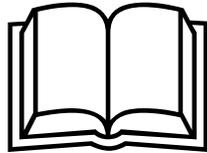


Information for
**GRADUATE
RESEARCH
FELLOWS**



August 2004

**GRADUATE RESEARCH FELLOWSHIP PROGRAM
NATIONAL SCIENCE FOUNDATION
DIRECTORATE FOR EDUCATION AND
HUMAN RESOURCES
ARLINGTON, VIRGINIA 22230-0002**

Information in this booklet is designed to serve
National Science Foundation
Graduate Research Fellows:

Stipend and Cost-of-Education Allowance

For all awards, the annual (12-month) stipend rate is \$30,000 or \$2,500 per month (see section 7).

The cost-of-education allowance for a 12-month academic year is \$10,500 (see section 9).

These rates are reviewed annually. The Coordinating Official will be notified of any changes in these rates.

Graduate Research Fellowship Program
National Science Foundation
4201 Wilson Boulevard--Room 907N
Arlington, Virginia 22230-0002

Phone: (703) 292-8694
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Home Page: <http://www.nsf.gov/grfp>
Fastlane: <http://fastlane.nsf.gov>

Catalog of Federal Domestic Assistance Number
for this program is 47.076,
Education and Human Resources

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NATIONAL SCIENCE FOUNDATION
DIRECTORATE FOR EDUCATION AND
HUMAN RESOURCES

Arlington, VA 22230-0002

INFORMATION FOR GRADUATE
RESEARCH FELLOWS

IMPORTANT

Read this document carefully. It outlines the terms and conditions of your Graduate Research Fellowship, and provides general information for use during your tenure.

Refer to it whenever you have a question about your Graduate Research Fellowship. The Foundation and your affiliated institution will thus be able to serve you more quickly and efficiently, and unnecessary correspondence will be avoided. Future editions of this document will be posted on the NSF Graduate Research Fellowship Program Home Page during the period of your fellowship.

Fellows must act each year to continue to utilize or to reserve their fellowships. This procedure is explained in section 14a.

As a recipient of Federal funds, you are expected to demonstrate a sense of responsibility in fulfilling the academic and fiscal obligations of your award. Failure on the part of a Fellow to observe all of the terms and conditions of a fellowship award constitutes sufficient grounds for its revocation by the Foundation.

The primary method that Fellows declare their intentions to utilize their Fellowships, request changes to their Fellowship and otherwise communicate with the program office is to use the online Graduate Fellowship Administration System, or GFAS, which is accessible via NSF's Fastlane system (<http://www.fastlane.nsf.gov>).

1. AWARDING AGENCY AND CONDITONS

The National Science Foundation (NSF) is an agency of the Federal Government. One of its responsibilities is the awarding of graduate fellowships in science, mathematics, and engineering. The fellowships offer direct support for full-time study leading to advanced degrees to individuals who have demonstrated ability and special aptitude in these areas. Fellows are not considered employees of the National Science Foundation.

As noted in the award notification, successful applicants must indicate formal acceptance or declination of the offer by April 30 using the Graduate Fellowship Administration System (GFAS), part of NSF's Fastlane administration system, <http://www.fastlane.nsf.gov>. In addition, for those individuals accepting the award, the *Certification Page* must be signed, dated, and mailed to NSF. If you indicate that you plan to attend a U.S. institution, the Foundation obligates funds for your support under an agreement with the institution of your choice. If you indicate that you plan to attend a foreign institution, reimbursement will be electronically transferred directly to your bank account or a U.S. Treasury Check can be mailed to your address, within the limits outlined in section 10.

2. COMMUNICATION WITH NSF

Most of the questions you may have pertaining to your fellowship are answered in this booklet or can be answered by the Coordinating Official (See Section 3) at your affiliated U.S. institution. If you need to contact the Foundation, please use the following:

Preferred: e-mail: grfp@nsf.gov
Telephone: (703) 292-8694
FAX: (703) 292-9048
Mail Address: Graduate Research Fellowship Program
National Science Foundation
4201 Wilson Boulevard-Room 907N
Arlington, Virginia 22230-0002

Because of the size of this program, NSF uses the electronic GFAS and electronic mail extensively. Fellows should

know, however, that when the need arises, direct contact with the program staff is always encouraged. Fellows must provide the program office with their up-to-date email addresses to facilitate communication.

The Foundation is required to use ZIP codes whenever domestic mail is used. Please be certain to furnish the proper ZIP code when providing the Foundation with any address in the United States.

3. COORDINATING OFFICIAL (U.S. INSTITUTIONS ONLY)

Each college or university in the United States attended by Graduate Fellows designates a Coordinating Official (CO)--usually a graduate dean or a similar official--who assists the Foundation in administering fellowships at that institution. A Directory of Coordinating Officials lists all COs and their contact information. The Directory is available online (see section 15). Under the terms of an agreement with the Foundation, the affiliated institution provides various support services to Fellows at that institution. It is the Fellow's responsibility to contact the Coordinating Official for information and assistance.

