

GUIDELINES AND APPLICATION FORM FOR THE 2020-2021 USF COLLEGE OF MARINE SCIENCE (CMS) GRADUATE STUDENT ENDOWED FELLOWSHIPS

William & Elsie Knight Endowed Fellowship Fund for Marine Science - \$26K
(plus \$2K research expenses)
St. Petersburg Downtown Partnership Fellowship in Coastal Science * - \$15K
Garrels Memorial Fellowship in Marine Science - \$15K
Paul Getting Endowed Memorial Fellowship in Marine Science* - \$13K
Jack and Katharine Ann Lake Fellowship in Marine Science - \$13K
Gulf Oceanographic Charitable Trust Fellowships Endowment - \$12K (two fellowships offered)
Wells Fargo Fellowship in Marine Science* - \$10K
Southern Kingfish Association's Fellowship⁺ - \$10K
William T. Hogarth Fellowship in Marine Mammals* - \$10K
Carl Riggs Fellowship in Marine Science* - \$10K
Linton Tibbetts Endowed Graduate Student Fellowship* - \$10K
Sanibel-Captiva Shell Club / Mary & Al Bridell Memorial Fellowship - \$10K
Tampa Bay Parrot Head Fellowship in Marine Science - \$10K
George Lorton Fellowship in Marine Science - \$10K
Thomas E. Pyle Memorial Fellowship in Marine Science* - \$10K
Norman Blake Endowed Memorial Fellowship in Marine Science* - \$10K

* These fellowships have special eligibility requirements that need to be documented in the application file as explained in these guidelines. All applicants will automatically be considered for all general fellowships.

⁺ The USF Foundation requires that those competing for the Southern Kingfish Association's Fellowship must document their financial need by filling out an online Federal Application Form (see Guideline 3e for details) before the application deadline.

Information regarding additional fellowships, assistantships, and awards from USF can be obtained from Dr. Naar, Director of Academic Affairs. All issues involving deadline extensions and/or questions about applications or letters must be addressed by, and resolved by, the Honors and Awards Committee Chair, Dr. Breitbart (KRC-1108, mya@usf.edu, office: 727-553-3520).

After reading guidelines, please complete the application form and submit it as a single PDF document in the order specified in the application template to Sami Francis, MSL 210C (sfrancis1@usf.edu, 553-3944) **before the application deadline of 5:00 pm on Friday, January 31, 2020.** Reference Letters should be emailed as PDF documents directly from the letter writer to Sami Francis. Eligibility statements for specialized awards must be submitted as separate individual PDF files.

These guidelines and application form can also be obtained from:

<http://www.marine.usf.edu/fellowships/Guidelines-and-Application-2020-2021.pdf>
<http://www.marine.usf.edu/fellowships/Guidelines-and-Application-2020-2021.docx>

