

## **GUIDELINES AND APPLICATION FORM FOR THE 2004– 2005 COLLEGE OF MARINE SCIENCE GRADUATE STUDENT ENDOWED FELLOWSHIPS**

### **GENERAL FELLOWSHIPS**

The Elsie and William Knight, Jr. Endowed Fellowship - \$20,000 (plus \$2,000 for research expenses)  
The Jack Lake Endowed Fellowship - \$11,000  
The Robert M. Garrels Endowed Fellowship - \$10,000  
Two Gulf Oceanographic Charitable Trust Endowed Fellowships - \$10,000 each  
The Carl Riggs Endowed Fellowship - \$3,000

### **SPECIALIZED FELLOWSHIPS**

St. Petersburg Progress Endowed Fellowship in Coastal Science - Ph.D. \$20,000 or M.S. \$18,000  
The Paul L. Getting Memorial Endowed Fellowship - \$10,000  
The Sanibel-Captiva Shell Club Endowed Fellowship - \$8,000  
The Wachovia Endowed Fellowship - \$4,000  
Murtagh Endowed Fellowship - \$2,000  
The Tampa Bay Parrot Head Fellowship - \$2,000

**These guidelines plus guidelines for additional Fellowships and assistantships should be found at:**

**1. [http://www.marine.usf.edu/students/fellowships/Fellowship\\_2004-5-1.doc](http://www.marine.usf.edu/students/fellowships/Fellowship_2004-5-1.doc)**

**2. Young\_2004Fellowship (no document received to put on web).**

**3. <http://www.marine.usf.edu/students/fellowships/GK12>**

(Contact Doug Myhre [doug@marine.usf.edu](mailto:doug@marine.usf.edu) if the file listed here is not retrievable or found)

Additional information regarding Endowed Fellowships and Awards (1.) can be obtained from Dr. Naar, chair of Honors and Awards Committee. Information regarding additional Fellowships and assistantships from USF and the USGS (2.) can be obtained from Dr. Van Vleet, Director of Academic Affairs. Information regarding the new C. W. “Bill” Young Endowed Fellowship (3.), which is for development and/or application of new technology to study oceanography, can be obtained from Dr. Hollander. Information regarding the GK-12 can be obtained from Dr. Greely. Letters of recommendation arriving after the deadline will not be accepted, except under extenuating circumstances and the approval of the relevant person listed under items 1-3. All other issues involving deadlines and file submissions must be addressed by, and officially resolved by Dr. Naar, Chair of the Honors and Awards Committee ([naar@usf.edu](mailto:naar@usf.edu) and [naar@rv-melville.ucsd.edu](mailto:naar@rv-melville.ucsd.edu) between April 16-May 26).

PLEASE SUBMIT APPLICATION MATERIALS (see last page) TO BARBARA DAUGHERTY, MSL 114, ([barbd@marine.usf.edu](mailto:barbd@marine.usf.edu), 553-3938) BEFORE Tuesday, May 11, 2004, 4:00 PM. Make sure to review ALL guidelines and application form.

1. Candidates will be judged by their academic merit.

2. M.S. or Ph.D. degree-seeking students in the College of Marine Science must have full-time status to apply. Full-time status is to be determined and defined by the student's research committee or temporary advisor. M.S. and Ph.D. students compete together as a group. Winning candidates must continue to be full-time students during the award period (12 month period following initial receipt of funds) of the fellowship. Applications will not be accepted from students presently in their third year of the M.S. program or their fifth year of the Ph.D. program.
3. The Admissions and Awards Committee will submit files of students accepted for admission only if they are judged to be of competitive caliber for consideration for the Elsie and William Knight, Jr. Fellowship only. These selected files will not be considered for the other fellowships.
4. The winning candidates will be determined by vote of the tenured and tenure-track faculty in the College of Marine Science (adjuncts, etc. have no vote). Application files are provided to the faculty. Each faculty member judges merit in their own way after reviewing the application file; there is no set formula or criteria that the faculty must abide by. Letters of reference tend to play an important role, but other factors such as publications, GPA, GRE scores, and statement of professional goals are considered. Votes can be made in absentia. At least two-thirds of the faculty must vote to constitute a valid competition. Because of various stipulations for some awards, six parallel votes will be required. Students applying for specialized fellowships must apply for the general fellowship awards. Because there are six general fellowships and six specialized fellowships, the faculty is requested to rank the top 6 applicants in the general list and the specialized lists. A first place vote will be awarded 12 pts, second place receives 9 pts, third place receives 7 pts, fourth place receives 5 pts, fifth place receives 3 pts, and sixth place receives 1 point. If there are less than 6 applicants for any of the voting categories, the faculty is requested to vote for all the students in that category. The scoring scheme will remain the same regardless of the number of applicants in any category. The faculty only needs to rank the students. The Fellowship Subcommittee will do the conversion of rankings to points after the ballots are all in. Faculty members, who do not follow the proper ranking procedure for any category, will not have their rankings counted for that category.
5. In case of a tie in any category, the student with the greater number of highest rankings in that category will win. If there is still a tie after comparing higher rankings, the Fellowship Subcommittee will compare the rankings in other voting categories. If there is still a tie, the faculty of the Fellowship Subcommittee will break the tie by consensus, if possible, or by a majority vote of the Subcommittee, after reviewing and discussing the two application files.
6. If a student wins more than one award (due to the parallel votes) they will receive the highest \$ award and the runner-up will receive the other award. If the \$ amounts are the same, then the student will receive the general (vs. specialized) award. No student may obtain more than one award (Fellowship or Assistantship) per year from the Honors and Award Committee (i.e., the other fellowships and awards mentioned on the cover page, including the USGS assistantships which are considered equivalent to fellowships due to their competitive application process).

