

**Federal Highway Administration (FHWA)
Technology Partnership Programs (TPP)
Dwight David Eisenhower Transportation Fellowship Program (DDETFP)
2015 Eisenhower Graduate Fellowship Announcement**

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SECTION 1: IMPORTANT INFORMATION AND REVISION NOTES

- FY 2015 DDETFP Graduate Fellowship application requires online submission. No paper applications will be accepted.
- Application deadlines have changed.
- Refer to Section 5 for transportation related disciplines and fields of study.
- Eligibility criterion has changed with respect to the extenuating circumstance.
- Reference writer deadline has changed.

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- All transcripts must be official and submitted to University & Grants Programs. See Section 15 for address.
- Before submitting an application, applicants must certify that they have read the FY 2015 DDETFP Graduate Fellowship Announcement and meet eligibility criteria defined in this Solicitation.

SECTION 2: QUESTIONS

Contact the University and Grants Programs at 703-235-0538 or transportationedu@dot.gov.

SECTION 3: SUBMISSION

All applications for the Dwight David Eisenhower Transportation Fellowship Program (DDETFP) Graduate Fellowship must be submitted via the FHWA [Transportation Fellowship Internship and Contractor System](#) (TFICS). We strongly recommend that you complete or verify your registration at least two weeks before the application deadline. This will ensure that you have time to address any registration challenges.

The maximum length of the Personal Statement and Research Plan Statement is 8,000 characters. This limit includes all references, citations, charts, figures, images, and lists of publications and presentations.

Applicants should not submit extraneous information or materials such as manuscripts, or news clippings. These items will not be reviewed with an application. No additional information may be provided by links to web pages within the application, except as part of citations. Review of the application and reference letters is based solely on materials received by the application and supporting documentation deadlines.

Do not submit application or supporting documentation via Grants.gov. Only applications submitted following the 2015 requirements will be considered.

SECTION 4: OBJECTIVES OF THE PROGRAM

The DDETFP Graduate Fellowship provides funding for Students pursuing Master's Degrees or Doctorates in transportation related fields. The program objectives are to: attract the nation's brightest minds to the field of transportation; enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and 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 DDETFP Graduate Fellowship 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.

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SECTION 5: DISCIPLINES / FIELDS OF STUDY

Transportation-related Academic Disciplines / Fields of Study

Sciences

Architecture
Biology
Chemistry
Communication
Computer Science
Criminal Justice
Environmental Science
Information Systems
Mathematics
Physics

Business

Accounting
Business Administration
Finance
Economics
Management

Human Development

Human Factors
Human Resources
Psychology

Aviation

Aeronautical Studies
Airway Science
Aviation Flight Management Science

Engineering

Chemical Engineering
Civil Engineering
Construction Engineering
Electrical Engineering
Electronic Engineering
Environmental Engineering
Geotechnical Engineering
Manufacturing Engineering
Mechanical Engineering
Structural Engineering
Transportation Engineering

Law

Environmental
Transportation

Public Policy and Planning

Public Policy and Analysis
Public Administration
Political Science/Government
Urban and Regional Planning
Urban Studies

Transportation

Logistics Management
Planning
Policy

SECTION 6: ELIGIBILITY REQUIREMENTS

Fellowship applications must be submitted by the prospective Fellow. Applicants must be registered in the FHWA TFICS system (<https://fhwaapps.fhwa.dot.gov/tficst/signin.aspx>) to submit an application. Confirmation of acceptance in a graduate degree program in a transportation related major supported by DDETFP (Section 5: Disciplines / Fields of Study) is required at the time of Fellowship acceptance, no later than May 1, 2015.

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All Fellows from the date of Acceptance through Completion or Termination of the Fellowship must be affiliated with a degree-granting institution accredited in, and having a campus located in, the United States.