No request to the Foundation regarding a change in your fellowship plan or an exception to any fellowship guideline will be considered unless first endorsed by the Coordinating Official. Therefore, Fellows should discuss such requests with their Coordinating Official before submitting their request through the Graduate Fellowship Administration System.

There are no Coordinating Officials at institutions outside the United States. For Fellows abroad, responsibilities normally assumed by the Coordinating Official in the United States will be shared among the Fellow, the Science Adviser, and the GRF Program Office. For this reason a number of provisions in this booklet apply specifically to Fellows abroad (See Section 10).

4. CHANGE OF MAILING ADDRESS, ELECTRONIC MAIL ADDRESS, OR NAME

You should immediately inform your Coordinating Official of any change of name, mailing address, or e-mail address. Also, you should update your address information immediately on NSF's Graduate Fellowship Administration System.

5. FELLOWSHIP PERIOD AND STATUS

The fellowship period includes three years of tenure, during which fellows receive NSF funding to pursue graduate work and two years of reserve, which may be utilized for alternate activities with the approval of the Coordinating Official and NSF (See paragraph below and Section 14a). All NSF fellowship tenure must be completed within five years of the fellowship starting date. The fellowship period is divided into fellowship years, each comprised of a nine-month academic year and up to three months of an associated summer. A fellowship year cannot be further subdivided into separate periods of utilization and reservation except for medical deferral or military deferral. Each year of the fellowship period is funded and administered separately.

Recipients of new three-year awards may begin tenure in the summer following the award and must begin fellowship tenure not later than the beginning of the fall term with certain exceptions explained below. In any case, all NSF fellowship tenure during any year in which you plan to use your award must start no later than the fall term of that year.

Fellows who want to start tenure in a given Fellowship year in the spring term can do so only by starting their fellowship year in the fall or summer and forfeiting the unused months prior to the start of the spring term.

a. Tenure

Tenure is the period of time during which Fellows utilize the fellowship to pursue an advanced degree in science, mathematics, or engineering. It includes periods of full-time research and independent study whether or not the institution is in session, as well as any normal, short vacation periods scheduled at the institution. The **starting date** of your fellowship is the date on which you actually begin your full-time activities, and your tenure is computed from that date. This need not necessarily coincide with a formal summer or fall academic session of the university (though normally it does), and is not defined by the date on which a stipend check may be issued. (The exact starting date is to be mutually arranged between you and your Coordinating Official.)

New Fellows should contact the Coordinating Official at their affiliated institution when beginning tenure. The Coordinating Official must verify your status through the online Graduate Fellowship Administration System.

Fellows at institutions outside the United States will submit an electronic *Fellowship Starting Certificate* to notify the Foundation directly of their beginning dates (See Section 10).

The proper fulfillment of the full-time training obligation assumed by Fellows will be determined at each institution in accordance with Foundation requirements. If you terminate your activities at your institution prior to the completion of your expected tenure, you are entitled to stipend payments only for those months you were on fellowship tenure at your university (including possible field work), the last month defined for stipend payment purposes as 14 or more days of tenure.

A Fellow may reduce the tenure of any fellowship year from 12 to fewer than 12 months, without penalty other than loss of the tenure (by forfeit) and associated stipend for the remaining months, by notifying the Coordinating Official, or, if abroad, the Foundation directly.

With prior approval, the Foundation will permit a brief interruption of tenure. Normally in such cases stipend payments and tenure will be forfeited for the duration of the interruption.

Should you find it necessary to resign or end your fellowship, you should notify both the Foundation and your Coordinating Official immediately via the Graduate Fellowship Administration System. Note that because your Graduate Research Fellowship provides you with the flexibility to reserve or forfeit tenure (See Section b below), **NSF will not reinstate a resigned Fellowship.**

The maximum period of tenure in any fellowship year is 12 months and may not be extended for any reason, even in the final year of a fellowship. No individual will be eligible to receive more than 36 months of NSF Graduate Research Fellowship support.

Note that Fellows continuing on tenure after a previous year of tenure may not change their start time.

b. Reservation

With prior Foundation approval, Fellows may reserve any two years over the five-year period to use an alternative means of support, or to engage in activities other than graduate study. In either or both of the years that you do not utilize your award, your fellowship normally will be reserved for your future use during the permissible five-year period. Any of the three tenure years not used during the five-year period are considered forfeited. **A portion of a year of tenure cannot be reserved for later use, except in the case of a medical deferral or military deferral; thus, any months not utilized during a year of tenure are forfeited.**

All Fellows, including those on reserve, must submit the *Declaration To Utilize, Reserve Or Terminate A Subsequent Year Of A 3-Year Graduate Fellowship Award*, each year as indicated in section 14a. When returning to active tenure after a period of reserve, Fellows may change start time from fall to summer or vice versa. When such a change in start time is made, NSF must be certain that no Fellow receives more than 36 months of NSF Graduate Fellowship support and that no Fellow is allowed more than five years from the summer or fall after the initial fellowship award announcement. Regardless, Fellows exercising this option must enter tenure of the NSF fellowship no later than the fall of the year that their reserve status ends.

