



2022 PILOT PROGRAM  
SUPPORT FOR DOCTORAL STUDENTS WHO ARE FULL-TIME EMPLOYEES

*Dozens of College doctoral students are employed full-time. This employment prevents them from holding GA positions which subsidize tuition, fees, and benefits; furthermore, full-time employment is largely incompatible with our main summer and semester support funding programs (SRDF, SRF, DCF), which are designed to “buy out” doctoral students from traditional GA appointments or other similar work. The only standard program of funding for which full-time-employed doctoral students are eligible is the “hard cost” practicum and dissertation funding.*

*To increase the support provided to full-time-employed doctoral students, and to provide that support in a systematic and transparent way, this year (2022-2023), the Office of Academic and Student Affairs will disburse up to a total of \$30K in fellowship funding through this new program.*

**Eligibility:**

- Students must be employed full-time, and may be employed full-time at MSU.
- Students who receive funding under this program are not precluded from receiving funding under any future iterations of this program, though in the future, preference may be given to those who have not previously received funding under this program.
- Students who receive funding under this program are not precluded from receiving funding under any other programs of support, if they are or become eligible for those.
- Students must be in good standing and making progress to degree without the need for a time extension.
- If a student is receiving federal loans to finance their program, receiving funding under this program may impact that aid award. If this is possible, an applicant should contact John Garcia in MSU Financial Aid to discuss this (email: Garcia11@msu.edu).

**Amount of funding:**

- There is no minimum award per person; the maximum award is \$1500 per student per round of grant funding.

**What can be funded:**

- Be creative. Allowable expenses include, for example:
  - o Food for a recurring or non-recurring writing/study group meeting.
  - o Transportation to attend a writing/study group/ retreat.
  - o Lodging and per diem for food for a writing or study retreat.
  - o Dependent care to enable focused time to study for comprehensive exams or engage in dissertation research or writing.
  - o Purchasing books or other resources about being enrolled in graduate school while employed full-time.

- We are unsure what kinds of funding may be helpful, so please feel free to be creative, though also note the funding exclusions below.
- The following expenses are not permitted during this pilot year:
  - Tuition and fees.
  - Transportation to and from campus to attend class (or to attend another event the same day as class).
  - Other costs often covered in whole or in part by programs, departments, or the College (i.e. conference registration and travel, hard costs for practicum and dissertation research).
  - Routine costs of dependent care necessary for the applicant to maintain full-time employment.
- These examples are intended to illustrate types of expenses that are intended to, and are not intended to, be funded under this pilot program. The examples are not exhaustive.
- Small groups of students may apply for funding together. If this occurs, a group must identify a budgeted amount per person and include the names of all participants.
- This funding will be awarded directly to students as fellowship (not as reimbursement); receipts are not required.

#### **Application requirements:**

- (1) Fellowship proposal, including a detailed budget for proposed expenses and a discussion of how the proposed funds will assist the student. 500 words maximum.
- (2) At the top of your proposal include name, MSU email address, department, program and year of study.

#### **Submission, selection, and key dates:**

- Students submit proposals via email to [cretenca@msu.edu](mailto:cretenca@msu.edu) by November 11, 2022.
- College selects and notifies recipients and departments by December 2, 2022.
- College awards funds as fellowships early December.

#### **Selection criteria:**

- How well is the funding request tailored to the need identified by the student?
- How likely is the funding to assist the student in making progress to degree?
- Because this is the pilot year of this program, the selection committee (one faculty member per department plus the Associate Dean of Academic and Student Affairs) will engage in an iterative process of reviewing, rating, and ranking the applications.
- The selection committee may also consider equity across the College and across programs, while also being mindful of the proportion of students in a given program that are traditionally employed full time.