

GUIDELINES AND APPLICATION FORM FOR THE 2014-2015 COLLEGE OF MARINE SCIENCE GRADUATE STUDENT ENDOWED FELLOWSHIPS

William and Elsie Knight Fellowship - \$25K (plus \$2K research expenses)
William and Elsie Knight Fellowship - \$25K (plus \$2K research expenses)
St. Petersburg Downtown Partnership Fellowship* - PhD \$22K / MS \$20K
Garrels Memorial Fellowship - \$15,000
C. W. Bill Young Fellowship* - \$13,000
Paul Getting Memorial Fellowship* - \$13,000
The Jack and Katharine Ann Lake Fellowship - \$13,000
Gulf Oceanographic Charitable Trust Fellowship - \$12,000
2nd Gulf Oceanographic Charitable Trust Fellowship - \$12,000
Wells Fargo Fellowship* - \$10,000
Southern Kingfish Association's Fellowship*⁺ - \$10,000
William Hogarth Marine Mammal Fellowship* - \$10,000
Carl Riggs Fellowship* - \$10,000
Linton Tibbetts Fellowship* - \$10,000
Sanibel-Captiva Shell Club / Mary & Al Bridell Memorial Fellowship - \$10,000
Tampa Bay Parrot Head Fellowship - \$10,000
George Lorton Fellowship - \$10,000

* These fellowships have special eligibility requirements that are explained in the guidelines and need to be documented in the application file found at the end of these guidelines.

⁺ The USF Foundation requires that those competing for the Southern Kingfish Association's Fellowship must document their *financial need* by filling out an online Federal Application Form (see Guideline 16 for details) before **Friday February 14, 2014, 4:00 pm**.

Information regarding additional fellowships, assistantships, and awards from USF and the USGS and other sources can be obtained from Dr. Naar, Director of Academic Affairs. All issues involving extending deadlines and/or questions about applications or letters must be addressed by, and resolved by, the Honors and Awards Committee Chair, Dr. Naar (MSL-214 naar@usf.edu office: 727-553-1637).

PLEASE SUBMIT ALL APPLICATION MATERIALS TO BARBARA DAUGHERTY, MSL 114, (barbd@usf.edu, 553-3938) BEFORE **Friday, February 14, 2014, 4:00 pm**. Make sure to review all guidelines before completing the application form. Reference Letters should go directly from the letter writer to Barbara Daugherty. Applications must be submitted as one PDF document using the order shown in the application template found at the end of these guidelines. Eligibility statements must be submitted as separate PDF files.

These guidelines and application form can be obtained from:

<http://www.marine.usf.edu/fellowships/Guidelines-and-Application-2014-2015.pdf>
<http://www.marine.usf.edu/fellowships/Guidelines-and-Application-2014-2015.doc>

Version 1.0, January, 2014

1. This first guideline describes eligibility of applicants and how applicants are judged.
 - a) All Applicants must be currently enrolled, **or** accepted, as a degree-seeking student in the College of Marine Science. Anyone can apply as long as they meet one of those two conditions.
 - b) An applicant must become a registered full time student and remain full time for a one-year period at the start of the upcoming Fall Semester, in order to receive an endowed fellowship of \$10K or more.
 - c) Full time status is normally 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). Full time status and an award of \$10K or more is also required to qualify for tuition waivers (when available). 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 the Director of Academic Affairs for further details.
 - d) MS and PhD students compete together as a group and are judged by academic merit.
 - e) CMS students who switch from the MS to the PhD program without obtaining an MS degree (or switch from the PhD to MS program) are eligible to apply, but will then be considered as having been continuously enrolled in the PhD (or MS) program.
 - f) 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.
 - g) Students entering the CMS PhD program after receiving the MS degree from CMS are considered continuing students and are eligible for all CMS endowed fellowships other than the Von Rosenstiel and Betzer fellowships, which are reserved for first time students to the CMS program (note: these fellowships are not part this application process and are awarded by the Admissions Committee).
 - h) All MS students may apply twice out of a five-year total that starts from their start date at CMS. As such, it is recommended that first-time students wait (until after they start the program), because odds of winning improve upon exposure to the faculty who teach the mandatory core courses.
 - i) All PhD students may apply four times out of a seven-year total that starts from their start date at CMS, even if they continue (or return) after completing the MS degree. Accordingly, as is the case for incoming MS students, it is recommended that first-time students wait (until after they start the program), because odds of winning improve upon exposure to the faculty.
 - j) 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 1h & 1i.
2. The Admissions Committee can submit files of newly admitted students judged to be competitive for the **William and Elsie Knight Endowed Fellowship 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 1f & 1g).