Version 9, December 1, 2019

ENDOWED FELLOWSHIP SUMMARY TABLE

Fellowship	Amount	Eligibility Statement Required	Details/Descriptions/Restrictions/Special Requirements (students are encouraged to apply even if relevancy is indirect)
William & Elsie Knight Endowed Fellowship Fund for Marine Science	\$26,000 + \$2K research expenses	No	Awarded to most meritorious applicant; retained until graduation or unsatisfactory progress. All applicants will be considered for this award
St. Petersburg Downtown Partnership Fellowship in Coastal Science	\$15,000	Yes, 1 page	Awarded to students working in coastal science studies consistent with the USGS mission, including research in shallow estuarine or marine environments, and on the continental shelf
Garrels Memorial Fellowship in Marine Science	\$15,000	No	All applicants will be considered for this award
Paul Getting Endowed Memorial Fellowship in Marine Science	\$13,000	No, but note eligibility timeline	Awarded to students who will be in their second calendar year of study at CMS (apply within first year). Given to student who exhibits exceptional promise in their first year by showing excellence in classroom and/or laboratory
Jack and Katharine Ann Lake Fellowship in Marine Science	\$13,000	No	All applicants will be considered for this award
Gulf Oceanographic Charitable Trust Fellowships Endowment	\$12,000	No	All applicants will be considered for this award. Two of these fellowships are available
Wells Fargo Fellowship in Marine Science	\$10,000	No, but note eligibility timeline	Awarded to students who will be in their second calendar year of study at CMS (apply within first year). Given to student who exhibits exceptional promise in their first year by showing excellence in the classroom and/or laboratory
Southern Kingfish Association's Fellowship	\$10,000	No, but financial need must be documented with FAFSA	Awarded to a student who can demonstrate financial need
William T. Hogarth Fellowship in Marine Mammals	\$10,000	Yes, 1 page	Awarded to a student enrolled in the Marine Resource Assessment Program or who is doing research regarding fisheries or marine mammals
Carl Riggs Fellowship in Marine Science	\$10,000	Yes, 1 page	Awarded to a student who exemplifies the qualities that were the hallmark of Dr. Carl D. Riggs, Sr. by combining academic excellence and scientific insight with service to CMS, USF, a professional society, some segment of the Tampa Bay community, or society at large
Linton Tibbetts Endowed Graduate Student Fellowship	\$10,000	Yes, 1 page	Awarded to a student involved in marine science research relevant to the Caribbean region
Sanibel-Captiva Shell Club / Mary & Al Bridell Memorial Fellowship	\$10,000	No	All applicants will be considered for this award
Tampa Bay Parrot Head Fellowship in Marine Science	\$10,000	No	All applicants will be considered for this award
George Lorton Fellowship in Marine Science	\$10,000	No	All applicants will be considered for this award
Thomas E. Pyle Memorial Fellowship in Marine Science	\$10,000	Yes, 1 page	Awarded to a student pursuing a graduate career in geology or geophysics
Norman Blake Endowed Memorial Fellowship in Marine Science	\$10,000	Yes, 1 page	Preferentially awarded to a student studying shellfish biology, shellfish aquaculture, or benthic invertebrate ecology

1. Eligibility Guidelines

- a) All applicants must be currently enrolled **or** accepted as a degree-seeking student in the College of Marine Science (CMS).
- b) An applicant must become a registered full-time student and remain so at the start of the upcoming fall semester in order to receive an endowed fellowship. Full-time status is defined as enrollment for **9** credit units in the fall semester, **9** units for the spring semester, and **6** units for the summer semester (of that academic year; i.e., the 12 month period following initial receipt of the fellowship in August). Funding will be divided over three semesters and provided as long as student remains in good standing as a full-time student. All fellowships allow enrolling for only 2 credit units if you are in your final semester, but a petition would need to be submitted. Please contact Dr. Naar, the Director of Academic Affairs, for further details.
- c) MS and PhD students compete together as a group and are judged by a vote of the faculty.
- d) MS students may apply twice within a five-year period that begins from their start date at CMS. As such, it is recommended that students wait until they are enrolled in the program, because the odds of being selected improve upon exposure to the faculty.
- e) PhD students may apply four times within a seven-year total that begins at their start date at CMS, even if they continue (or return) after completing the MS degree. In other words, the clock does not restart if a student re-enters CMS after an absence or enters the PhD program after completing the MS program at CMS (although the timeline only includes years enrolled as a student). Accordingly, as is the case for incoming MS students, it is recommended that students wait until they are enrolled in the program, because odds of being selected for a fellowship improve upon exposure to the faculty.
- f) CMS students who switch from the MS to the PhD program (with or without obtaining an MS degree) will be considered as being continuously enrolled in the PhD program since their date of first enrollment at CMS. CMS students who switch from the PhD to the MS program will be considered as having been continuously enrolled in the MS program (i.e., only eligible twice out of a five-year period beginning from their start date at CMS).
- g) Students entering the PhD program after receiving an MS degree from a program other than CMS are considered new entering PhD students. They are eligible for all first-year fellowships and can also apply for the endowed fellowships described herein prior to the start of their first semester.
- h) New incoming students who submit a fellowship application before their start date will use one of their application opportunities and one of their academic years out of the totals listed in guidelines 1d & 1e.
- i) The Admissions Committee can submit files of newly admitted students judged to be competitive for the William and Elsie Knight Endowed Fellowship Fund for Marine Science. These submitted files are not considered, or voted on, for any other CMS endowed fellowship. If a file is submitted in this manner, it will not count as one of the two (or four) times MS (or PhD) students can apply (see guidelines 1d and 1e).