Eisenhower Graduate Fellowship Applicants **must**:

- Possess a baccalaureate degree from a U.S. accredited institution or be a confirmed graduating senior at an U.S. accredited institution;
- Be enrolled full time in an accredited U.S. institution of higher education no later than the Fall 2015 academic year;
- 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 Student and Exchange Visitor Information System (SEVIS) Form I-20 issued by the educational institution you attend, or Form I-20 "Certificate of Eligibility for Nonimmigrant Status", or Form I-551 "Permanent Resident Card" issued by the U.S. Citizenship & Immigration Service (USCIS).

Categories of applicants that are ineligible:

- Undergraduate seniors that will not have completed baccalaureate degree requirements by June 30, 2015.
- Those non-U.S. Citizens that do not possess a Student and Exchange Visitor Information System (SEVIS) Form I-20 issued by the educational institution you attend or I-20 or Permanent Resident Card Form I-551 issued by the U.S. Citizenship & Immigration Service (USCIS) by the application deadline. Failure to submit required documentation will result in an incomplete application.
- Those who have declined the offer of the DDETFP and who did not notify FHWA - University & Grants Programs by the published deadline for accepting the Fellowship.
- Current FHWA employees.

SECTION 7: 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 sent to the identified Faculty Advisor. It is the applicant's responsibility to provide an accurate e-mail address for the Faculty Advisor.

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SECTION 8: CRITERIA FOR EVALUATION

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

- Academic Record¹ (25 Points)
- Potential for Outstanding Career in Transportation (25 Points)
- Proposed Research Plan / Plan of Study (25 Points)
- Quality of Recommendation Letters (20 Points)
- Overall Quality of Application (5 Points)

SECTION 9: STIPEND, TUITION AND TAXES

All recipients may not receive a full award. Fellowships can be used for (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 and the availability of funding.

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 2014).

The stipends for the Eisenhower Graduate Fellowship are as follows:

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

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.

SECTION 10: FUNDING

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

SECTION 11: TUITION CAP

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

¹ Transcripts must be sent from all institutions in which a degree was obtained. If you are applying as a Doctoral Fellowship, official transcripts must be sent from the institution where you obtained your Master's Degree and your current institution. If you are applying for the Masters Fellowship, official transcripts must be sent from the institution where you obtained your Bachelors transcripts and your current institution.

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- periodic payments to the recipient; and
- Unused funds must be returned to the Federal Highway Administration (FHWA) within 90 days of the termination date of the fellowship.

SECTION 12: 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. Department of Transportation (DOT) and the Department will retain an unlimited royalty-free privilege to use the results of the research.

Students' academic programs may include a reasonable amount of teaching as deemed appropriate by the institution as contributing to the Fellowship recipient's academic progress. Fellowship recipients may only accept remuneration for tuition from another source for funding the difference above the \$10,000 limitation for tuition or above the actual tuition amount.

Once an award is made, the proposed Research Plan may be changed only after consultation between the fellowship recipient's Faculty Advisor and the Program Manager, Universities & Grants Programs.

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

SECTION 13: SUBMISSION DATES AND TIMES

Application Deadline: The Eisenhower Graduate Transportation Fellowship application must be submitted in the FHWA TFICS system by 5:00 p.m. Eastern Time on Tuesday, April 21, 2015.

Supporting Documentation: All supporting material (official transcripts, original letters of recommendation, and certified citizenship documentation (if applicable) must be received via mail at the following address 5:00 p.m. Eastern Time on Tuesday, April 28, 2015.

SECTION 14: NOTIFICATION OF SELECTION

Selected fellowship recipients' Faculty Advisor will be contacted by Universities and Grants Programs via e-mail to notify of award selection. It is the applicant's responsibility to provide an accurate e-mail address for the Faculty Advisor.

SECTION 15: HOW TO APPLY

The Eisenhower Graduate Transportation Fellowship application and required documents must be submitted in the Transportation Fellowship Interns and Contractor System (TFICS). No paper applications will be accepted.

STEP 1. TRANSPORTATION FELLOWSHIP INTERNS AND CONTRACTOR SYSTEM (TFICS)

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REGISTRATION

You must register for a Transportation Fellowship Interns and Contractor System (TFICS) to apply. To register for an account, visit the TFICS website:

<https://fhwaapps.fhwa.dot.gov/tficst/default.aspx> .