7. The student who receives the highest point total will receive the Elsie and William Knight, Jr. Fellowship. The applicant with the next highest point total will receive the Lake Fellowship. The third place student will receive the Garrels Fellowship while the fourth and fifth place students will receive the Gulf Oceanographic Trust Fellowships. The Specialized Fellowships will be awarded to the eligible applicants receiving the highest point totals in the parallel votes.
8. All winners must abide rules and regulations set forth by Human Resources within the College of Marine Science and set forth by USF, regarding combining FTE appointed salaries. Except for the St. Petersburg Progress Endowed Fellowship, all Fellowships are considered an award with no associated FTE. The St. Petersburg Progress Fellowship has a partial FTE associated with it. Furthermore, it is 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.
9. The Elsie and William Knight, Jr. Fellowship is awarded to the most meritorious graduate student. There are 6 of these fellowships, each providing financial aid. In addition, each recipient will receive \$2,000/yr to spend on research needs and scholarly activities. The students retain these fellowships until they graduate or are judged not to be progressing satisfactorily. The intent is to award only one fellowship per year.
10. The Lake Fellowship, the Two Gulf Oceanographic Charitable Trust Fellowships, and the Carl Riggs Endowed Fellowship are awarded annually. Past winners may reapply in subsequent years.
11. The St. Petersburg Progress Assistantship in Coastal Science will be awarded annually. The payment for this award will be a 12-month partial FTE appointment based on graduate status (i.e., M.S. or Ph.D. level). It is the committee's understanding, that the IRS considers this award an assistantship, however it is the student's responsibility to verify tax liability directly with the IRS. If a student feels they are eligible for this award they should submit a paragraph on a separate page describing the relevancy of their research to the USGS Coastal Science Program (see <http://coastal.er.usgs.gov/cfcg/>). For further information or clarification, please contact Kim Yates or her official designee at the USGS. These paragraphs will not be circulated with the student's file during the time of voting. However, one or more USGS representatives will review all applications to verify their relevancy to the USGS mission in Coastal Science. If the entire Fellowship Subcommittee disagrees with a relevancy decision by the USGS, a follow-up meeting will take place to discuss the relevancy with one or more people from the USGS in an effort to reach a consensus. If no consensus is reached, the Fellowship Subcommittee will vote to determine relevancy. The names of these applicants will be listed in a specialized ballot and the general ballot. All fields in Marine Science are eligible to apply if the research is relevant. Past winners may reapply.
12. The Paul L. Getting Fellowship will be awarded to a student who is in their second calendar year of study in the College of Marine Science; i.e., students entering in January or August of one calendar year are eligible during the next calendar 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. The names of these applicants will be listed in a specialized ballot. Past winners cannot reapply.

13. The Wachovia Endowed Fellowship will be awarded to a student who is in their third calendar year of study in the College of Marine Science, i.e., students entering in January or August of one calendar year are eligible during the next calendar year. The award will be made to a student who exhibits exceptional promise in their second 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. The names of these applicants will be listed in a specialized ballot. Past winners cannot reapply.
14. The Sanibel-Captiva Shell Club Fellowship will be awarded annually for academic and research related expenses to a student who studies shell organisms or their habitat, including biological, geological, chemical, or physical processes of the nearshore environment that have direct bearing on shell organisms or their habitat. If a student feels they are eligible for this award they should submit a paragraph on a separate page describing the (direct) relevancy of their research to shell organisms. These paragraphs will not be circulated with the student's file. The Fellowship Subcommittee will review the paragraphs to determine which applicants are eligible. The names of these applicants will be listed in a specialized ballot and the general ballot. Past winners may reapply.
15. The Murtagh Fellowship is designed to provide financial support for students to explore new ideas or concepts in biological, chemical, geological, or physical oceanography. Past winners may reapply. Please submit a proposal NOT TO EXCEED 3 doubled-spaced pages signed by your major advisor. If your advisor is unavailable, have the proposal signed by a College faculty member who approves of your proposal. In no case will a student proposal be considered that is lacking the approved signature. The proposal should consist of a summarized thesis/dissertation research plan with a description and justification of how the funds will be used. Additional pages beyond the three-page limit will be discarded. Restrictions on how the funds can be used are as follows:

The primary purpose of the Murtagh Fellowship is to help graduate students in the College of Marine Science to explore new ideas/ concepts about biological, chemical, geological, or physical oceanography. The monies provided for student support can be used to purchase: (1) expendable supplies (e.g., film, chemical, glassware, etc.) that are directly related to the projects; (2) equipment (e.g., aquaria, computers, cameras, etc.) necessary for the projects; (3) airline and/or bus tickets for travel to oceanographic cruises, or for consultation with experts whose advice is crucial to the projects; or (4) analytical services (neutron activation analysis, x-ray diffraction, electron microscopy, gas chromatography, etc.) integral to a project.