Since there is no expectation that three years of NSF fellowship support will be sufficient to complete every Fellow's graduate degree program(s), Fellows may obtain and intersperse other forms of support. This practice is in keeping with the Foundation's objective of providing Fellows near the beginning of their graduate studies reasonable assurance of three years of fellowship support, with some discretion as to the best use of tenure periods.

(1) Affiliated Institution During Reservation. During a year in which a fellowship is reserved, the affiliated institution, for NSF on record purposes, will continue to be reflected for a Fellow. If the Fellow subsequently severs connections with that institution, the Fellow will notify NSF of change of institution immediately via the Graduate Fellowship Administration System. For Fellows who reserve the first one or two years of fellowship tenure, the institution specified on the application form will be considered the fellowship institution unless the Fellow notifies the Foundation of a change. In any case, please keep the National Science Foundation and the Coordinating Official at your institution of record informed of your current contact information: email address, mailing address, and telephone number.

(2) Medical Deferral. Should serious illness or other medical condition occur that prevents full-time fellowship activity for an extended period, you must contact your Coordinating Official regarding fellowship arrangement during this period.

With Foundation approval, a Fellow may be granted a medical deferral. A Fellow requesting a medical deferral must secure a letter verifying the need for a medical deferral from a health care provider and notify the Coordinating Official, who should contact the Foundation via the Graduate Fellowship Administration System. The unused months of stipend and unused portion of the cost-of-education allowance during the

medical deferral will be reserved for later use by the Fellow. A letter from a health care provider should accompany a Fellow's request to resume tenure after being on medical deferral. A medical deferral may be granted for psychological as well as physical reasons, and the nature of the condition need not be disclosed.

(3) Military Deferral. Within a given fellowship year a brief interruption for duly authorized military service or training is permitted with the approval of the Coordinating Official. In the case of a longer interruption resulting from active military service or from certain activities in lieu of service with the regular Armed Forces, provision can be made for reservation of a fellowship (or the balance of it) and reinstatement of the unused portion at a later date. In such cases a Fellow should notify the Foundation immediately via the Graduate Fellowship Administration System of these plans and request further instructions. Pay received by a Fellow for occasional attendance at military reserve or National Guard functions may be received concurrently with support from the Foundation.

6. FELLOWSHIP INSTITUTION

a. Institutional Affiliation

Fellows must be affiliated at all times during tenure with an appropriate, accredited, nonprofit U.S. or foreign institution of higher education. If the NSF does not question the proposed affiliation, Fellows may assume your choice has been approved. Fellows are responsible for making all arrangements for acceptance at the chosen institution.

b. Change of Institution

(1) Before starting tenure. If you seek acceptance at an institution other than the one listed on your fellowship application, please indicate this change when you submit your acceptance by April 30 following the award announcement via the Graduate Fellowship Administration System.

(2) Between fellowship years. A request to change affiliated institutions between fellowship years is normally made at the time you submit your annual *Declaration To Utilize, Reserve Or Terminate A Subsequent Year Of A 3-Year Graduate Fellowship Award* via the Graduate Fellowship Administration System. Your Coordinating Official or Science Adviser must verify your request.

If a decision to change institutions is made subsequent to submission of your annual declaration, you must submit a “Tenure Change” request to NSF (which must be verified by your Coordinating Official or Science Advisor) as well as evidence of acceptance at your new school (The Coordinating Official at your new institution may verify your acceptance by emailing the program office. Otherwise, you must mail a copy of your acceptance letter to the program office.).

(3) During a fellowship year. If you wish to transfer from one institution to another during a fellowship year, you must submit a “Tenure Change” request to NSF (which must be verified by the Coordinating Official or Science Advisor) as well as evidence of acceptance at the new institution. The Coordinating Official at the new institution may verify your acceptance by emailing the program office. Otherwise, you must mail a copy of your acceptance letter to the program office. The Coordinating Official at your current institution will indicate the amount of stipend paid and the amount of the cost-of-education allowance claimed when verifying your request in the Graduate Fellowship Administration System. You must contact the Coordinating Official at your new institution in order to ensure proper transfer and continued payment of your stipend allowances. In order to receive continued fellowship support when transferring from one institution to another, there must be only minimal disruption in your enrollment and pursuit of academic goals. Please be advised, however, that because of differing payment schedules at U.S. institutions, there may be some disruption in your receipt of stipend payments.