2. Voting Procedure

- a) Several of the fellowships (see section 3) require separate statements of eligibility. The eligibility statements should be clearly labeled with the applicant's name and the fellowship name, and the statement for each fellowship should be submitted as an individual PDF file not exceeding one single-spaced page. The statement does not need to be lengthy but **should make a direct link between the applicant's research and the fellowship eligibility requirements**. A subset of the Honors and Awards Committee will review these statements to determine the applicant's eligibility, but these statements will not be circulated during voting. In considering eligibility, the committee will make every effort to be as inclusive as possible.
- b) The fellowship recipients will be determined by a vote that includes the Dean, any professor in a CMS endowed chair, and the tenured and tenure-track CMS faculty.
- c) At least two thirds of the faculty must vote to constitute a valid competition. The faculty must rank *all* the applicants. Faculty members who do not follow the proper ranking procedure will not have their rankings counted.
- d) Each faculty member judges merit in their own way after reviewing the application file; there are no specific criteria that the faculty must abide by. Commonly asked questions regarding applications files and additional suggestions are provided in guideline 4 and on the instruction page of the application template.
- e) Two faculty members of the Honors and Awards Committee will independently enter the rankings from each ballot into a spreadsheet. The two computer files will then be compared to each other to ensure the rankings were entered accurately. Once the rankings have been entered, anonymous labels will replace the student names.
- f) The anonymous labels and their respective rankings are used to determine the recipients in each category. The method used to determine the recipients is a version of what is known as a Condorcet method. A Condorcet method works by attempting to find a candidate that is preferred by a majority of the voters in every head-to-head contest with all of the other candidates. If such a candidate is not found, then various tiebreakers are used in succession. There are a number of implementations of this basic idea, and the specific version we are using is called "ranked pairs". There is a link on Wikipedia (http://en.wikipedia.org/wiki/Ranked_Pairs) that is fairly thorough and that article has a literature citation list for further reading. This vote-tallying process is conducted anonymously (i.e., student names are not used). Students who serve on the committee are welcome to witness this anonymous part of the process. The results are forwarded to the Dean and announced to the College.
- g) The student who receives the highest vote ranking will receive the highest award for which they are eligible. The next highest ranked student will receive the highest remaining award for which they are eligible, and so forth. If no applicants are eligible for a fellowship, then the fellowship will not be awarded.
- h) The committee makes every effort to ensure the objectivity and fairness of this process and welcomes input from students, staff, or faculty. This input can be made to anyone on the Honors and Awards Committee, including the student members.

3. Detailed Description of the Endowed Fellowships

- a) The **William & Elsie Knight Endowed Fellowship Fund for Marine Science** is awarded to the most meritorious graduate student applicant as voted by the faculty. There are sufficient funds for six of these fellowships to be active at any given time. In addition, each recipient will receive \$2000 worth of funds per year to spend on research needs and scholarly activities. The students retain these fellowships until they graduate or are judged not to be progressing satisfactorily. Dr. Naar, the Director of Academic Affairs will review the Knight Fellow's annual student progress report with the student and their major professor each year to verify satisfactory progress towards their degree. Knight Fellows are expected to engage in full-time graduate studies; therefore, Dr. Naar should be consulted before recipients accept other full-time employment as this may result in termination of the fellowship.
- b) The **St. Petersburg Downtown Partnership Fellowship in Coastal Science** is awarded to CMS graduate students working in coastal science studies consistent with the USGS mission, including research in shallow estuarine or marine environments, and on the continental shelf. A separate one-page statement describing the applicant's eligibility is required in order to apply for this fellowship. Past recipients may reapply in subsequent years. Awarded to students working in coastal science studies
- c) The **Paul Getting Endowed Memorial Fellowship in Marine Science** and the **Wells Fargo Fellowship in Marine Science** are awarded to students who *will be in their second calendar year* of study in CMS. At the time the student applies, they should be in their first year (i.e., students entering in January or August of 2019 are eligible). The award will be made to a student who exhibits exceptional promise in their first year by showing excellence in the classroom and/or in the laboratory. The award may be used for living expenses, research supplies, travel and/or equipment purchases. Past recipients may not reapply.
- d) The **Garrels Memorial Fellowship in Marine Science**, the **Jack and Katharine Ann Lake Fellowship in Marine Science**, the **Gulf Oceanographic Charitable Trust Fellowships Endowment**, the **Sanibel-Captiva Shell Club / Mary & Al Bridell Memorial Fellowship**, the **Tampa Bay Parrot Head Fellowship in Marine Science**, and the **George Lorton Fellowship in Marine Science** are awarded annually. Past recipients may reapply.
- e) The **Southern Kingfish Association's Fellowship** is awarded to a student who can demonstrate financial need. Financial need will be documented through the USF Financial Aid Office. If a student wishes to be considered for this award, they must apply online at <https://fafsa.ed.gov> **before the application deadline** - there is no charge for applying. We will use the same FAFSA value as used by the USF Financial Aid Office for Pell Grants to define financial need for this fellowship. This value changes from year to year, but is approximately 5000. Student applicants with a FAFSA value below the current Pell Grant value will be eligible to compete for this fellowship. The level of financial need is not used during the voting process. Instead, the most meritorious student (as determined by the faculty vote) within the pool of applicants with financial need will be the recipient of the fellowship. Past recipients may reapply.
- f) The **Carl Riggs Fellowship in Marine Science** is awarded to a student who exemplifies the qualities which were the hallmark of Dr. Carl D. Riggs, Sr. A separate one-page statement should be submitted that describes how the applicant combines academic