3. The winning candidates will be determined by vote of the Dean and the tenured and tenure-track faculty in the College of Marine Science, except for the **C. W. Bill Young Fellowship** as explained in guideline 11.
 - a) Application files must be provided in PDF format only. Use the order shown in the application template found at the end of these guidelines. The student PDF files will be placed on a secure password-protected FTP website. Only the CMS faculty will review these PDF files prior to voting. 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.
 - b) 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 Guidelines 23-25 and on the instruction page of the application template.
 - 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) Four faculty members of the Honors and Award 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 insure the rankings are entered accurately. Once the rankings are entered, anonymous labels replace the student names.
 - e) The anonymous labels and their respective rankings are used to determine the winners in each category. The method used to determine the winners 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.
 - f) 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 the chair and/or to other members of the committee, including the student members.
4. If no applicants are eligible for a fellowship, the fellowship will not be awarded.

5. The student who receives the highest vote ranking will receive the highest award for which they are eligible (as listed on the cover page of the guidelines). The next highest ranked student will receive the highest remaining award for which they are eligible, and so on.
6. No student may obtain more than one award per year, including the USGS-USF CO-OP assistantships, GK-12 fellowships, Bridge-to-the-Doctorate recruitment fellowships, Sloan fellowships, and any other competitive award or fellowship that is administered and paid through USF. Thus, if a student wins 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 during upcoming fall, spring, and summer semesters. If they relinquish their fellowship, they will receive an honorable mention.
7. All winners 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 FTE appointment to exceed the maximum set for student status, which is currently 32 hours/week. Any fellowship winner will only be able to receive up to that amount. Any excess of funding beyond 32 hours/week will remain in the Endowment. When a student is not entitled to receive funding because they have an appointment that exceeds 32 hours per week (or equivalent pay from USF), they will retain the recognition of winning the fellowship by the faculty vote. The fellowship and its funding will then be provided to the runner up, thereby producing two students that will be recognized as winners 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.
8. The **William and Elsie Knight Endowed Fellowship 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 funds 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 one fellowship per year but more or less can occur depending on availability of funds.
9. 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 in St. Petersburg. A separate one-page PDF statement describing eligibility is required to apply for this fellowship. The Honors and Awards committee will review statements but will not circulate them during voting. Past winners may reapply in subsequent years.

10. The **Paul Getting Endowed Memorial Fellowship** 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 2013 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 winners may not reapply.
11. The U.S. Congressman **C. W. Bill Young Fellowship** 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 the CMS Ocean Technology (COT) engineers in the development and 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 make funding recommendations to the Dean. Students must submit a separate statement in PDF format describing the relevancy of the research. This relevancy statement should be different than the Statement of Professional Goals required by all general applicants. Past winners may reapply.
12. The **Garrels Memorial Fellowship in Marine Science**, the **Jack and Katharine Ann Lake Fellowship in Marine Science**, the **Gulf Oceanographic Charitable Trust Endowed Fellowships in Marine Science**, the **Sanibel-Captiva Shell Club / Mary and 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 winners may reapply.
13. 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 nomination letter is required* from a faculty member, students, staff, or friends of the College in order for a student to be eligible for this award. Self-nominations are allowed. This separate one-page PDF letter should document how the student 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. The Honors and Awards committee will review the statements but will not circulate them during the voting process. A nomination letter can serve as one of the reference letters (or vice versa), as long as it is not a self-nomination. In such cases, dual-purpose letters will be treated as a reference letters that should be sent directly to Barbara Daugherty and will be circulated during voting. Past winners may reapply.

