointment that exceeds 29 hours per week (or equivalent pay from USF), they will retain the recognition of being selected for a fellowship (by honorable mention). The fellowship and its funding will then be provided to the runner up, thereby allowing two students to be recognized as recipients of the same award. It is also the student’s responsibility to verify that they do not exceed any limits required by federal or other agencies that pay a stipend directly to the student. Questions can be addressed to Mr. Timothy Trowbridge (ttrowbridge@usf.edu) in Human Resources.

c) Fellowship recipients will be notified in early April. The funds will be available to the fellowship recipients at the beginning of the following fall semester. Shortly after the fellowship recipients are notified, they will receive additional details regarding writing thank-you letters to the appropriate benefactor(s). The Dean’s Office will forward these
letters to the donors. Fellowship recipients will be recognized at a ceremony hosted by the College of Marine Science.

d) The two most recent William & Elsie Knight Endowed Fellowship Fund for Marine Science recipients will serve as non-voting student representatives on the Honors and Awards Committee according to the CMS Governance Document. In addition, the Marine Science Advisory Committee (MSAC), will select a third non-voting student representative for service on the Committee.

e) The Internal Revenue Service (IRS) has in the past treated financial support from some of these fellowships as taxable income. Please check with the IRS for the most current information regarding student fellowships.

f) Receipt of a fellowship may affect students’ eligibility for financial aid from other sources (e.g., student loans). Students are urged to check with the appropriate financial aid office about their situation. For additional details, see Dr. Naar.

g) In the case of any ambiguity related to the guidelines or submitted eligibility statements, the CMS Honors and Awards committee reserves the right to make a final interpretation.

h) Students often ask, “What is most important part of an application file?” The answer is all of it, because the CMS professors determine merit in different ways. Letters of reference tend to play an important role, but other factors such as peer-reviewed publications listed in the vitae, GPA, GRE scores, and statement of professional goals are also considered. To what extent these factors affect the ranking varies from professor to professor. Core course performance rankings (when available) of the student applicants are provided to the faculty as information only to assist them in their qualitative assessment of the students’ merit. These course rankings are not used in any other manner. Students who transferred core course credit from another institution may ask Dr. Breitbart to request their ranking from the professor who taught that external course.

i) Although the ranking of student applicants by each Faculty member requires some degree of subjective judgment of the submitted application materials, the voting process from start to finish is intended to be objective and fair.

j) Applicants should clearly specify in their curriculum vitae all the publications that are peer-reviewed versus those that are not, as well as keep presentations and abstracts separate from the publications. An application template is provided after this page in both .doc and .pdf format (URL links are shown on the cover page of these guidelines). Please keep materials in the same order as shown within the general PDF application file, except for the eligibility statements, which should be submitted as separate PDF files with the student’s name and the fellowship name as part of the file name. All materials should be sent in one email.
Instruction Page For The Application Template  
(Please read guidelines & instructions carefully prior to submission)

I. Fill out Personal Data and Academic Background sections (page 1 of the application template).

II. Mark the specialized awards being applied for (page 2 of the application template).

III. Include a two-page Curriculum Vitae following the format specified in the template.

IV. Include a one-page single-spaced statement of professional goals (this is different than a thesis or dissertation proposal). Extra pages will be discarded. Font size should be 12 or greater – with at least one-inch margins on all sides.

V. Within the application template, list the names of three references, with a short (~200 word) biographical sketch detailing their credentials and a brief description of your professional relationship to them on a separate page. The letters should be addressed to CMS Faculty but emailed solely to Brittany Sheehy (bsheehy@usf.edu) as an original or scanned PDF file. Students are encouraged to choose the references who will provide them with the strongest and most impactful letters. By submission of the fellowship application, students waive their rights to read the recommendation letters. **Note: Please contact your letter writers EARLY. Please verify with them that they have sent their letters to Brittany.**

VI. Next provide an unofficial transcript or academic record for your undergraduate and graduate course work. Scanned versions of transcripts (or an accurate self-created summary) are acceptable.

VII. Do not include extraneous materials such as this instruction page, reprints, or extra letters; they will be removed.