excellence and scientific insight with service to CMS, USF, a professional society, some segment of the Tampa Bay community, or society at large. Past recipients may reapply.

- g) The **William T. Hogarth Fellowship in Marine Mammals** is awarded to a student who is enrolled in the Marine Resource Assessment Program, or who is doing research regarding fisheries or marine mammals. A separate one-page statement describing the applicant's eligibility is required in order to apply for this fellowship. Past recipients may reapply.
- h) The **Linton Tibbetts Endowed Graduate Student Fellowship** is awarded to a student who is involved in marine science research relevant to the Caribbean region. A separate one-page statement describing the applicant's eligibility is required in order to apply for this fellowship. Past recipients may reapply.
- i) The **Thomas E. Pyle Memorial Fellowship in Marine Science** is awarded to a student pursuing a graduate career in Geology or Geophysics. A separate one-page statement describing the applicant's eligibility is required in order to apply for this fellowship. Past recipients may reapply.
- j) The **Norman Blake Endowed Memorial Fellowship in Marine Science** will be preferentially awarded to a student studying Shellfish Biology, Shellfish Aquaculture, or Benthic Invertebrate Ecology. A separate one-page statement describing how the applicant's research relates to these topics is required in order to specifically apply for this fellowship; however, in the event that no student applications meet this research topic requirement, the award will be given as part of the general fellowships (i.e., based on the overall student rankings with all students considered eligible). Past recipients may reapply.

