



GRADUATE SCHOOL

Oregon State University, 300 Kerr Administration Bldg., Corvallis, Oregon 97331-2121
T 541-737-4881 | F 541-737-3313 | http://oregonstate.edu/dept/grad_school

November 15, 2011

MEMO TO: Program Directors, Department Heads, Department Chairs

FROM: Martin Fisk, Associate Dean of the Graduate School

SUBJECT: **Provost's Distinguished Graduate Fellowships and Scholarships for 2012-13**

The Graduate School is pleased to announce the continuation of the centrally administered fellowship and scholarship opportunities to recruit outstanding students for graduate study at OSU. The target populations are newly admitted doctoral students in research/creative degree programs as well as master's applicants in research/creative majors if a Ph.D. in the major does not exist at OSU. Program Directors or Department Heads/Chairs are invited to submit up to three nominations per graduate major to the *2012-13 Provost's Distinguished Graduate Fellowship Program* and no more than one nomination per graduate major for the *2012-13 Provost's Distinguished Graduate Scholarship Program*.

Objective: The Provost has designated funds for graduate fellowship stipends and recruitment bonus scholarships to recruit students of the highest quality and to raise the profile of graduate education at OSU.

The *Provost's Distinguished Graduate Fellowship Program* provides prestigious university fellowships for one year only, which will be comprised of twelve-month stipends, plus tuition scholarships and subsidized health insurance. Fellowship nominations will be accepted on behalf of newly recruited and admitted doctoral and master's degree students. *Provost's Distinguished Graduate Scholarship Program* will provide one time, academic year scholarship awards for recruiting purposes. Awards will be made to students admitted for the 2012-13 academic year.

Fellowship Details: Fellowships will include a twelve-month stipend of \$30,000 for doctoral students and \$22,000 for master's students, to be distributed in four equal quarterly installments during the year. The fellowship will also provide full academic year tuition remission through the Graduate School's Targeted Graduate Tuition Scholarship program plus a supplemental scholarship to cover the cost for enrollment in three graduate credits during summer term. Recipients will be formally appointed as OSU graduate fellows to allow access to subsidized health insurance under the prevailing graduate assistant/fellow health insurance plan. Fellowships will be administered by the Graduate School.

Scholarship Details: Scholarships will be one-time awards of \$6,000 for doctoral students and \$4,000 for master's students, which will be distributed in three equal quarterly installments during the academic year. **These awards are to be separate from and in addition to a full year departmental assistantship offered to incoming students.** Scholarships will be administered by the Graduate School.

Fellowship and Scholarship Nominations: Both domestic and international doctoral applicants will be considered. Each program may submit up to three nominations for fellowships and one nomination for a scholarship.

Fellowship and Scholarship Nominations (continued):

Each nomination must include the **four items** below in the order given in a single PDF file.

Item 1. The cover letter from the department head, chair or graduate program director. The cover letter, including the table, is limited to two pages. The Graduate School will provide a cover letter template at http://oregonstate.edu/dept/ProvostDistinguishedGradAward_Cover.pdf.

Cover letters for fellowship nominations must contain parts (a) through (d), (parts (a) through (c) for scholarships.)

- (a) The cover letter must start with Table 1, which is provided in the cover letter template.
- (b) The impact of the scholarship or creative activity listed in Table 1.
- (c) The significance of the award or honor listed in Table 1.
- (d) For fellowships only the cover letter should contain the program's expected plan for continued financial support beyond the award period through completion of the degree.

The following information, if included in the cover letter, could increase the chances of an award being made:

- (e) Further substantiation of the nominee's potential for research, creative activity, and critical thinking.
- (f) Additional evidence of scholarly activity not described in Table 1.
- (g) Additional honors not described in Table 1.
- (h) Evidence of academic rigor, such as graduation from a ranked undergraduate or graduate institution or program. (Indicate what ranking is used).

Table 1. Start the cover letter with this completed table. A cover letter template to be provided on line.