7. STIPEND

a. General

The Graduate Research Fellowship stipend is as specified at the beginning of this booklet and is subject to periodic review. No dependency allowances are provided. There is no travel allowance for the purpose of assisting you in reaching your affiliated institution in the United States or for any other domestic travel.

The Foundation reserves the right to withhold your stipend if you do not conform to the standards of conduct of your affiliated institution and the National Science Foundation, pending a satisfactory explanation. Any stipend payment received for a period in which you were not actually engaged in fellowship activities must be refunded either to the affiliated U.S.

institution involved or, if you were attending a foreign institution, to the NSF.

b. U.S. Fellowship Institutions

At U.S. affiliated institutions all arrangements for stipend payment are handled by the institution through the Coordinating Official. It is your responsibility to ascertain the method of payment and plan your activities accordingly. Your Coordinating Official will explain the exact procedures employed by the institution.

8. SUPPLEMENTATION TO STIPEND

a. Affiliated Institution

The institution may augment NSF Fellows' stipends from institutional funds in such amounts as are in accordance with the supplement policies of the affiliated institution. Coordinating Officials should contact the Program Office with any questions. In the context of this guideline, funds that the institution has obtained from external (including Federal) sources may be considered institutional funds (see section 11g).

b. Additional Allowances

The fellowship award does not provide additional allowances for special student needs such as research expenses, travel to scientific conferences, computers, books and publications, fieldwork expenses, special study, etc. Fellows may request support independently from other sources for such needs.

c. Veterans' Benefits

The receipt of educational benefits from the Veterans Administration is not considered by NSF as payment supplementary to support from the Foundation and may be received concurrently with such support.

d. ROTC Training Allowance

Fellows enrolled for duly authorized ROTC training may accept the associated allowance. This allowance is not regarded by the Foundation as supplementation and may be received concurrently with such support.

9. PAYMENT OF TUITION AND FEES

(COST-OF-EDUCATION ALLOWANCE)

The Foundation provides affiliated institutions in the United States a fixed cost-of-education allowance. **During tenure, Fellows will be exempt from paying tuition and fees normally charged to students of similar academic standing.** However, Fellows are required to pay any fees or deposits that are refundable in whole or in part, that are optional, or that were incurred prior to the actual start of fellowship tenure (e.g., an "Application for Admission" fee). All living expenses are the responsibility of the Fellow. See section 11c concerning tuition and fees charged by an institution or laboratory other than the affiliated institution.

The Foundation makes available this fixed cost-of-education allowance without regard to the actual amount of tuition and fees incurred by the Fellow. This policy is based on the intent of the Foundation to contribute approximately the same percentage of the actual costs of the graduate education of all Fellows, regardless of the institution's financial portfolio. The use of this cost-of-education allowance is entirely at the discretion of the affiliated institution.

10. FELLOWS ABROAD

a. Foreign Affiliation

Fellows electing to affiliate with a foreign institution must submit to NSF, as soon as possible, evidence of acceptance from that institution for study in a graduate degree program in one of the fields supported by the Foundation (unless such evidence was submitted with the fellowship application materials). A post-graduate degree program of study leading to an Honors degree at the baccalaureate level is unacceptable. In addition, Fellows are responsible for all arrangements for affiliation with the foreign institution and provision for living quarters. Fellows are also responsible for making all arrangements for securing any necessary passport or visas.

It is the responsibility of the Fellow to assure that any academic and research activities carried on outside the United States comply with the laws or regulations of the United States and of the foreign country in which the research is to be conducted. In some countries the foreign research activities contemplated in the proposed plan should be coordinated with the appropriate U.S. and foreign government authorities, and necessary licenses, permits, or approvals should be obtained prior to undertaking the proposed activities.

b. Science Adviser

The Science Adviser is the principal professor under whose guidance Fellows abroad are pursuing fellowship activities. These are the individuals with whom the Foundation will contact to verify satisfactory academic progress and tenure change requests and to respond to questions and issues that may arise concerning the fellowships.

c. Stipend Payments

(1) Initiation of monthly stipend payments. Fellows affiliated with foreign institutions must submit a *Fellowship Starting Certificate* via the Graduate Fellowship Administration System as soon as possible after beginning tenure. In addition, an *ACH Vendor/Miscellaneous Payment Enrollment Form* (SF 3881) must be completed and sent to the Division of Financial Management, NSF, 4201 Wilson Boulevard--Room 575S, Arlington, VA 22230-0002 USA. (Note: Form SF 3881 can be downloaded from NSF, see section 15a.) Regular monthly stipend payments will not be authorized until these forms are properly submitted to the Foundation. Since it may require four to six weeks to process these forms (particularly the first year as a Fellow Abroad), a Fellow should make provisions to maintain herself or himself during this period.