4. Other Regulations and Frequently Asked Questions

- a) No student may obtain more than one award per year, including the competitive USGS-USF CO-OP graduate assistantships, GK-12 fellowships, Bridge-to-the-Doctorate recruitment fellowships, and any other competitive award or fellowship that is administered and paid through USF. Thus, if a student is selected for an endowed fellowship, but has or receives another competitive fellowship or competitive assistantship at the beginning of the upcoming fall semester, they will not receive the endowed fellowship, *unless they relinquish* the other fellowship or assistantship. If they relinquish their fellowship, they will receive an honorable mention.
- b) All fellowship recipients must abide by the rules and regulations set forth by Human Resources within CMS and set forth by USF, regarding combining FTE appointed salaries. Specifically, students are not allowed to receive any funding from the Endowed Fellowships that would cause their total combined funding (from USF System payroll and fellowship stipend) to exceed the maximum allowed for students, which is currently 29 hours per week. Any funding beyond 29 hours per week will remain in the endowment. When a student is not entitled to receive funding because they have an appointment that exceeds 29 hours per week (or equivalent pay from USF), then they will retain the recognition of being selected for a fellowship (by honorable mention). The fellowship and its funding will then be provided to the runner up, thereby allowing two students to be recognized as recipients of the same award. It is also the student's responsibility to verify that they do not exceed any limits required by federal or other agencies that pay a stipend directly to the student. Questions can be addressed to Mr. Timothy Trowbridge (ttrowbridge@usf.edu) in CMS Human Resources.
- c) Fellowship recipients will be notified by early April. The funds will be available to the fellowship recipients at the beginning of the following fall semester. Shortly after the fellowship recipients are notified, they will receive additional details regarding writing thank-you letters to the appropriate benefactor(s). The Dean's Office will forward these letters to the donors. Fellowship recipients will be recognized at a ceremony hosted by CMS.
- d) The two most recent **William & Elsie Knight Endowed Fellowship Fund for Marine Science** recipients will serve as non-voting student representatives on the Honors and Awards Committee according to the CMS Governance Document. In addition, the Marine Science Advisory Committee (MSAC) will select a third non-voting student representative for service on the Committee.
- e) The Internal Revenue Service (IRS) has in the past treated financial support from some of these fellowships as taxable income. Please check with the IRS for the most current information regarding student fellowships.
- f) Receipt of a fellowship may affect students' eligibility for financial aid from other sources (e.g., student loans). Students are urged to check with the appropriate financial aid office about their situation. For additional details, see Dr. Naar.
- g) In the case of any ambiguity related to the guidelines or submitted eligibility statements, the CMS Honors and Awards Committee reserves the right to make a final interpretation.
- h) Students often ask, "What is most important part of an application file?" The answer is all of it, because the CMS professors determine merit in different ways. Letters of reference tend to play an important role, but other factors such as peer-reviewed publications listed in the curriculum vitae, GPA, GRE scores, and statement of professional goals are also

considered. To what extent these factors affect the ranking varies from professor to professor. Core-course performance rankings (when available) of the student applicants are provided to the faculty as information only to assist them in their qualitative assessment of the students' merit. The core course rankings do not directly determine the rankings of the fellowship applicants. Students who transferred core-course credit from another institution may ask Dr. Breitbart to request their ranking from the professor who taught that course.

- i) Although the ranking of student applicants by each faculty member requires some degree of subjective judgment of the submitted application materials, the voting process from start to finish is intended to be objective and fair.
- j) Applicants should clearly specify in their curriculum vitae all the publications that are peer-reviewed versus those that are not, as well as keep presentations and abstracts separate from the publications. An application template is provided after this page **and** links **to MS Word and PDF files** are provided on the cover page of these guidelines. Please keep materials in the same order as indicated within the general PDF application file, **except for** the eligibility statements, which should be submitted as separate PDF files with the student's name and the fellowship name as part of the file name. All materials should be sent in one email.

Instruction Page For The Application Template
(Please read guidelines & instructions carefully prior to submission)

- I. Fill out the personal data and academic background sections (page 1 of the application template).
- II. Mark the specialized awards being applied for (page 2 of the application template).
- III. Include a **two-page** single-spaced curriculum vitae following the format specified in the template.
- IV. Include a **one-page** single-spaced statement of professional goals (*this is different than a thesis or dissertation proposal*). Extra pages will be discarded. Font size should be 12 or greater with at least one-inch margins on all sides.
- V. Within the application template, list the names of three references, with a short (~200 word) biographical sketch detailing their credentials and a brief description of your professional relationship to them on a separate page. The letters should be addressed to CMS Faculty but emailed solely to Sami Francis (sfrancis1@usf.edu) as an original or scanned PDF file. Students are encouraged to choose the references who will provide them with the strongest and most impactful letters. By submission of the fellowship application, students waive their rights to read the recommendation letters. **Note: Please contact your letter writers EARLY. Please verify with them that they have sent their letters to Sami.**
- VI. Next provide an unofficial transcript or academic record for your undergraduate and graduate course work. Scanned versions of transcripts (or an accurate self-created summary) are acceptable.
- VII. Do not include extraneous materials such as this instruction page, reprints, or extra letters; they will be removed.
- VIII. Send one email to Sami Francis (sfrancis1@usf.edu) attaching the application PDF file (in the order described in the template), along with the individual eligibility statement PDF files (with your name in each filename) prior to the deadline. The student PDF files will be placed in a secure folder for faculty to access via box.com. Students applying for any of the specialized fellowships are automatically considered for the general fellowships, but must submit separate PDF files describing their eligibility for the specialized fellowships as described in the following guidelines.
- IX. Be sure to review all guidelines *before* submitting your application. If errors are found upon review of the PDF file(s), an email with instructions on how to correct the error(s) will be sent to you. If you will be at sea or away, please let Sami know the dates of your travel, and at what times you will have email access.