Screen: TFICS Programs

- Click on the Dwight David Eisenhower Transportation Fellowship Program link
- Enter your email address into the “New User” box. Click the **Register Now** button.

Screen: FHWA Information Systems - Rules Of Behavior

- All users of Federal applications are required to acknowledge and accept security mandated "Rules of Behavior." Rules of Behavior outline what you are expected to do with regards to "Security" while using any FHWA Application. Please read the “Terms and Conditions” of Use and the “Rules of Behavior For a User” in their entirety.
- Upon completion, you are prompted to acknowledge that you understand, agree, and comply with the “Terms and Conditions” of Use and the “Rules of Behavior For a User”.
- If you agree, check the box at the bottom of the page and click **Submit** to create an account in TFICS.
- If you do not agree, click the **Cancel** button. You will not be able to move forward in the application process in TFICS.

Screen: TFICS New User Registration

- Here you will add your personal contact information and create your password. Password Rules: Must be 12 to 25 characters in length and must include: one upper case letter, one lower case letter, one numeric digit, and a special character.
- You are required to complete all fields that have a red asterisk. Once complete, click the **Register Now** button at the bottom of the page.
- You should receive notification that you have successfully registered.
- Your TFICS User ID is also included in this message. Please make a note of your User ID and Password. This is required for any subsequent logins to TFICS.

STEP 2: DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM (DDETFP) GRADUATE FELLOWSHIP APPLICATION

To access the DDETFP Graduate Fellowship Application, enter TFICS and click “DDETFP” the

DDETFP

button. You are now in the DDETFP electronic application.

BEFORE YOU APPLY

- You must read the NOFO.

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- Make sure you meet the eligibility requirements listed in the NOFO.

WHAT YOU WILL NEED

- Permanent address and contact information.
- Information about your education (i.e. transcripts, study plan, research topic).
- Information about your employment experience (i.e. resume).
- Letters of recommendation.

HOW LONG IT TAKES

- The time frame will vary from applicant to applicant.
- If at any point you need to quit, you can save your information and exit.
- You will need your TFICS USER ID and password to update your application.

SUPPORTING DOCUMENTATION

- Supporting documentation is required to complete the application process.
- This is listed in the NOFO and here in Section 15: How to Apply.
- Documents must be sent and received **by 5:00 p.m. Tuesday, April 28, 2015** at the following address:

**Universities & Grants Programs
Technology Partnership Programs, DTS-TP-20
1310 North Courthouse Road, Suite 300
Arlington, VA 22201
TEL: (703) 235-0538**

Attention: U&GP Graduate Fellowship

- No hand delivered of application materials will be accepted. Applicants are encouraged to use a trackable delivery method.

ARE YOU READY TO BEGIN?

- To proceed to the application, select “DDETFP”.

Look for the Federal Funding Opportunity / Requestor Applications (NOFO) Section.

[Click here to Read RFA before completing](#)

The DDETFP Graduate Fellowship should be listed.

Click the [Click here to apply for DDETFP](#) button.

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You don't need to complete all pages or sections during one sitting. You have the option to SAVE the information you have entered into TFICS and return later to complete the application. You will need your USER ID and PASSWORD to reenter TFICS. Once you SUBMIT your application, you may NOT make any changes.

At the bottom of each page, you may have the option of clicking one of the following buttons:

 Takes you directly to the page.

 Saves your information.

 Takes you to the next page.

 Submits your application. Once done, no changes can be made.

Application – Page 1: Personal & Current Education Information

Here you will your personal and current information. All fields with (*) denotes a required field. It is the applicant's responsibility to provide accurate information. If your e-mail address is not accurate you will NOT be notified of your application submission or if your application was accepted for award.

Please ensure the information you have for your Faculty Advisor is correct. At the end of the application you will be required to confirm that the Faculty Advisor's email address you provided on the first page of application form is accurate and your application information will be shared with your Faculty Advisor.