Department/Program Chair/Head or Graduate Program Director:							
Nomination: (Check one)		Degree Level: (Check one)		Name of Graduate Program:			
Fellowship <input type="checkbox"/>		Doctoral <input type="checkbox"/>		Name of Nominee:		Student ID:	
Scholarship <input type="checkbox"/>		Masters <input type="checkbox"/>					
Bachelor's Granting Institution:				Master's Granting Institution (if applicable):			
GPA (Last 90 hours of bachelor's degree):				GPA on all work after bachelor's (if applicable):			
Most Recent GRE Scores (absolute)		Verbal:		Most Recent GRE Scores (percentile)		Verbal %:	
		Quantitative:				Quantitative %:	
		Academic Writing:				Academic Writing %:	
Other Test Scores		Test:		Scores:		Percentile:	
English Language Test Score				<i>For Scholarship Nominations Only:</i>			
IELTS				Graduate Assistantship Details			
TOEFL, Paper Based Test				Source:			
Total TOEFL, iBT*				FTE:			
<i>*If iBT, enter subscores below:</i>				Duration:			
Listen:	Speak:	Read:	Write:	Stipend in Dollars (1.0 FTE Equivalent)			
List one piece of original high-impact scholarship or creative activity. (Give details in cover letter).				List one prestigious award or honor. (Give details in cover letter).			

Item 2: a copy of the submitted Departmental Action Form (DAF),

Item 3: the student's full application to the OSU Graduate School, and

Item 4: the nominee's CV.

Nomination Deadline: Nominations may be submitted at any time after November 1, 2011 but **must be received no later 5 p.m. February 6, 2012**. Award decisions will be announced on **February 28, 2012**.

Submission Process: Each nomination should be submitted as an attachment to an email sent to graduate.scholarships@oregonstate.edu.

The subject line of the email should be **Provost's Distinguished Graduate Awards**.

The attachment should be a single PDF file using the following file name conventions:

For **fellowship** nominations: **F_Grad Major _Student Last Name.pdf** (e.g., F_GEOG_Smith.pdf)

For **scholarship** nominations: **S_Grad Major _Student Last Name.pdf** (e.g., S_MATH_Jones.pdf)

Selection: The *Provost's Distinguished Graduate Fellowship and Scholarship Selection Committee* will be established and convened by the Graduate Dean. Approximately 30 fellowships and 15 scholarships will be awarded, depending on the total funds and the demand for the two types of awards. The Committee will select nominees based on academic achievement as indicated by grade point average, GRE, TOEFL, and other test scores, publications, presentations, awards and honors, contribution to diversity, and/or other professional activity. Additional considerations will be the nominating program's alignment with the [university's strategic plan](#), the nominating program's achievement of the [President's Academic System Guidelines](#), and the potential impact that an award would have on strengthening and building the degree program.

Exceptional merit: Graduate programs are encouraged to submit applications of nominees who they consider to have exceptional merit for early selection. Nominations will be evaluated as they are received. If a nominee is judged to be exceptional, the graduate program will be notified as soon as possible (our goal is within a week of the nomination being received in the Graduate School). Those nominees not selected at this time will remain in the candidate pool and will be evaluated after the February 6, 2012, deadline. Exceptional nominees will be evaluated against the criteria given below, which must be included in the form in the cover letter.

1. GPA of 3.70 or better on last 90 hours of undergraduate coursework or a GPA of 3.80 or better on all coursework since the bachelor's degree.
2. GRE verbal percentile of 80% or better.
3. GRE quantitative percentile of 80% or better.
4. GRE analytical writing score of 5.0 or better.
5. One identified piece of original, high-impact scholarship or creative activity as appropriate to the discipline. (Describe impact in the cover letter.)
6. One identified prestigious award or honor. (Describe significance of the award in the cover letter.)

Exceptional nominations should be submitted as an attachment to an email sent to:

graduate.scholarships@oregonstate.edu. The subject line for exceptional nominees should be: **Exceptional Provost's Distinguished Graduate Awards**. Use this subject line only for nominees meeting the above 6 criteria.

The attached nomination file should be the same as for other nominees.

The attachment should be a single PDF file using the following file name conventions:

For **fellowship** nominations: **F_Grad Major _Student Last Name.pdf** (e.g., F_GEOG_Smith.pdf)

For **scholarship** nominations: **S_Grad Major _Student Last Name.pdf** (e.g., S_MATH_Jones.pdf)

Note that exceptional nominees who do not qualify for early selection will remain eligible for consideration beginning February 6, 2012.

Declined Offers: Funds from declined offers of Provost's Distinguished Fellowships and Scholarships will be applied to nominations made before February 6, 2012.