(2) Methods of receiving monthly payments. There are two ways to receive fellowship payments: (1) electronically deposited directly to the Fellow's personal checking/savings account in a U.S. bank or (2) U.S. Treasury Checks mailed directly to the Fellow's home address or foreign address (Please note: Fellows have informed NSF that checks mailed to a foreign site have experienced some delays; this can take up to 10 business days). Both methods require submission of Form SF-3881. However, if you wish to receive Treasury Checks, indicate on the SF-3881, "WANT TO RECEIVE PAYMENTS BY TREASURY CHECK". It is strongly recommended that Fellows attending foreign institutions establish an account with a U.S. financial institution to receive fellowship funds electronically.

(3) Missing or delayed payments. Fellows who experience any problems with receiving your monthly payments, should contact the Graduate Research Fellowship Program at NSF. The Foundation will forward the information to the U.S. Treasury Department after adding appropriate fiscal information. It usually takes at least four weeks to have a new transfer arranged.

d. Payment of Tuition and Fees

In view of the diversity and complexity of financial charges made by foreign institutions, the Foundation will pay only those foreign institution tuitions and required fees that are normally assessed of all students of similar standing, exclusive of fees or deposits that are refundable in whole or in part, that are optional, or that were incurred prior to the actual start of fellowship tenure (e.g., an “Application for Admission” fee). Fellows must send NSF either an original statement from the university bursar regarding tuition and fees that are due or a certified paid receipt for eligible charges from the affiliated institution to be reimbursed.

NSF will pay to the Fellow the U.S. dollar equivalent, based on the exchange rate on the day the request is processed at NSF, up to the maximum of the annual cost-of-education allowance, in the same manner as the stipend is paid (electronic fund transfer to a U.S. bank or a U.S. Treasury Check mailed to the home or foreign address of the fellow).

Since the Foundation limits tuition and fee reimbursement at foreign institutions to an amount equivalent to the cost-of-education allowance paid to U.S. institutions, the Fellow is responsible for expenses incurred in excess of the specified maximum amount of the cost-of-education allowance during any tenure year. These costs will not be paid by the Foundation. Similarly, if the cost-of-education allowance *exceeds* the foreign institution’s tuition and fees, the balance will not be made available to the Fellow.

e. Travel

Once fellowship tenure begins, a Fellow attending a foreign institution can request the one-time \$1000 International Research Travel Allowance to offset travel costs (see section 12a) by submitting their request via the Graduate Fellowship Administration System.

f. Completion of Foreign Tenure Year

A Fellowship Termination Certificate and Grant Fiscal Report must be submitted to NSF via the Graduate Fellowship Administration System immediately upon completion of each tenure period, normally one year, at a foreign institution (see section 14e). Failure to submit a Termination Certificate for a completed year may delay payments in a subsequent year.

11. FELLOWSHIP ACTIVITIES

a. Advanced Degree Enrollment

In addition to satisfactory institutional affiliation, a Fellow must be enrolled at all times during tenure in a full-time program leading to an advanced degree in one of the fields supported by the NSF. However, the requirement of formal registration may be waived during part of this tenure when appropriate, if permitted by the policy of the fellowship institution, provided that the Fellow otherwise remains engaged in appropriate full-time fellowship activities. The Fellow must submit a request for waiver of registration to the Foundation accompanied by a statement from the Coordinating Official or Science Adviser indicating their recommendation for approval. This request may be in writing or via email to grfp@nsf.gov.

b. Teaching and Service

Fellows are required to devote full time to advanced scientific study or research during their tenure, including a reasonable amount of such teaching or similar activities as are in the opinion of the faculty of your institution contributory to academic progress. Fellows may, therefore, engage in teaching or comparable activities only at the affiliated institution without NSF approval. Furtherance of your educational objectives and the gain of substantive teaching experience, not service to the institution, should be the purpose of these activities. If you teach or engage in similar activities, all decisions regarding augmentation of your stipend within the limits outlined in Section 8 will be made by your affiliated institution.

NSF permits institutions to require appropriate service of Fellows by appointment to positions that can generate additional income to cover any difference between the cost-of-education allowance and tuition. Any such required service must contribute to the progress of the Fellow toward an advanced degree and must not adversely affect a Fellow's full-time study. Fellows are strongly encouraged to determine the requirements for any service of their proposed fellowship institutions before committing to enrollment.

c. Field Work (or Study at Another Institution)

If, in the opinion of the faculty of your affiliated institution, it is desirable for you to study or to engage in research at another institution or laboratory during any part of your tenure, you may do so without having to obtain the NSF approval. It should be noted, however, that the NSF responsibility with respect to any Graduate Research Fellow is to the

Fellow's affiliated institution only and not to the "visited" institution or laboratory. The NSF specifically cannot assume responsibility for educational costs assessed by another institution at which a Fellow may be studying temporarily. Regardless of your physical location, NSF will identify you only with your affiliated institution.

