

The Graduate School Funding Awards (GSFA) are competitive and intended to be used to attract outstanding students to pursue a Ph.D. degree in one of the academic programs in the college. This award provides four (4) years of support if the awardee remains in good academic standing and makes good progress in their program. All award recipients will follow the guidelines for accountability as outlined in the *Principles for the Employment of Graduate Students at the University of Florida and State Funding Guidelines*. All award recipients will have either a teaching and/or research assistantship during the award period.

Coverage

The award is for four years and provides tuition costs for fall, spring, and summer. Each recipient must be registered for a minimum of 9 credit hours in the fall and spring, and 6 credit hours in the summer. The recipient will also receive individual health care insurance through the university. The recipient is responsible for all student fees.

During the four year award, each recipient may have a teaching assignment, and will be appointed for no less than 6 semesters, including summer, as a research assistant, under the supervision of the faculty mentor/advisor.

Eligibility / Criteria for Mentor

Mentors may have at most two students supported by GSFA at any given time.

Eligibility / Criteria for students

Students who are currently enrolled or those who have been enrolled in a doctoral program at UF in the past are not eligible for consideration.

Minimum criteria to be nominated by a department:

- Baccalaureate degree;
- Demonstration of academic excellence including competitive scores on the Graduate Record Exam, and outstanding undergraduate/graduate GPA;
- Admitted into the doctoral program; and
- Faculty mentor identified, approved, and willing to serve in this capacity.

Using a holistic review process, the applicants' packets will be evaluated in the following areas:

- Academic record (GPA, GRE, Institutional/Department ranking);
- Applicant's record of and potential for scholarly productivity (abstracts, presentations, published articles, etc.);
- Research skills;
- Applicant's professional experience;
- Prospective mentor's training plan;
- Ability of the prospective mentor to provide training/mentoring environment and resources to support students' training (description of funding sources for students' training plan);
- Prospective mentor's effectiveness of advising (job placement of advisees and record of recent scholarly productivity).

Nomination & Review Process

The following is the process by which award recipients will be selected (see Timeline):

- Each year the college is notified regarding new funds for these awards.
- Once the college has been notified, the College administration will determine the award amount and announce to graduate coordinators and graduate faculty.
- Departmental faculty will nominate prospective graduate student(s) for the award; self-nominations are not permitted.
- The nomination packet will include **IN THIS ORDER**:
 - A completed HHP Graduate School Funding Award Nomination Form.
 - The applicant's current CV with publications (provide sample), presentations and experiences.
 - A personal statement from the applicant (3-page maximum). The personal statement should include previous research and practitioner experiences, what opportunities this award would provide for them, how their work will be aligned with the research agenda of the prospective mentor, and long-term career goals. This statement should be different from the letter of application to the doctoral program and specifically address the points mentioned here.
 - A minimum of two recommendation letters by outside references noting research and practitioner experiences (recommendation letters from doctoral program application can be used).
 - A nomination letter from the applicant's prospective UF mentor. The nomination letter should provide documentation of the applicant's potential for contribution to the program, to the overall field of study, and to UF by summarizing the applicant's previous research, publications and scholarly activity.
 - An individualized training plan written by the prospective mentor detailing the proposed research training of the applicant (2-page maximum). The plan should include each of the following items: (1) A brief description of the current research in which the applicant will be involved; (2) the mentor's plan to develop the applicant's research capabilities; and (3) the relationship of the training plan to the applicant's career goals. While aspects of the training plan will be similar across students (e.g., plan for training in research ethics), the plan should be tailored to the individual student's background and goals.
 - Resources and environment (1-page maximum). Ability of the prospective mentor to provide training/mentoring environment and resources to support applicant's training (description of funding sources for students' training plan).
 - Effectiveness of advising (1-page maximum). A brief description on the achievements (e.g., job placement and scholarly productivity) of existing and former Ph.D. students including GSFA awardees the mentor has advised.
 - The prospective mentor's current biosketch/CV (not to exceed 10 pages) including a list of all doctoral trainees during the last 5 years. For graduated doctoral students supervised by the prospective mentor, provide the name of present employer and position title.
- Evaluation and Ranking of Applicants
 - Members of the college Graduate Faculty Committee will evaluate the relative strength of each application according to the holistic criteria listed on page one.
 - The chair of the college Graduate Faculty Committee will call a meeting for the purpose of discussing each application. During the meeting, members will present and discuss their

rankings of the applications before the full committee. A general discussion of the nominees will then follow.

- After the general discussion, each committee member will revisit their own rankings and then submit their final ranking, with 1 being the strongest applicant. The results of the ranking analysis will be distributed to each committee member. The committee will use the findings from ranking analysis to recommend award recipients to the Dean.
- Any member(s) of the Graduate Faculty Committee who have a prospective advisee in the competition will be excused from the evaluation process and will be replaced by another faculty member from the same department, appointed by the Dean.
- If there are three or more awards available, the highest ranked applicant from each department will receive an award, provided that each applicant is deemed qualified by the Dean. Additional awards should be distributed in rank order. If only two awards are available, awards should be given to the highest ranked applicant from two departments, provided that each applicant is deemed qualified by the Dean.

Award Notification Process:

The following is the process by which award recipients will be notified:

- The Associate Dean for Academic and Student Affairs will notify the Dean, Graduate Coordinator(s) and Department Chair(s) of the applicants chosen to receive awards. If a student declines the award, the next student on the ranked list will be offered the award. If there is no student on the ranked list, the process will be repeated but in a more expedited manner.
- The Associate Dean for Academic and Student Affairs will notify award recipients via e-mail with copy to Graduate Coordinator, department chairperson, and faculty mentor. The student will be asked to complete the award acceptance form.

Timeline:

Date	Process
November	Notification letter from Provost regarding award amount.
by February 2 nd	All completed doctoral applications due to departments.
by February 7 th	Departments submit completed nomination packets to the Associate Dean for Academic and Student Affairs.
by February 9 th	Dean completes final appointment of committee members to HHP Graduate Faculty Committee for review of nomination packets.
by February 9 th	Associate Dean for Academic and Student Affairs provides nomination packets to HHP Graduate Faculty Committee for review.
by February 23 rd	HHP Graduate Faculty Committee meets to determine nominees who are acceptable and of those acceptable, a ranked list.
by February 28 th	Dean makes final decision concerning award recipients. Department Chairs, and Graduate Coordinators are notified of award recipients.
by March 1 st	Nominees are notified of the offer, via e-mail.

Application Deadline:

Completed applications are due to departments by February 2, 2018.

Nomination to College Deadline:

Complete nominations packets must be received by the HHP Associate Dean for Academic and Student Affairs no later than 5 PM on Wednesday, February 7, 2018.

Questions:

Questions regarding the Graduate School Funding Award process should be directed to either the academic department's Graduate Coordinator or the Associate Dean for Academic and Student Affairs, Christopher Janelle, at 352-294-1718, or cjanelle@hnp.ufl.edu.