

CFANS DIVERSITY SCHOLARS – GRADUATE STUDENT FELLOWSHIP

OVERVIEW

CFANS is taking proactive steps to increase diversity within its graduate programs. The CFANS graduate programs have agreed to annually fund the CFANS Diversity Scholars-Graduate Student Fellowship (CDS-GSF) program. This fellowship program will fund eleven, one-year fellowships for incoming students of color that enroll in one of the twelve CFANS graduate programs. The goals of the program are to increase the number of students of color applying to CFANS graduate programs, increase enrollment and retention rates of our graduate students of color, build a more diverse faculty, and through program success, obtain additional funding to expand the program.

BASIC GUIDELINES

- The guidelines and selection process for recipients of the CDS-GSF will be governed by CFANS Graduate and Research and Policy Review Committee (GRPRC).
- CDS-GSF is a one-year (12 month) award that includes healthcare (12 months) and tuition (up to 14 credits during fall and spring semesters).
- With CFANS Dean's Office approval, CDS-GSF recipients may defer the fellowship for use in any year during their graduate education.
- CDS-GSF recipients will receive up to \$3,000 for professional development experiences of their choice. Professional development funds are to be used directly by CDS-GSF recipients. Selection of professional development activities are at the student's discretion (within University policies).
- As part of their professional development, CDS-GSF recipients are encouraged to mentor CFANS undergraduate students through the CFANS Office of Diversity and Inclusion.
- The fellowship program makes available to each CFANS Diversity Scholar the opportunity to participate in the Community of Scholars Summer Institute program through the Graduate School. Participation in the Summer Institute includes a \$4,000 stipend.
- Faculty advisors of CDS-GSF recipients will be responsible for securing additional student funding, as needed.
- CFANS graduate programs and individual faculty advisors are not limited in the number of CDS-GSF recipients for whom they can receive funding.

ELIGIBILITY

- CDS-GSF recipients must be U.S. citizens or permanent residents AND self-identify as students of color defined as African American/Black, Native American/Alaskan Native, Chicano/Latino/Hispanic or Asian American/Pacific Islander.
- Applicants to both Master's and doctoral degrees are eligible to receive the CDS-GSF.
- All CDS-GSF nominees must meet the UMN, CFANS and individual program guidelines for admission into a CFANS Master's or doctoral graduate program.
- The CDS-GSF program fellowships will be awarded to new, incoming CFANS graduate students only.
 - Students who are, or have been, enrolled in a graduate program at another college at the U of MN, or other institution, ARE eligible to apply.
 - Students who are already enrolled in a CFANS graduate program, or have previously completed a CFANS graduate program, are NOT eligible to apply.

FELLOWSHIP AWARD DETAILS

AWARD:

- Eleven one-year fellowships will be awarded each year. Each fellowship award is \$42,000 and includes up to 14 tuition credits each for fall and spring semesters, 12-month stipend, and 12-month health insurance benefit. Summer tuition is not included.
- The award is flexible and can be delayed to allow the student to take advantage of other funding opportunities. CFANS requires a **one month** notice to stop or start funding.

PROFESSIONAL DEVELOPMENT:

- \$3,000 per CDS-GSF awardee for professional development such as attendance at professional conferences, training courses or workshops to develop skills related to technical aptitude, working across differences, oral and written communication, grant writing, etc., and other similar activities.
- The student must use these funds for their own direct professional development; funds are not available to the student's advisor.
- The student's department is responsible for administering funds and reimbursing the student for professional development activities.
- The student will be required to submit a brief written summary of the professional development experience and expenditures which will be maintained in the student's graduate program file.
- CDS-GSF recipients will have until degree completion to use professional development funds.
- Unused professional development funds will revert back to the fellowship program.

SUMMER INSTITUTE:

- The fellowship program makes available to each CDS-GSF recipient the opportunity to participate in the Community of Scholars Summer Institute program through the Graduate School. Participation in the Summer Institute program is not required, but highly encouraged.
- CDS-GSF recipients are only eligible for participation in the Summer Institute the summer before matriculation.
- Students who participate in the Summer Institute will receive a \$4,000 stipend. Once the student is actively enrolled in the Summer Institute program the funds will be released to the student's departmental home for payment to the student.
- The student will be required to submit a brief written summary of the Summer Institute experience which will be maintained in the student's graduate program file.