16. The Tampa Bay Parrot Head (TBPH) Fellowship will be awarded annually (funds permitting) for academic and research related expenses to a student whose research is related to Tampa Bay or the nearby Gulf of Mexico. If a student feels they are eligible for this award they should submit a paragraph on a separate page describing the relevancy of their research to Tampa Bay or the nearby Gulf of Mexico. These paragraphs will not be circulated with the student's file. The Fellowship Subcommittee will review all applications to determine which applicants are eligible. The names of these applicants will be listed in a specialized ballot and the general ballot. Past winners may reapply.

17. Shortly after the awards are given, the fellowship winners are expected to write a thank-you letter to the appropriate benefactor explaining, in general terms, the subject matter of their research and its significance. Copies of these letters are to be sent to the Dean of the College of Marine Science and the Chair of the Honors and Awards Committee.
18. The two most recent Elsie and William Knight, Jr. Fellowship winners will serve as non-voting student representatives on the Fellowship Subcommittee according to the CMS Governance Document (downloadable from <http://www.marine.usf.edu/Internal/>). In addition, the Marine Science Advisory Committee (MSAC) which represents the CMS graduate students, can select an additional non-voting student representative for service on the Fellowship Subcommittee.
19. The Fellowship Subcommittee will call for applications during the spring semester. Winners will be determined near the end of the spring semester. The funds will be available to the winning candidates at the beginning of the following fall semester at a public ceremony hosted by the College of Marine Science.
20. The Internal Revenue Service (IRS) has in the past, treated financial support from these fellowships as taxable income. Please check with the IRS for the most current information regarding student fellowships.

UNIVERSITY OF SOUTH FLORIDA, COLLEGE OF MARINE SCIENCE  
**Application** for Endowed Fellowships and Awards Offered for Academic Year 2004-2005

I. Personal Data (write or type in the blanks)

Name: \_\_\_\_\_  
Date of **initial**\* enrollment in USF Marine Science College/Dept: \_\_\_\_\_  
Years in program as a full time student: \_\_\_\_\_  
If you are a doctoral student, have you successfully completed the comprehensive exam?  
(Yes or No, and if yes, when?) \_\_\_\_\_  
Has a thesis or dissertation proposal been submitted to your committee?  
(Yes or No and if yes, when?) \_\_\_\_\_

Check which Fellowships you are applying for:

General Fellowship Awards \_\_\_\_\_  
Getting Fellowship (if eligible) \_\_\_\_\_  
Wachovia Fellowship (if eligible) \_\_\_\_\_  
St. Petersburg Progress Fellowship in Coastal Science \_\_\_\_\_  
Sanibel-Captiva Shell Club Fellowship \_\_\_\_\_  
Tampa Bay Parrot Head Fellowship \_\_\_\_\_  
Murtagh Fellowship \_\_\_\_\_

II. College/University Dates of Attendance Major/Minor field Degree Awarded

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_

GPA while in the College of Marine Science \_\_\_\_\_, or GPA last 2 years in last institution: \_\_\_\_\_

CERTIFICATION OF FULL-TIME STATUS \_\_\_\_\_

Signature of Advisor

- III) Include Curriculum Vitae and Unofficial Academic Record for your undergraduate & graduate course work. Photocopies of an official transcript or an accurate, complete summary are acceptable.
- IV) Attach a statement of professional goals (please note this is different than a thesis or dissertation proposal). This statement must be less than or equal to four double-spaced pages – additional pages will be discarded.
- V) If applicable, attach separate unfastened pages describing the relevancy of your research to any of the specialized awards. Please be specific of how your research is directly relevant to the award as described in the guidelines.
- VI) List the names of three references (no more – no less). Have them send their letters directly to, Dr. Naar, but addressed to the CMS Faculty. References sent by email (naar@usf.edu) will be accepted, but signed hardcopies are preferred. Do not include extraneous materials, such as reprints or extra letters; they will be discarded. Please provide all materials, except for the recommendation letters, in a manila folder to Barb Daugherty. Past experience suggests that students with letters from CMS faculty fare better than students with letters from others.
- VII) Make sure to review guidelines before submitting application.

\*) Initial is defined as the date of entry into the program currently entered (M.S. or Ph.D.). Students who re-enter the program, i.e., they graduated with a M.S. from USF and are now in the Ph.D. program, should enter the Ph.D. entrance date.