Page 1 of Application Template

Personal Data

Name: _____
(Use the name you would want placed on a plaque)

Date of initial entrance into the CMS graduate program: _____

Will you be a MS or PhD student at the start of the Fall Semester 2020?

Check: MS or PhD

If you checked PhD, have you passed the Integrative Marine Science exam?

Check: Yes or No If yes, when? _____

If you checked PhD, have you passed the PhD candidacy exam?

Check: Yes or No If yes, when? _____

Has a thesis or dissertation proposal been approved by your committee?

Check: Yes or No If yes, when? _____

Academic Background

<u>College/University</u>	<u>Dates of Attendance</u>	<u>Major/Minor field</u>	<u>Degree Awarded</u>
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
d. _____	_____	_____	_____

(Add more lines if needed...)

GPA while in the College of Marine Science: _____ (enter N/A if no GPA exists)

GPA during last 2 years of previous institution: _____ (even if a GPA is provided above)

Individual GRE scores (do not combine scores into one total): _____

Page 2 of Application Template

Check each fellowship you are applying for and/or believe you are eligible for:

Note: This page and the eligibility statements will not be circulated with the application file during voting. Each faculty member will independently rank all the students by merit, without knowledge of which awards the students are eligible for.

General Fellowships X

(This category is required even if you are only interested in certain specialized fellowships)

St. Petersburg Downtown Partnership Fellowship in Coastal Science _____

(A one-page eligibility statement is required)

Paul Getting Endowed Memorial Fellowship in Marine Science _____

(No eligibility statement is required, but see guidelines regarding enrollment date)

Wells Fargo Fellowship in Marine Science _____

(No eligibility statement is required, but see guidelines regarding enrollment date)

Southern Kingfish Association's Fellowship _____

(Be sure to complete the online FAFSA form before the deadline – see relevant guideline)

William T. Hogarth Fellowship in Marine Mammals _____

(A one-page eligibility statement is required)

Carl Riggs Fellowship in Marine Science _____

(A one-page eligibility statement is required)

Linton Tibbetts Endowed Graduate Student Fellowship _____

(A one-page eligibility statement is required)

Thomas E. Pyle Memorial Fellowship in Marine Science _____

(A one-page eligibility statement is required)

Norman Blake Endowed Memorial Fellowship in Marine Science _____

(A one-page eligibility statement is required)

Page 3 of Application Template

(This page should start with the **Curriculum Vitae – 2-page single-spaced limit**)
(The CV could include the following, listed in the preferred order, if possible)

Name

MS or PhD Candidate in which Marine Science emphasis (biology, chemistry, geology, marine resource assessment, or physics)

Educational Background

Employment History

Honors and Awards

Published (or in press) Manuscripts in Peer-Reviewed Journals

Published (or in press) Chapters or Books that are Peer-Reviewed

Published Abstracts (i.e., abstracts that have an official reference associated with them, such as those related to presentations made at National and International Professional Meetings such as AAAS, AGU, GSA, etc...)

Non-published Abstracts or Presentations (e.g., CMS Graduate Student Symposium)

Non-refereed Publications, Reports, or other creative works not listed above

Service on international, national, or local committees (inside and outside of USF)

Other or miscellaneous items such as educational outreach activities (no reprints)

Statement of Professional Goals (1 Page Limit)

(Font size should be 12 or greater, with at least one-inch margins on all sides)

List of Three Reference Letter Writers, their email address and phone number, a short (~200 word total) description detailing their credentials and your professional relationship to them. By submission of the fellowship application, students waive their rights to read the recommendation letters.

Unofficial Academic Record(s) From Undergraduate Program(s)

Page Following Undergraduate Record(s)

Unofficial Academic Record(s) From Graduate Program(s)

This page should be the last page provided within the submitted application file.