NOMINATION, REVIEW AND SELECTION PROCESS

- CFANS Diversity Scholars-GSF nominations are made by the Director of Graduate Studies (DGS) from individual graduate programs; there is no limit to the number of nominations made by an individual graduate program. A student or their advisor can initiate a nomination by notifying the graduate program DGS.
- Nominations are due **January 10th** and should be submitted by emailing the nomination materials (single pdf file for each nominee) to the CFANS Graduate Programs Manager (Lisa Wiley, lwiley@umn.edu).

NOMINATION MATERIALS:

In addition to the student's graduate school application materials, the DGS must submit a cover letter, either from the applicant's prospective advisor or the DGS, recommending the student for the fellowship and committing the program to provide appropriate advising, with a special emphasis on mentoring, during the first year of the program. The cover letter must include a plan for funding the student's academic career for a minimum of two years for a master's student or four years for a doctoral student.

- Nominations will be reviewed by a CFANS CDS-GSF review panel consisting of four CFANS DGSs or graduate faculty designee from within their program.
- The review panel selects up to 11 nominees based on the strength of the student's application. Primary consideration for strength of application is based on:
 - Level of scholastic achievement as evidenced by transcripts and GRE scores.
 - Research and work experiences.
 - Written personal and diversity statements.
 - Letters of recommendation.
- Graduate program DGS's will be notified **February 1** of awardees. The CFANS Graduate Program Manager will prepare award letters and send to the DGS for inclusion in the offer packet.
- If any awarded fellowships are not accepted by April 16th, a second round of applications will be reviewed to award unused fellowship funds. Applications submitted in the first round but not selected for funding, may be resubmitted for consideration in the second round. Nominations for a second round of CFANS Diversity Scholars-GSF applications will be due **April 20th**.

CDS-GSF AWARDEE RECOMMENDED OPPORTUNITIES

CDS-GSF Awardees have the opportunity to develop professionally by:

- Mentoring CFANS undergraduates through the CFANS Achieve Mentoring Program in the Office for Diversity and Inclusion.
- Participating in the UMN's Community of Scholars program through the Graduate School Diversity Office and attending the professional development and social activities offered through that program.
- Participating in the UMN's Preparing Future Faculty course(s) (PhD students).
- Participating in the UMN's Summer Institute program.
- Requesting assistance in identifying a CFANS faculty member, fellow graduate student in CFANS, or industry leader to serve as a mentor.

QUESTIONS

For questions, please contact the CFANS Office of Graduate Education, 186 McNeal, 612-624-2748.

TIMELINE

Sept	<p>Review Committee:</p> <ul style="list-style-type: none"> At the first meeting of the GRPRC in September, four Directors of Graduate Studies (DGS) are named as the CDS-GSF review committee.
Dec 15	<p>Announcement:</p> <ul style="list-style-type: none"> The CFANS Graduate Programs Manager (GPM) emails all DGS and Graduate Program Coordinators (GPC) the eligibility and program nomination procedure document. The DGS is responsible to set up a selection process within their Graduate Program to identify their nominee(s).
Jan 10	<p>Nomination Process and Packet:</p> <ul style="list-style-type: none"> The DGS or GPC forwards information to the CFANS GPM. Packet: the DGS nomination statement and the completed Graduate School application (1 pdf file per nominee) – ordered as such
Jan 15	<p>Review Process:</p> <ul style="list-style-type: none"> GPM will prepare a spreadsheet summary of the nominees' credentials. GPM will distribute the nomination packets, ranking sheet, and spreadsheet summary to the review committee. Review committee evaluates and ranks students for selection.
Jan 23	<p>Final Results:</p> <ul style="list-style-type: none"> The review committee submits their individual ranking report to the CFANS GPM. Associate Dean for Research and Graduate Education confirms awards. GPM prepares and sends the award letters to programs for inclusion with the program offer letter. GPM provides the Director of the Office of Diversity in Graduate Education (ODGE) the names and contact information of CDS-GSF recipients to recruit for the Summer Institute.
April 15	<p>COGS (Council of Graduate Students) Resolution Date:</p> <ul style="list-style-type: none"> The DGS or GPC reports to the GPM the acceptance status of all nominees. The GPM communicates any released nomination slots to the DGSs. The nomination and review process begins again if slots are available.
April 20	<p>Nomination Round 2 (if available):</p> <ul style="list-style-type: none"> Second round (if available) nomination packet is due to the GPM.
At Matriculation	<p>Funds Transfer:</p> <ul style="list-style-type: none"> Once the student matriculates and is actively enrolled in the admitting graduate program identified in the award letter, GPC sends a request to the GPM to release funds to the student's departmental home.