



**Florida State University  
McNair Scholars Fellowship  
Application Guidelines  
2016-2017**

The McNair Scholars program is a federally-funded program that prepares first generation or underrepresented undergraduate students for doctoral studies. Dean Nancy Marcus is pleased to announce that the Graduate School is offering a multi-year fellowship to attract highly-qualified students who meet the criteria below in an effort to increase diversity at Florida State University and to increase the number of graduate degrees awarded to these underrepresented populations.

1. **Number/Type of Awards:** Up to **FIVE** new multi-year awards.
2. **Eligibility:** For any newly-admitted domestic FSU Doctoral or MFA student who completed (or will complete in Spring 2016) the McNair Scholars program at a federally-recognized institution. Please see the list of eligible MFA major names below. If an applicant is accepted in a major that requires a master's degree prior to entrance to a doctoral program, the student must complete the master's degree prior to applying to this fellowship. NOTE: Newly admitted for purposes of this fellowship application shall mean entrance in the Fall or Summer 2016 semesters. Only applicants who enter in the Summer semester as part of a cohort will be considered eligible for the fellowship. If students start in the summer, funding will not commence until Fall 2016. **Note: In addition, the applicant must complete the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) to be considered for this award prior to the submission of the application. The FSU school code is 001489.**
3. **Tenure/Terms of Award: 9 months** (Fall and Spring; no summer funding unless provided by the college/department), guaranteed for up to **five** consecutive academic years for doctoral students and for up to **three** consecutive academic years for eligible MFA students. The Graduate School will provide a non-duty fellowship in years **one** and **five** for doctoral students and year **one** for MFA students. The home academic unit will provide a .50 FTE graduate assistantship in years two, three, and four for doctoral students and in years two and three for MFA students of at least \$16,000 for the academic year or at an amount comparable to the level provided to similarly qualified students if that is higher than \$16,000. No reapplication is necessary, but the student must remain in good academic standing (3.0 GPA per semester), and register for a minimum of 9 credit hours per semester when they have an assistantship and 12 credit hours when they are on non-duty support from the Graduate School. Fellows must participate in the Fellows Society each year, and are expected to interact across disciplines whenever given the opportunity.  
**NOTE:** The Graduate School will not provide support to a Fellow beyond the semester in which they have met all of the requirements of graduation even if they have time remaining in their fellowship period.
4. **Award Amount: \$16,000-\$20,000** (dependent upon academic discipline) fellowship for years one and five for doctoral students, and year one for MFA students. In the years the Fellow's College/Department supports the fellow the fellow will receive a 0.5 FTE assistantship and stipend provided by the Fellow's College/Department.
5. **College/Departmental Commitment:** College/Department must **commit to guaranteed funding for an assistantship stipend, and waiver at award levels consistent with offers to similarly qualified students during the years in which there is not a non-duty fellowship given by the Graduate School** **The college/department must commit to the stipend amount at the time of the fellowship application.**
6. **Employment:** Fellows will receive a .50 FTE departmental assistantship during the years listed above that may require them to assist in research, teaching, and/or professional duties.
7. **Tuition Waivers:** **The Graduate School will provide applicable out-of-state waivers** in years 1 and 2 for all fellows and in-state waivers in years 1 and 5 for Doctoral fellows and in year 1 for MFA fellows. The College/Department will give in-state tuition waivers for years 2, 3, and 4 for Doctoral fellows and years 2 and 3 for MFA fellows.

8. **Health Insurance:** The fellow will receive the health insurance subsidy each year of the award in accordance with Graduate School and university policy.
9. **Fellowships are awarded by the Graduate School for study in a specific department based upon nominations received from departments, and are non-transferable.**
10. **International Students:** Students who are not US citizens or permanent residents are not eligible to apply for this fellowship.
11. **Other Fellowships:** This fellowship cannot be held with any other Graduate School administered fellowship. External fellowships will be considered on a case by case basis and it is the student's responsibility to notify the Graduate School before accepting any offer.

**NOTES:** 1) All Graduate School Fellowships are subject to the availability of funding each year.

**ELIGIBLE MFA MAJOR NAMES:**

College	Major Name
MP	Motion Picture Arts
MP	Motion Picture Arts-Writing
MU	Music Theatre - Music
VA	Studio Art
VA	Graphic Design
VA	Arts Administration - Art
VA	Interior Design
VA	Interior Design/MFA
VA	Dance
VA	Costume Design
VA	Acting
VA	Directing
VA	Technical Production
VA	Theatre Management

**Application Submission Instructions**

*If you are a potential applicant and would like to be nominated for this fellowship, please contact your academic unit.*

The Graduate Schools' online application system will be utilized for this fellowship.

Step 1) This fellowship will begin with the nomination of a student by the academic unit that has admitted the student, or will admit by the endorsement deadline. To nominate a student the department will copy and paste the following link and enter in your FSU log-in information:

<Departmental URL – Not Privy to Students>

Please complete the nomination form following the instructions in the form.

Please note the department will need the following to complete the nomination form:

- a. The Empl ID of the student (example: 2000111111);
- b. Student's contact information; and
- c. Name of the McNair institution the student attended.

**The nomination from the Department is due February 12, 2016.**

Step 2) After the department has submitted the nomination, the Graduate School will confirm with the student's institution whether or not the student successfully completed the McNair Scholars Program. If the student completed the McNair program then the application process moves to Step 3 below. If the student did not complete the McNair program the department will receive communication from the Graduate School stating the reason(s) why the student is ineligible.

Step 3) After the department has submitted the nomination, the nominated student will be sent an email with instructions to complete and submit an online application.

Please note the student will need the following to complete the application form:

- a. Intended degree (doctorate, MFA), the College and Department it is in; and
- b. Entrance test score information (both cumulative and by section); and
- c. Academic history (example: degrees earned); and
- d. Scholastic honors received (if applicable); and
- e. Funding offers (including assistantships); and
- f. Leadership and Service Activities; and
- g. Publications and presentations (if applicable); and
- h. List of educational goals; and
- i. List of career goals; and
- j. Research activities; and
- k. Resume\*; and
- l. Undergraduate transcript\*; and
- m. Graduate transcript\* (if applicable); and
- n. Statement of Goals\*; and

\*= must be in electronic format for attaching to the application

**Note: In addition, the applicant must complete the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) to be considered for this award prior to submitting the application. The FSU school code is 001489.**

**The deadline for the student to submit is February 26, 2016.**

Step 4) After the application has been received, the academic unit will be sent an email with a specialized URL for endorsing the student's application.

Please note that the academic department/program will need the following to complete the endorsement form:

- a. The commitment to submit the student for final processing; and
- b. Commitment to provide the comparable stipend to the student (for applicable years).

**Please note the Graduate School would like to give Colleges, Departments, and applicants as much time to nominate and submit as possible. To accommodate this, the Colleges/Departments may push back their nomination deadline as long as both the nomination and application are submitted by February 26, 2016.**

**The deadline for departments to submit the endorsement is March 4, 2016.**

Step 5) The Graduate School will review and rank applications. After this process is complete the Graduate School will alert the nominating Colleges/Departments. We anticipate that this notification will occur by Mid-March.

Step 6) The Graduate School will finalize the fellowship offers by early April.

If you have any questions please contact David Beck or Brian Barton in The Graduate School at 850-644-3501 or [GS-McNair@admin.fsu.edu](mailto:GS-McNair@admin.fsu.edu)