Plans for field work or study at another institution must be approved either by the Coordinating Official or by the Science Adviser (of a foreign institution).

d. Foreign Language Study

Formal study of a foreign language, constituting a portion of your studies as a Fellow, is appropriate in those cases in which such study is a requirement of the degree program and is recommended by your faculty advisers.

e. Program Changes

Minor changes in your program may be made subject to the approval of your affiliated institution. A major change in your program—one that alters your program to the extent that it is significantly different from that originally submitted with your application (e.g., a change of field)—requires the prior approval of the Coordinating Official or Science Adviser. In addition, you must submit a revised proposed plan of study or research for NSF approval. These changes must be submitted to NSF via the Fastlane Graduate Research Fellowship Administration System.

f. Vacations

NSF fellowships do not provide a vacation period during fellowship tenure. Fellows are entitled to the normal, short holiday periods observed by the affiliated institution, such as winter or spring holidays, and short between-term periods. "Vacation time" may not be accumulated for later use. There is considerable variation in institutional practices in the matter of vacations, but, if your institution should close for a long period of time, you will be expected to have made prior arrangements for the use of necessary facilities and resources to carry out your program. If it is not possible for you to make these arrangements at your affiliated institution, you should make other satisfactory arrangements, with NSF approval, to continue your work.

g. Other Fellowship Awards or Employment during Tenure

Fellows may not receive funds from another major fellowship, scholarship, or similar award, except as permitted under the provisions of Section 8. However, Fellows are permitted to solicit and accept support from any appropriate sources for research expenses connected with fellowship activities. The NSF exempts gifts or loans of any kind that you may receive in these guidelines.

During the fellowship tenure (except for scheduled short vacation periods) you will be expected to devote full time to the advancement of your graduate education. Employment at an on- or off-campus site that does not jeopardize a Fellow's full-time commitment to graduate study and is consistent with university policy is usually permitted. However, permission of the NSF and the Coordinating Official must be obtained before a Fellow engages in such work. Requests for approval of employment during tenure are reviewed by NSF individually. Such requests should include: nature of employment, relevance to graduate degree program, number of hours per week or month of employment, and permission from a Coordinating Official or Science Advisor (Foreign Institutions). Requests should be emailed to the GRF Program Office by the Coordinating Official.

12. ADDITIONAL FELLOWSHIP PROVISIONS

a. International Research Travel Allowance

Fellows who plan to study or do research full-time at a foreign site **for at least 90 continuous days** may require a one-time International Research Travel Allowance of \$1,000 to offset travel costs to and from the foreign site. The activities proposed must be expected to contribute to the Fellow's advanced degree objectives. The period abroad may include any combination of tenure and reserve years otherwise permitted under the program guidelines. The allowance may be used at any appropriate time once tenure has begun and within the five years during which fellowship tenure may be utilized.

Fellows may request this allowance via the Fastlane Graduate Fellowship Administration System and the Coordinating Official must approve it before it is forwarded to the program office. Each request must describe the proposed activities as well as the proposed schedule. Once approved by the GRF Program Office, the travel allowance funds may be expended from the current GRFP grant at the Fellow's institution. Fellows should consult the Coordinating Official for specific guidance.

Travel in the U.S., its possessions, and Puerto Rico is considered domestic travel. Travel outside these areas is considered foreign travel. The International Research Travel Allowance falls under the foreign travel classification.

Once tenure begins, a Fellow attending a foreign institution can request the one-time \$1,000 International Research Travel Allowance to assist with travel expenses. Once approved, the allowance will be direct deposited or sent as a U.S. Treasury Check, as explained in section 10c(2).

Use of U.S. flag air carriers by international travel allowance recipients is required by the International Air Transportation Fair Competitive Practices Act of 1974 known as the "Fly America Act."

b. Supercomputer Use

Fellows as well as Honorable Mention recipients may request computer time at one of the NSF-supported Supercomputer Centers. The Centers will consider requests for supercomputer use in support of the research project that is or will be part of your full-time advanced degree work. Unless precluded by future events, requests must be submitted within five years from announcement of Honorable Mention or from the Award initiation date of the start of your fellowship period for Fellows. A form requesting supercomputer time is available from the Program Office for Awardees and Honorable Mention recipients. Individuals should contact the program office by email to initiate a request.

c. Facilitation Awards for Scientists and Engineers with Disabilities

All fellowship awardees and Honorable Mention recipients who have disabilities may apply for funding through the Facilitation Awards for Scientists and Engineers with Disabilities (FASSED) program for special assistance or equipment. Contact the GRF Program Office for more information.

d. Tenure Beyond Attaining Graduate Degree

If you attain your approved graduate degree before completion of your fellowship tenure year, you may either resign at the time you complete the requirements for your graduate degree, continue on tenure to support your studies in a higher approved graduate degree program, or continue to engage in appropriate fellowship activities at your affiliated institution for a brief period not to extend beyond the termination date of

the fellowship year involved. You should consult your Coordinating Official or Science Adviser.