Non-U.S. citizens must attach a valid copy of their Student and Exchange Visitor Information System (SEVIS) Form I-20 issued by the educational institution you attend or I-20 or Permanent Resident Card Form I-551 issued by the U.S. Citizenship & Immigration Service (USCIS). Prior to submission, you will be prompted to certify that you have personally have completed this application and that the information you are providing is complete and accurate. Information is subject to verification.

Application – Page 2: Activity History Colleges/Universities Attended

- Applicants are required to submit transcripts for all institutions in which a degree was obtained. If you are applying as a Doctoral Fellowship, official transcripts must be sent from the institution where you obtained your Master's Degree and your current institution. If you are applying for the Masters Fellowship, official transcripts must be

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sent from the institution where you obtained your Bachelors transcripts and your current institution.

Employers

- Please note if you have transportation related experience.
- List only those internships/employers where a transportation function was performed.
- Later, you will be required to upload a professional resume or curriculum vitae to the TFICS system as directed. You can only upload pdf or docx files. This file cannot exceed 2 pages.

Academic Honors, Scholarships, Offices Held in Student / Professional Organizations, etc.

- Self-explanatory

Community Activities/Organizations

- Self-explanatory

Experience in Transportation Education Programs

- Self-explanatory

Application – Page 3A: Personal Statement

The Personal Statement should include relevant background and future goals. Please outline your educational and professional development plans and career goals. Describe how graduate school will prepare you for a career in transportation. (Limit 8000 characters)

Application – Page 3B: Proposed Research Plan

The Research Plan should summarize both your plan of study and research plan. Describe how your research will impact and enhance the transportation field; contribute to the understanding of transportation, and provide societal benefits. The proposed research must be conducted in one of the Section 5 transportation-related academic disciplines / fields of study. (Limit 8000 characters)

Application – Page 4

Upload Files as directed in TFICS. Please be sure to label files as directed in the Section 15 – How to Apply. All uploaded files must be legible. You can select up to total size of 5MB and can only upload .pdf or .docx files to TFICS.

Transcripts

- Upload transcripts to the TFICS system as directed. Copies of official transcripts may be uploaded with your electronic application. All uploaded files must be legible. You can only upload .pdf or .docx files.
- To complete your application, you will need to send official transcripts from all institutions in which a degree was obtained. Unofficial, copies, or open official copies will not be considered and the application will be considered incomplete.
- Please ensure that you provide enough time for the university to process and mail the

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transcripts to be received by the deadline. It is the applicant's responsibility to ensure that transcripts are received by the identified deadline order for application to be complete and eligible for review.

Letters of Recommendation

- Each applicant must submit four (4) original recommendation and/or endorsement letters. If there are fewer than four letters of recommendation, the application will be considered incomplete and not considered in the review process. Please have your endorser provide a copy for you to upload.
- To be considered ORIGINAL, the letter of recommendation must be sent by the recommender directly to the address listed in Section 15: How to Apply. The original letter must be sealed with the recommender's signature across the sealed section of the envelope. Unsigned and unsealed letters will not be accepted.
- If the applicant is not sending the ORIGINAL letter of recommendation, it is the applicant's responsibility to ensure ample time is provided for the sender to send the ORIGINAL letter, to the address identified in Section 15: How to Apply, so that it is received by the deadline. It is the applicant's responsibility to ensure that four letters of recommendation are received by the identified supporting documentation deadline in order for application to be complete and eligible for review.
- If currently employed in a transportation function, it is imperative that your employer submits an endorsement letter.
- The recommendation 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.).
- If four original letters of reference are not received by the identified deadline, the application will not be considered for review.

Resume / Curriculum Vitae

- Must be eligible and cannot exceed two pages.

