

The National Academies of
SCIENCES • ENGINEERING • MEDICINE

**Ford Foundation Fellowship Programs
Coordinating Officials Guide**

The Fellowships Office of the National Academies of Sciences, Engineering, and Medicine administers the Ford Foundation Fellowship Programs according to the terms of a grant from the Ford Foundation.

The goal of the Ford Foundation Fellowship Programs is to increase the diversity of the nation's college and university faculties by increasing their ethnic and racial diversity, to maximize the educational benefits of diversity, and to increase the number of professors who can and will use diversity as a resource for enriching the education of all students. Ford Foundation Fellowships for Postdoctoral Fellows were initiated in 1979, with the first awards made in 1980; Ford Foundation Predoctoral and Dissertation Fellowships were initiated in 1985, with the first awards made in 1986.

Overview of Responsibilities

At each institution where a Ford Fellow is on campus, a **Coordinating Official serves as the primary point of contact for the Fellowships Office and Predoctoral and/or Dissertation Ford Fellow(s)**. The Coordinating Official ensures that any fellowship funds paid directly to the institution for Predoctoral and/or Dissertation Fellows are used in a timely and appropriate manner, and that Ford Fellows abide by the Terms of Appointment of the Fellowship. Coordinating Officials ensure that fellowship funds paid directly to the institution are used within the fellowship year for which they are provided. Coordinating Officials are also responsible for administering the Cost-of-Education allowance for Predoctoral Fellows who received their fellowship award prior to 2015.* The Coordinating Official is asked to become familiar with the overall Ford Fellowship Programs guidelines, their financial aspects, and also know who the Ford Fellows are on their campus.

* Note that the Cost-of-Education allowance does not apply to Fellows who received their award since 2015.

The Fellows

The Fellowships Office asks that Coordinating Officials assist in ensuring that Ford Fellows are in compliance with the eligibility requirements and Terms of Appointment for the program.

Eligibility requirements for a Ford Foundation Fellowship include:

- All citizens, nationals, and permanent residents (holders of a Permanent Resident Card) of the United States, and individuals granted deferred action status under the Deferred Action for Childhood Arrivals Program, regardless of race, national origin, religion, gender, age, disability, or sexual orientation,
- Individuals with evidence of superior academic achievement (such as grade point average, class rank, honors, or other designations),

- Individuals committed to a career in teaching and research at the college or university level,
- For the Predoctoral Fellowship: Individuals enrolled in an eligible research-based PhD or ScD program at a U.S. educational institution,
- For the Predoctoral Fellowship and the Dissertation Fellowship: Individuals who have not earned a doctoral degree at any time, in any field,
- For the Dissertation Fellowship: PhD or ScD degree candidates studying in an eligible research-based discipline at a U.S. educational institution.

The Fellowships Office has made every effort to screen all applicants for eligibility before awards have been made. If the Coordinating Official has any concerns regarding the appropriateness of a fellowship award, s/he should contact the Fellowships Office.

Predoctoral and Dissertation Fellows must pursue a PhD or ScD at an accredited doctorate-granting United States institution. A Fellow can, however, have a temporary affiliation with a foreign institution that has been approved by the PhD or ScD degree-granting institution. **Approval granted by the Fellowships Office is required for any change in fellowship institution or program of study.**

Administration & Financial Information

During the spring, the Fellowships Office contacts each Coordinating Official from the prior academic year to determine whether that individual will continue serving in this capacity. The Fellowships Office will inform the Coordinating Official of the number of Ford Fellows who will be on tenure during a given year and whether those Fellows will be renewing previous support or will be entering the institution as new Fellows.

Predoctoral Fellowships:

Predoctoral Fellowships provide three years of support, which can be used for three consecutive years or spread over a four- or five-year period by deferring the fellowship for one or two years. Fellows must begin the first year of tenure by September 1 of the award year and must be enrolled in a research-based PhD or ScD program. Deferral years may be used after the first year. In most cases, the stipend for the Predoctoral Fellowship is disbursed directly to the Fellow by the Fellowships Office and is paid over a nine- or twelve-month period. In a limited number of cases, direct payments to the institution are requested. The annual stipend for a Predoctoral Fellowship awarded prior to 2015 is \$20,000 with a \$2,000 Cost-of-Education allowance. The annual stipend for a Predoctoral Fellowship awarded since 2015 is \$24,000. Institutions are encouraged to supplement Ford Fellowship awards, when necessary, to provide equity with other university or departmental graduate stipends.

For Ford Foundation Fellowships awarded prior to 2015, a Cost-of-Education allowance is provided in lieu of tuition and fees. While universities' tuition and fees will generally exceed the amount provided with the Fellowship, the Ford Foundation asks that the university accept the Cost-of-Education allowance, paid to the institution on behalf of each Ford Fellow, as full recompense for tuition and fees. When agreeing to serve, Coordinating Officials also agree to accept the Cost-of-Education allowance in lieu of tuition and fees. The disposition of the Cost-of-Education allowance is solely the responsibility of the institution.

Beginning with 2015, the Fellowships Office increased the Predoctoral Fellowship stipends by \$4,000 (to \$24,000) and eliminated the \$2,000 Cost-of-Education allowance. Ford Fellows are outstanding scholars recognized by their selection in this highly competitive program (the top 4% of applicants). For that

reason, the Fellowships Office asks that the university waive all tuition and fees during academic periods when a Ford Fellow is on tenure.

In the event that health insurance fees are mandatory, it is expected that the PhD/ScD institution will also cover those fees for the student.

Teaching and Research Assistantships

At the Predoctoral level, educational programs are expected to include a reasonable amount of teaching or other activities, which, in the opinion of the fellowship institution, will contribute to the Fellow's academic progress. Scholarly development of Fellows, not service to fellowship institutions, should govern the assignment of these activities. The Ford Foundation recognizes the value of teaching and research assistantships in providing experience to Fellows. Ford Fellows wishing to pursue a full-time assistantship position should plan to use deferral years from the Ford Foundation Fellowship to do so.

Dissertation Fellowships:

Dissertation Fellowships are designed to support doctoral degree candidates during the final year of work toward the PhD or ScD. The tenure period for Dissertation Fellows is nine or twelve months and the stipend is \$25,000. The stipend will be directly disbursed to the Ford Fellow by the Fellowships Office, except in a limited number of cases where direct payments to institutions are requested. There are no other institutional allowances, support or travel grants associated with Dissertation Fellowships. Institutions are encouraged to supplement Ford Fellowship awards, when necessary, to provide equity with other university or departmental graduate stipends.

Contact Information

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