14. The **William Hogarth Marine Mammal Fellowship** is awarded to a student who is enrolled in the College's new Marine Resource Assessment Program, or who is doing research regarding fisheries or marine mammals. A separate one-page PDF statement should document eligibility. The Honors and Awards committee will review statements but will not circulate them during voting. Past winners may reapply.
15. The **Southern Kingfish Association's Fellowship** is awarded to a student who can demonstrate *financial need*. Financial need will be documented through the USF Financial Aid Office. If a student wishes to be considered for this award, they must apply online at <http://www.fafsa.ed.gov/> before **February 14, 2014** - there is no charge for applying. For more information regarding this process go to the USF St. Petersburg Financial Aid office (between MSL and the Library) and/or go to <http://www.stpete.usf.edu/finaid/index.htm>. The Federal Government will calculate financial need within a range of 0 to 99,999. We will use the same FAFSA value as used by the USF Financial Aid Office to define financial need for this fellowship. This value changes from year to year, but is approximately 5000. Student applicants with a low enough FAFSA will be eligible to compete for this fellowship. The level of financial need is not used during the voting process. Instead, the most meritorious student within the pool of applicants with financial need will be the winner (as determined by vote of the faculty). Past winners may reapply.
16. 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 PDF statement should document eligibility. The Honors and Awards committee will review statements but will not circulate them during voting. Past winners may reapply.
17. **Shortly** after the fellowship winners are notified, they are expected to write a thank-you letter(s) to the appropriate benefactor(s) explaining, in general terms, the subject matter of their research and its significance. This must be done prior to the fellowship ceremony. The Dean's Office will forward these letters to the donors. A draft of the thank you letters should be sent to the Chair of the Honors and Awards Committee for review before the letters are sent to the Dean's office. Details on preparing thank you letters will follow after awardees are selected.
18. The two most recent **William and Elsie Knight Endowed Fellowship for Marine Science** winners will serve as non-voting student representatives on the Fellowship Committee according to the CMS Governance Document. In addition, the Marine Science Advisory Committee (MSAC), which represents the CMS graduate students, will select a third non-voting student representative for service on the Honors and Awards Committee.
19. The Honors and Awards Committee will call for applications in 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. When possible, an effort will

be made to make the endowed fellowship voting results coincide with the results of other Honors and Awards to enable students to choose which award they prefer (should they win more than one award).

20. 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.
21. 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. Furthermore, be aware that endowed fellowships stipend amounts are equal to or exceed \$10K so that they will qualify for a tuition waiver from the USF Graduate School. For additional details, see the CMS Director of Academic Affairs.
22. In the case of any ambiguity related to the guidelines or submitted relevancy statements, the committee reserves the right to make a final interpretation.
23. 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 effect 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.
24. 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. For example, tabulation and review of the head-to-head voting results (Guideline 3) are done with anonymous labels and not names. Student members of the committee are welcome to observe this anonymous portion of the voting process.
25. Students 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** all the relevancy statements, which should be submitted separate PDF files. The main application PDF file should be grouped with the separate relevancy statements into one compressed "zipped" file when they are submitted by 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 you applying for and add required materials (page 2 of the application template).
- III. Within the application template, include Curriculum Vitae and Unofficial Academic Record for your undergraduate and graduate course work. Scanned versions of transcripts (or an accurate self-created summary) are acceptable.
- IV. Within the application template, include a statement of professional goals (*this is different than a thesis or dissertation proposal*). This statement must be less than or equal to 4 double-spaced pages – extra pages are 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 on a separate page. The letters should be addressed to CMS Faculty but sent to Barbara Daugherty. Reference letters sent by email (barbd@usf.edu) will be accepted, but scanned PDF files of a signed hardcopy are preferred. Experience suggests that students with letters from CMS faculty fare better than students with letters from others. **NOTE: This year, applicants that have missing letters of reference will be notified. The applicants will have only one week to have the missing letter arrive or to have someone else send in a letter.**
- VI. Do not include extraneous materials including this instruction page and other materials, such as reprints or extra letters; they will be discarded.
- VII. All application materials should be combined into one PDF file in the order described in the template, except the for individual PDF relevancy statement files.
- VIII. Make sure to review all guidelines *before* submitting application to Barbara Daugherty (barbd@usf.edu). 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 an applicant will be at sea or away, please let Barbara Daugherty know the dates of your travel, and if you will have email access.