VIII. Send one email to Brittany Sheehy (bsheehy@usf.edu) attaching the application PDF file (in the order described in the template), along with the individual eligibility statement PDF files and/or the Young proposal PDF file (with your name in each filename) prior to the deadline. The student PDF files will be placed on a secure password-protected FTP website. Students applying for any of the specialized fellowships are automatically considered for the general fellowships, but must submit separate PDF files describing their eligibility for the specialized fellowships as described in the following guidelines.

IX. Make sure to review all guidelines before submitting application. If errors are found upon review of the PDF file(s), an email with instructions on how to correct the error(s) will be sent to the applicant. If you will be at sea or away, please let Brittany know the dates of your travel, and at what times you will have email access.
Personal Data

Name: __________________________________________________________________
(Use the name you would want placed on a plaque)

Date of initial entrance into the CMS graduate program: _______________________

Will you be a MS or PhD student at the start of the Fall Semester 2017?
Check: MS □ or PhD □

If you checked PhD, have you passed the Integrative Marine Science exam?
Check: Yes □ or No □ If yes, when? ________________________

If you checked PhD, have you passed the PhD Candidacy exam?
Check: Yes □ or No □ If yes, when? ________________________

Has a thesis or dissertation proposal been approved by your committee?
Check: Yes □ or No □ If yes, when? ________________________

Academic Background

<table>
<thead>
<tr>
<th>College/University</th>
<th>Dates of Attendance</th>
<th>Major/Minor field</th>
<th>Degree Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Add more lines if needed…)

GPA while in the College of Marine Science: ________ (enter N/A if no GPA exists)
GPA during last 2 years of previous institution: ________ (even if a GPA is provided above)

Individual GRE scores (do not combine scores into one total): __________________________
Check each Fellowship you are applying for and/or believe you are eligible for:

Note: This page and the eligibility statements will not be circulated with the application file during voting. Each faculty member will independently rank all the students by merit, without knowledge of which awards the students are eligible for.

**General Fellowships**  X  
(This category is required even if you are only interested in certain specialized fellowships)

**St. Petersburg Downtown Partnership Fellowship in Coastal Science**  
(A one-page eligibility statement is required)

**Young Fellowship Program Fund**  
(See guidelines for proposal that is required)

**Paul Getting Endowed Memorial Fellowship in Marine Science**  
(No eligibility statement is required, but see guidelines regarding enrollment date)

**Wells Fargo Fellowship in Marine Science**  
(No eligibility statement is required, but see guidelines regarding enrollment date)

**William T. Hogarth Fellowship in Marine Mammals**  
(A one-page eligibility statement is required)

**Carl Riggs Fellowship in Marine Science**  
(A one-page eligibility statement is required)

**Linton Tibbetts Endowed Graduate Student Fellowship**  
(A one-page eligibility statement is required)

**Thomas E. Pyle Memorial Fellowship in Marine Science**  
(A one-page eligibility statement is required)
Page 3 of Application Template

(This page should start with the Curriculum Vitae – 2-page limit)
(The CV could include the following, listed in the preferred order, if possible)

Name

MS or PhD Candidate in which Marine Science emphasis (biology, chemistry, geology, marine resource assessment, or physics)

Educational Background

Employment History

Honors and Awards

Published (or in press) Manuscripts in Peer-Reviewed Journals

Published (or in press) Chapters or Books that are Peer-Reviewed

Published Abstracts (i.e., abstracts that have an official reference associated with them, such as those related to presentations made at National and International Professional Meetings such as AAAS, AGU, GSA, etc…)

Non-published Abstracts or Presentations (e.g., CMS Graduate Student Symposium)

Non-refereed Publications, Reports, or other creative works not listed above

Service on international, national, or local committees (in and out of USF)

Other or miscellaneous items such as educational outreach activities (no reprints)
Statement of Professional Goals (1 Page Limit)
(Font size should be 12 or greater – with at least one-inch margins on all sides.)
List of Three Reference Letter Writers, their email address and phone number, a short (~200 word) biographical sketch detailing their credentials, and a brief description of your professional relationship to them. By submission of the fellowship application, students waive their rights to read the recommendation letters.
Unofficial Academic Record(s) From Undergraduate Program(s)
Unofficial Academic Record(s) From Graduate Program(s)

This page should be the last page provided within the submitted application file.