13. OTHER FELLOWSHIP CONCERNS

a. Income Tax

(1) General conditions. University policies regarding withholding of taxes from stipend payments vary, and Fellows must bear the responsibility of paying any tax, domestic or foreign, when due. Fellows may request a statement of earnings from the fellowship institution.

Fellows are not in any sense salaried employees of the National Science Foundation nor of their affiliated institution. The NSF and most institutions will not deduct income taxes or Social Security taxes from the stipend, and no W-2 forms will be issued. However, some universities do withhold taxes. The Fellow must make provision for the filing of all income taxes that may become due. It is the Fellow's responsibility to learn the university's policy. Specific questions regarding taxation of fellowship funding should be referred to the U.S. Internal Revenue Service.

(2) Foreign affiliation. A statement of funds received (including travel allowance) will be issued by the NSF Division of Financial Management upon request by those Fellows who are attending a foreign institution.

The Foundation is unable to supply information concerning the income tax or other tax provisions of any foreign country. Inquiries should be directed to the authorities in the appropriate countries.

Fellows going abroad may find it helpful to consult Internal Revenue Service Publication No. 54, Tax Guide For U.S. Citizens And Resident Aliens Abroad, and Publication No. 520, Scholarships And Fellowships. These are available at all IRS district offices. You can download these publications from the IRS Home Page at http://www.irs.ustreas.gov/forms_pubs/pubs.html

b. Sharing of Findings, Data and Other Research Products

NSF advocates and encourages open scientific communication. NSF expects significant research results and educational activities to be promptly made public without restriction. It also encourages Fellows to share software and inventions, once appropriate protection for them has been secured,

and otherwise act to make the innovations they embody widely useful and usable. The Fellowship Program would appreciate receiving notice of Fellows' publications, but it is not necessary to send a copy of the publications, paper, thesis, or dissertation.

c. Acknowledgment of Support and Disclaimer

An acknowledgment of NSF support and a disclaimer must appear in publications including World Wide Web pages of any material, whether copyrighted or not, based on or developed under the project being reported, in the following terms:

"This material is based upon work supported under a National Science Foundation Graduate Research Fellowship."

Except for articles or papers published in scientific, technical, or professional journals, the following disclaimer should be included:

"Any opinions, findings, conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

d. Legal Rights to Intellectual Property

The National Science Foundation normally allows Fellows to retain principal legal rights to intellectual property developed under a fellowship award. This policy provides incentive for development and dissemination of inventions, software, and publications that can enhance their usefulness, accessibility, and upkeep. It does not, however, reduce the responsibility of Fellows and their affiliated institutions to make results, data, and collections available to the research community.

e. Future Employment

The offer and acceptance of this fellowship does not obligate you, the Foundation or the United States Government in any way with regard to future employment or service of any kind.

f. National Security

Fellows are obliged to report promptly to the Program Officer, prior to disclosure to others, any discoveries that are made or data that are developed that could reasonably be con-

sidered as likely to affect the national security or the national defense. Doubtful cases should be referred to the NSF prior to disclosure of any information concerning them.

g. Members of the Armed Forces and Federal Employees

If during the tenure of your fellowship you will be a member of the Armed Forces (other than as a participant of an ROTC program) or on leave from a position in the Federal Service, it is your responsibility to inform the NSF and have a cognizant official of the Government organization involved file a written statement with the Foundation outlining the funds that will be made available by your employer and the specific purpose for which they are provided to you. The NSF and your organization must reach a mutually satisfactory agreement regarding your support during tenure before any funds can be provided under your fellowship. Normally, if you will be receiving active duty military pay, the fellowship stipend is forfeited; however, the institution can utilize the cost-of-education allowance.

14. ANNUAL REPORTING

a. Yearly Continuation of the Fellowship

Each spring, you must submit a *Declaration To Utilize, Reserve Or Terminate A Subsequent Year Of A 3-Year Graduate Fellowship Award*, for the purpose of declaring whether you will utilize or reserve your fellowship for the following year. **All Fellows, including those on reserve, military deferral or medical deferral, must submit this form via the Graduate Fellowship Administration System each year. Failure to declare your intent at this time results in your fellowship being considered as resigned.** If you are in the first or second year of the three-year award and have not already reserved your fellowship for the maximum period of two years, you are eligible to utilize or reserve your fellowship during the next academic year. If you have already reserved your fellowship for the maximum period of two years, you may forfeit a subsequent year that you are eligible to utilize tenure in. The utilization, reservation, or forfeit of your fellowship is contingent upon certification by your affiliated institution of satisfactory progress toward an advanced degree and your institution's approval of any alternate plans. If, before beginning tenure in a subsequent year of the award, your institution withdraws its certification, all remaining years of tenure will be canceled.