PAGE 1 OF APPLICATION TEMPLATE

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 2014?

Check: MS ☐ or PhD ☐

If you checked PhD, have you successfully completed the comprehensive exam?

Check: Yes ☐ or No ☐ If yes, when? _____

Has a thesis or dissertation proposal been submitted to your committee?

Check: Yes ☐ or No ☐ If yes, when? _____

Academic Background

	<u>College/University</u>	<u>Dates of Attendance</u>	<u>Major/Minor field</u>	<u>Degree Awarded</u>
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____

(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): _____

_____/	_____/	_____/	_____/
Signature of Student Applicant	Date	Signature of Advisor*	Date

* If an advisor is out of town, the Honors and Awards Chair can sign after receiving an email, fax, or phone call from that advisor.

PAGE 2 OF APPLICATION TEMPLATE

Check each Fellowship you are applying for and/or believe you are eligible for:

Note: This page and all eligibility statements will not be circulated with the application file during voting. The Faculty will vote by ranking 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 needed)

C. W. Bill Young Fellowship _____

(See guidelines for specific materials needed)

Paul Getting Endowed Memorial Fellowship _____

(No statement is needed but see guidelines regarding enrollment date)

Wells Fargo Fellowship _____

(No statement is needed but see guidelines regarding enrollment date)

Southern Kingfish Association's Fellowship _____

(Be sure to complete the online FAFSA form before the deadline – see guideline 15)

William Hogarth Marine Mammal Fellowship _____

(A one-page eligibility statement is needed)

Carl Riggs Fellowship _____

(A one-page nomination statement is needed)

Linton Tibbetts Fellowship _____

(A one-page eligibility statement is needed)

PAGE 3 OF APPLICATION TEMPLATE

(This page should start with the Curriculum Vitae – No page limit)
(The CV should 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 (except embedded reprints)

PAGE FOLLOWING CV

UNOFFICIAL ACADEMIC RECORD(S) FROM UNDERGRADUATE PROGRAM(S)

PAGE FOLLOWING UNDERGRADUATE RECORD(S)

UNOFFICIAL ACADEMIC RECORD(S) FROM GRADUATE PROGRAM(S)

PAGE FOLLOWING GRADUATE RECORD(S)

STATEMENT OF PROFESSIONAL GOALS (4 PAGE LIMIT)

PAGE FOLLOWING STATEMENT OF PROFESSIONAL GOALS

LIST OF THREE REFERENCE LETTER WRITERS

LIST NOMINATION LETTER WRITER IF APPLYING FOR CARL RIGGS FELLOWSHIP (one of the 3 reference letters can serve as a nomination letter)

MAKE SURE TO PROVIDE PHONE AND EMAIL INFORMATION FOR LETTER WRITERS OUTSIDE OF CMS

THIS PAGE SHOULD BE THE LAST PAGE PROVIDED WITHIN THE SUBMITTED APPLICATION FILE.

HOWEVER, ALL STATEMENTS OF ELIGIBILITY SHOULD BE SENT IN AS SEPARATE PDF FILES. ALL LETTERS, INCLUDING SELF-NOMINATION LETTERS, NEED TO BE SUBMITTED SEPARATELY AS WELL.

ALL APPLICATION FILES SHOULD BE PUT INTO A FOLDER NAMED AFTER THE STUDENT. THE FOLDER SHOULD BE COMPRESSED AND THEN EMAILED TO BARBD@USF.EDU.

WE WILL REVIEW PDF FILES AND WILL NOTIFY THE STUDENT IF MATERIALS ARE MISSING OR OTHER CHANGES NEED TO BE MADE.