

# **FHWA Office of Technical Services**

## **Dwight David Eisenhower Transportation Fellowship Program**

### **2014 Eisenhower Graduate Fellowship**

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#### **BURDEN STATEMENT**

This collection of information is voluntary and will be used to determine the applicant's qualifications for the Dwight David Eisenhower Transportation Fellowship Program (DDETFFP). Public reporting burden is estimated to average three hours per response, including the time for reviewing instructions and completing the application. All information collected is confidential and will be used by program staff for program administration purposes only. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2125-0617.

*Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Highway Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.*

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#### **OBJECTIVES OF THE PROGRAM**

The **EISENHOWER GRADUATE FELLOWSHIP** provides funding for the pursuit of Masters or Doctorate Degrees in transportation related disciplines. The program objectives are: 1) to attract the nation's brightest minds to the field of transportation, 2) to enhance the careers of transportation professionals by encouraging them to seek advanced degrees, and, 3) to retain top talent in the transportation industry of the United States. The Program is intended to bring innovation and enhance the breadth and scope of knowledge of the entire transportation community in the United States. The Eisenhower Graduate Fellowship Program encompasses all modes of transportation.

**The Department of Transportation encourages students from Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs) to apply for the Eisenhower Graduate Transportation Fellowships.**

## ELIGIBILITY REQUIREMENTS

Applicants of the Eisenhower Graduate Fellowship Recipients must:

- Possess a baccalaureate degree from an accredited U.S. Institution;
- Be enrolled in an accredited U.S. Institution of higher education
- Be pursuing a degree in a full-time program in a transportation-related discipline
- Have at least one full academic year remaining in program of study;
- Conduct ongoing research in one or more transportation-related disciplines; and
- Plan to enter the transportation profession after completing their higher level education.

Non-U.S. citizens *must* attach a **valid** copy of their I-20 or I-551 ID issued by the U.S. Citizenship & Immigration Service (CIS).

## SELECTION

Applications will be evaluated by the Eisenhower National Selection Panel. This National Selection Panel will be composed of prominent national transportation professionals, including academia and the public sector, who will review, rate and rank each applicant. The panel's recommendations for selection will be forwarded to the Program Manager, Universities and Grants Programs. The Program Manager will make final selections. **It is imperative that applicants provide an accurate and current email address for themselves and their faculty advisor.** Applicants will be notified of their status via email.

## CRITERIA FOR EVALUATION

The Eisenhower Graduate Fellowship will be awarded on the basis of merit. Merit includes:

- Class standing, GPA, and official university transcripts; (25 Points)
- Potential for Outstanding Career in Transportation (Transportation work experience, if applicable); (25 Points)
- Proposed plan of study (25 Points)
- Letters of recommendation regarding the applicant's qualifications; (20 Points)
- Overall quality of Application (5 Points)

## STIPEND, TUITION AND TAXES

All recipients *may not* receive a full award (i.e. tuition, stipend, and travel to Transportation Research Board (TRB) Annual Meeting). Recipient awards will be based on the rankings from the National Selection Panel. **Recipients will receive a minimum of \$5,000.00 based on the ranking from the National Selection Panel.**

Fellowship recipients should be advised that **the stipend portion of the fellowship is subject to taxation** in accordance with the U.S. Internal Revenue Service (IRS) regulations (Publication 970, revised 2011).

The anticipated stipends for the Eisenhower Graduate Fellowship are based on academic level and are as follows:

- Master's Level - \$1,700/mo.
- Doctoral Level - \$2,000/mo.

**Actual Stipend level may vary based upon available funding. Stipends are capped at \$1,700 for Masters students and \$2,000 a month for Doctoral students from Eisenhower funding. Additional stipend amounts may be added by the University or other sources.**

## **FUNDING**

The duration of funding for Eisenhower Graduate Fellowships for Master's and Doctoral studies will be **based upon the availability of funds.**

## **TUITION CAP**

**Annually the Eisenhower Graduate Transportation Fellowships will cover a maximum of \$10,000 in tuition.**

## **FUNDING RESTRICTIONS**

**Restrictions** on the use of fellowship funds are as follows:

- No dependency allowances;
- Fellowship recipients are eligible for funding only during months of enrollment in full-time programs leading to graduate degrees;
- The recipient's university has the responsibility of administering the funds and for making periodic payments to the recipient; and
- Unused funds must be returned to FHWA within 90 days of the termination date of the fellowship.

## **CONDITIONS OF ACCEPTANCE**

All fellowship recipients must conduct original research and prepare a paper or report suitable for publication on the topic for which they are selected. Recipients must make the results of their research available to the U.S. DOT and the Department will retain an unlimited royalty-free privilege to use the results of the research.

Student academic programs may include a reasonable amount of teaching, as deemed appropriate by the institution, as contributing to their academic progress. Fellowship recipients may only accept remuneration for tuition from another fellowship for funding the difference above the \$10,000 limitation for tuition and the actual tuition amount.

**Once an award is made, the initial graduate study plan and research topic may be changed only after consultation between the fellowship recipient's Faculty Advisor and the Program Manager/AOTR, Universities, and Grants Manager.**

Award funding is contingent upon the recipient's satisfactory academic progress as determined by university policies.