Citizenship Documentation

- Upload a valid copy of their Student and Exchange Visitor Information System (SEVIS) Form I-20 issued by the educational institution you attend, or Form I-20 "Certificate of Eligibility for Nonimmigrant Status", or Form I-551 "Permanent Resident Card" issued by the U.S. Citizenship & Immigration Service (USCIS).
- Please do not upload other documentation (I.e. Social Security Card, Driver's License) as it

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will not be considered.

Select the Upload Type. Locate the file you are uploading. Click the  button. As you upload files, they will appear in the chart at the bottom of the page. If you do not see your files, the upload process was not successful.

Before you proceed, please review and confirm that all files are uploaded. All uploaded files must be legible. You can select up to total size of 5MB and can only upload .pdf or .doc files to TFICS.

Application – Page 5 User Agreements / Confirmations

You are required to:

- Confirm that you have read and understand the Federal Funding Opportunity / Request for Applications (NOFO);
- Confirm that you have read and understand the information related to required documents;
- Certify that you personally have completed this application and that the information you are providing is complete and accurate. Information is subject to verification;
- Acknowledge that you understand that the application information will be shared with the Faculty Advisor when you SUBMIT the application, and that the Faculty Advisor email address you provided in the first page of application form is accurate and up to date; and
- Certify that you have attached transcript and have college / university send official transcripts to University and Grants Programs 1310 North Courthouse Road, Suite 300, Arlington, VA 22201. If official transcript is not submitted the application will be incomplete and rejected.

Print the final application for your records, and then click the  button.

Once you submit your application, you will see a box that indicates “your application was successfully submitted.” You will receive an email that provides you the Applicant Number and a summary.

Keep the application number as a reference and within the following months you will be notified of your application status.

SUPPORTING DOCUMENTATION

The following documents must be sent to the address in *Section 15 - How To Apply*.

1. Official sealed transcripts (as described here and in current NOFO).
2. Original sealed letters of recommendation (as described here and in current NOFO).
3. Citizenship Documentation (if applicable) must be submitted if you are not a U.S. citizen (as described here and in current NOFO).

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All supporting documentation for Eisenhower Graduate Transportation Fellowships must be received by 5:00 p.m. Eastern Time on Tuesday, April 28, 2015. Please ensure that you provide enough time for the university to process and mail the transcripts to be received by the deadline. Unofficial transcripts will not be considered in lieu of official transcripts.

Only online TFICS application will be considered. Supporting documentation should be sent to the address listed above. The complete application requires TFICS submission and all supporting documentation as listed here and in the current NOFO.

SECTION 16: APPLICATION COMPONENTS

A complete application package includes the following:

- TFICS Application submission (Pages 1-4 must be completed with required documentation uploaded);
 - Personal Statement (Relevant Background and Future Goals)
 - Proposed Research Plan (Research Plan and Plan of Study)
- Official sealed transcripts. Your academic record is the evaluators' opportunity to view the courses you have taken, allowing them to determine your level of preparation for your proposed plan of research. Thus, it is a significant component of a complete application. Please be sure to upload legible files.
- Original sealed letters of recommendation. Four (4) original letters of recommendation from four different individuals. (Original in a sealed and signed envelope should be sent directly to address identified in Section 15: How to Apply).
- Resume / Curriculum Vitae (Not to exceed two pages).

SECTION 17: RESPONSIBILITY

It is the responsibility of the applicant to ensure the online application is submitted by the deadline. It is the responsibility of the applicant to ensure the delivery of supporting documentation by the deadline identified in Section 15: How To Apply. Applicants are encouraged to use trackable shipping methods. The University & Grants Programs will not reply to individual request regarding material submission. If the applicant has materials sent directly from an academic institution, they are encouraged to keep the receipt from the academic institution as part of their documentation for tracking purposes.

SECTION 18: RETURN OF MATERIAL

Applications and supporting documentation becomes the property of Universities and Grants Programs and will not be returned to applicants.

SECTION 19: 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 application cannot be processed unless all required data is

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submitted. 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 Transportation Fellowship Interns and Contractor System (TFICS) are routinely used to determine eligibility/qualifications for fellowships, and for program evaluation and analysis purposes.