The utilization of a fellowship awarded to you in a prior year is contingent upon the availability of funds.

b. Activities Report

After each year that you utilize tenure, you must submit a brief report on your experiences and accomplishments during the past year. Within 30 days after the end of that year, you are expected to submit your Activities Report for the Graduate Fellowship Year, directly to the Foundation via the Graduate Fellowship Administration System. The Foundation is always interested learning of noteworthy accomplishments that merit public attention. Also, you may wish to offer suggestions regarding the administration of the award.

c. Starting Certificate (for Fellows abroad only)

If you are studying at an institution abroad, the Fellowship Starting Certificate serves as authority to begin your stipend payments. Each year after you have begun tenure, submit a Starting Certificate form via the Graduate Fellowship Administration System, indicating the contact information for your Science Advisor so that NSF can obtain your Science Adviser's verification of your start date.

**d. Direct Deposit Form for U.S. Banks Only, (SF 3881)
(for Fellows abroad only)**

The *ACH Vendor/Miscellaneous Payment Enrollment Form* (SF 3881) should be submitted to the Division of Financial Management at NSF in order for the U.S. Treasury Department to transmit payment data by electronic means to the Fellow's U.S. bank account.

e. Termination Certificate (for Fellows Abroad only)

If you are studying at an institution abroad, you must submit an annual Fellowship Termination Certificate and Grant Fiscal Report, immediately upon completion of your tenure period, via the Graduate Fellowship Administration System, indicating the contact information for your Science Advisor so that NSF can obtain your Science Adviser's verification of your end date for that fellowship year. The Termination Certificate shows the date you actually completed your fellowship activities, but must not be submitted in advance of your termination date. The annual submission of this certification is

required to satisfy minimum accounting regulations of the Federal Government and to verify that you have fulfilled the obligation of your fellowship tenure for which Federal funds were provided.

15. ONLINE FORMS AND PUBLICATIONS FROM NSF

All publications for the Graduate Research Fellowship Program (GRFP) are available electronically on the NSF Home Page at: <http://www.Fastlane.nsf.gov> or may be requested by e-mail. We recommend that you use these electronic methods for fast, easy access.

a. Graduate Research Fellowship Program (GRFP) Home Page

Fellowship and publications are accessible from the GRFP Home Page at: <http://www.nsf.gov/grfp>. This page provides convenient links to the NSF Online Document system.

b. Online Document System

Once on the NSF Home Page, click on “Publications” at the top of the page. Then click on “Search or Browse by Type”. Scroll down to “Search by Document Number” and enter the file name. The following documents are available:

- NSF 01-94** Information Booklet for Graduate Research Fellows is available as a HTML document, PDF, or MS Word document.
- NSF 01-71** CO Directory as a HTML document, PDF, or MS Word document.

Use of U.S.-Flag Air Carriers and Foreign-Flag Air Carriers

(Reprinted from GC-1, NSF Grant General Conditions)

Use of U.S.-Flag Air Carriers

1. The Comptroller General of the United States, by Decision B-138942 of June 17, 1975, as amended March 31, 1981, provided guidelines for implementation of Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 1517).
2. Any air transportation to, from, between, or within a country other than the United States of persons or property, the expense of which will be assisted by NSF funding, must be performed by a U.S.-flag air carrier if service provided by such a carrier is available.
3. For the purposes of this requirement, U.S.-flag air carrier service is considered available even though:
 - a) comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier;
 - b) foreign-flag air carrier service is preferred by, or is more convenient for, the Foundation or traveler; or
 - c) service by a foreign-flag air carrier can be paid for in excess foreign currency.
4. The following rules apply unless their application would result in the first or last leg of travel from or to the United States being performed by a foreign-flag air carrier:
 - a) A U.S.-flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.
 - b) If a U.S.-flag air carrier does not serve an origin or interchange point, a foreign-flag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S.-flag air carrier.
 - c) If a U.S.-flag air carrier involuntarily re-routes the traveler via a foreign-flag air carrier, the foreign-flag air carrier may

be used notwithstanding the availability of alternative U.S.-flag air carrier service.

Use of Foreign-Flag Air Carriers

1. Travel To and From the United States. Use of a foreign-flag air carrier is permissible if:
 - a) the airport abroad is the traveler's origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag air carrier; or
 - b) the airport abroad is an interchange point, and use of U.S.-flag air carrier service would require the traveler to wait 6 hours or more to make connections at that point, or would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier.
- 2) Travel Between Points Outside the United States. Use of a foreign-flag air carrier is permissible if:
 - a) travel by a foreign-flag air carrier would eliminate two or more aircraft changes en route;
 - b) travel by U.S.-flag air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier; or
 - c) the travel is not part of the trip to or from the United States, and use of a U.S.-flag air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier.
- 3) Short Distance Travel. For all short distance travel, regardless of origin and destination, use of a foreign-flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a foreign-flag air carrier is 3 hours or less and service by a U.S.-flag air carrier would double the travel time.

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