## **SCHEDULE**

**All applications and supporting material (official transcripts and letters of recommendation) for Eisenhower Graduate Transportation Fellowship must be received by 5:00 p.m. Monday, March 10, 2014.** Applications should be sent to the address in the section entitled "**How to Apply**".

## **NOTIFICATION OF SELECTION**

If your application is selected for award, you will be notified via email and your university will be sent an award document for signature. Applicants not selected for award will be notified via email by FHWA. Only the Agreement Officer (AO) can commit the Government. The award document, signed by the AO, is the authorizing document.

## HOW TO APPLY

The Eisenhower Graduate Transportation Fellowship application and supporting materials must be received at the following address **by 5:00 p.m. Monday, March 10, 2014.**

**Ms. Fawn Thompson, Program Manager**  
**Universities & Grants Programs**  
**Technology Partnership Programs, DTS-TP-20**  
**1310 North Courthouse Road, Suite 300**  
**Arlington, VA 22201**  
**TEL: (703) 235-0538**  
**FAX: (703) 235-0593**  
**Website: <http://www.fhwa.dot.gov/tpp/ugp.htm>**

**GENERAL INSTRUCTIONS:** Please read the Eisenhower Graduate Fellowship Announcement and these instructions before preparing the application materials. Applicants must submit **ONE (1) original (with original signatures) and One (1) copy of all materials. APPLICANTS MUST SUBMIT THE REQUESTED NUMBER OF COPIES. All materials must be typed.**

### STUDENTS SHOULD REQUEST:

- **One (1) official sealed** transcript be sent to the above address;
- **One (1) unsealed copy** to be sent with application materials.

### COMPLETE APPLICATION:

- Must be typed;
- [Eisenhower Graduate Fellowship Application](#), Parts 1 - 3; applicant and faculty advisor signatures are **required**;
- Academic records, including class standing, GPA and official transcripts;
- Four (4) letters of recommendation from 4 different individuals: (Original in a sealed envelope and 1 copy) and/or endorsement; and
- Resume/CV (Must be limited to two pages).

It is permissible to use copies of the application forms.

**Application - Part 1:** All requested information must be provided unless labeled "optional." If an item is not applicable, state "**NA**". Non-U.S. citizens **must** attach a certified copy of their I-20 ID or I-551 Permanent Resident Card issued by the U.S. Citizenship & Immigration Service (CIS). The application **must** have an original signature.

**Application - Part 2:** **List only those universities where a degree was obtained.** Transcripts must be sent from all institutions in which a degree was obtained. If you are applying as a Doctoral Fellowship, transcripts must be sent from the institution where you obtained your Masters Degree and your current institution. If you are applying for the Masters Fellowship, transcripts must be sent from the institution where you obtained your Bachelors transcripts and your current institution. List only those internships/employers where a transportation function was performed. Each applicant must submit **four (4)** recommendation and/or endorsement letters only. If an applicant submits less than the required four letters of recommendation their application **will be considered incomplete**. If currently employed in a transportation function, it is imperative that your employer submits an endorsement letter. The recommendation and endorsement letters should contain length and nature of the person's relationship with the applicant, and comments on the applicant's overall ability, and suitability for graduate school, and potential for major contributions in one or more areas of transportation. The letters of

recommendation must come from four different individuals. Letters of recommendation should come from a diverse group of individuals (professors, former employers, etc.). The letter of recommendation can be sent by the recommender or included in the application packet. It must be sealed with the recommender's signature across the sealed section of the envelope.

**Application - Part 3:** Please provide a summary of how your plan of study will impact and enhance the field of transportation and what role transportation takes in your professional goals. Incorporate educational, personal and work experiences, accomplishments, volunteer activities and/or events that support your plan of study. **Limit 2 pages.**

**MAILING THE APPLICATION:** When possible, applicants are urged to submit their application and supporting documents in the same envelope. **(Incomplete application packets will not be considered). All applications and supporting material (official transcripts and letters of recommendation) for Eisenhower Graduate Transportation Fellowships must be received by 5:00 p.m. Monday, March 10, 2014.**

When submitting the application, please package the original and all copies in sequential order. A complete packet is defined as Application Form Part 1, Application Form Part 2, Application Form - Part 3: Proposed Plan of Study, Transcripts, Resume, 4 Letters of Recommendation and I-20 or I-551, if applicable as one complete packet. Universities are permitted to send transcripts directly to the address shown in the "How To Apply" section. Please ensure that you provide enough time for the university to process and mail the transcripts to be received by the deadline. Unofficial copies of official transcripts may be submitted with the two copies of the application packet. For a copy of the application form [click here](#).

**RETURN OF MATERIAL:** Applications and any supporting documents become the property of Universities and Grants Programs and **cannot** be returned to applicants.

#### **PRIVACY ACT STATEMENT**

The information is required under the authority of the Privacy Act of 1974, as amended and Title 49 U.S.C. 332(b)(3)(4)(5). Your request cannot be processed unless the data below is complete. Disclosure of your race and ethnicity are optional. Refusal to furnish your race and/or ethnicity will not result in the denial of any right, benefit or privilege provided by law. Records maintained in the system are routinely used to determine eligibility/qualifications for fellowships, and for program evaluation and analysis purposes.