

DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM



PROGRAM ADMINISTRATION GUIDELINES

FOR

LOCAL COMPETITIONS

AT INSTITUTIONS DESIGNATED AS

HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

HISPANIC SERVING INSTITUTIONS

TRIBAL COLLEGES AND UNIVERSITIES

COMMUNITY COLLEGES

AND THOSE DESIGNATED AS SERVING

PEOPLE WITH DISABILITIES FELLOWSHIPS

2016 AWARD CYCLE (JANUARY 2016)

These guidelines are in effect until further notice and were prepared for institutions designated as Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Community Colleges and those serving People with Disabilities participating in the Dwight David Eisenhower Transportation Fellowship Program. Additional copies may be obtained from the Universities and Grants Programs (U&GP), Technology Partnership Programs, Office of Technical Services, Federal Highway Administration. Versions dated before January 2016 should be destroyed.

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
LOCAL COMPETITION FELLOWSHIP ADMINISTRATION GUIDELINES**

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**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
LOCAL COMPETITION FELLOWSHIP ADMINISTRATION GUIDELINES**

BACKGROUND

The Dwight David Eisenhower Transportation Fellowship Program (DDETFP) is currently authorized by Public Law 112-141, Moving Ahead for Progress in the 21st Century (MAP-21). The DDETFP is intermodal, interdisciplinary, and encompasses all modes of transportation. The DDETFP is managed and administered by the Universities and Grants Programs (U&GP). Since its inception over 2,000 DDETFP fellowships totaling over \$30 million have been awarded to recipients.

The DDETFP seeks to attract the nation's brightest minds to the field of transportation; to enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and to retain top talent in the transportation industry of the United States. To accomplish this, the DDETFP gives fellowship awards to students and transportation professionals pursuing transportation related disciplines. There are eight different fellowships within the DDETFP:

- **Eisenhower Graduate (GRAD) Fellowship** enables students to pursue master’s degrees or doctorates in transportation-related fields at the education institution of their choice.
- **Eisenhower Grants for Research (GRF) Fellowship** acquaints undergraduates and graduate students with transportation research, development, and technology transfer activities at U.S. Department of Transportation facilities.
- **Eisenhower Historically Black Colleges and Universities (HBCU) Fellowship** provides HBCU students with additional opportunities to pursue transportation-related education preparing them to enter careers in transportation. HBCU Fellowships also serves as a feeder for other Eisenhower fellowships.
- **Eisenhower Hispanic Serving Institution (HSI) Fellowship** provides HSI students with additional opportunities to pursue transportation-related education preparing them to enter careers in transportation HIS Fellowships also serve as a feeder for other Eisenhower Fellowships.
- **Eisenhower Tribal College and Universities (TCU) Fellowship** provides TCU students with additional opportunities to pursue transportation-related education preparing them to enter careers in transportation. TCU Fellowships also serve as a feeder for other Eisenhower fellowships.
- **Eisenhower People with Disabilities (PWD) Fellowship** provides additional opportunities for people with disabilities to pursue education that prepares them to enter careers in transportation. The PDW Fellowships also serves as a feeder program for other Eisenhower fellowships.
- **Eisenhower Intern (EIF) Fellowship** provides students with opportunities to perform a wide range of significant transportation-related activities at public and private-sector transportation organizations.
- **Eisenhower Community College (CC) Fellowship** provides students at community colleges with opportunities to enter careers in transportation. This fellowship serves as a feeder for other Eisenhower fellowships.

The objective of the **DDETFP Local Competition** is to facilitate the administration of the DDETFP at institutions that are currently designated as Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal College & Universities, Community College, and those designated to serve People with Disabilities Fellowships.

| Category | Certification |
|--|--|
| Tribally Colleges and Universities (TCU) http://www2.ed.gov/programs/idadesaitcc/eligibility.html | Accredited TCU as identified by the White House Initiative on American Indian and Alaskan Native Education |
| Community College (CC) http://www2.ed.gov/about/offices/list/ovae/pi/cclo/index.html | Two-year public institutions providing higher education and lower-level tertiary education, granting certificates, diplomas, and associate's degrees |
| Hispanic Serving Institutions (HSI) http://www2.ed.gov/programs/idadeshsi/eligibility.html | FY16 Designation as an Eligible Institution for Title III and Title V Programs |
| Historically Black Colleges and Universities (HBCU) http://www2.ed.gov/programs/idadestitle3b/eligibility.html | Accredited HBCU as identified by the White House Initiative on Historically Black Colleges and Universities |

DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM LOCAL COMPETITION FELLOWSHIP ADMINISTRATION GUIDELINES

PURPOSE

The purpose of the **Local Competition (LC)** is to stimulate interest among students attending HBCUs, HSIs, TCUs, CCs and institutions designated to serve PWDs to conduct transportation-related research, pursue transportation-related degrees, to enter the transportation workforce and to serve as a feeder to the Eisenhower GRAD, GRF, and IF.

COLLEGE/UNIVERSITY PROGRAM PARTICIPATION REQUIREMENTS

Each interested Institution is required to submit a DDETFP Local Competition application package that includes:

- Key Contact / Institution Data¹ – This information is required to facilitate the award process. The Grantee must be registered at www.SAM.GOV and their account active and up to date..
- Eisenhower Selection Panel² – Panel must consist of a minimum of three members including at least one individual who is employed by the local FHWA Division Office.
- Campus Recruitment Plan³ - Briefly describe how the Eisenhower Program will be advertised, announcements and application distributed, panels convened, and recipient selected and notified.
- Planned Timelines/Schedule⁴ - Dates associated with posting the announcement, application due dates, selection panel meeting, proposed recipient package, and accomplishment report
- Fellowship Local Competition Announcement⁵
- Fellowship Local Competition Application⁶
- SF 424B
- Grants.gov Lobbying Form

FHWA will review all submitted DDETFP – Fellowship Program Plans for HBCUs, HSIs, TCUs, PWDs and CCs to determine their eligibility to participate and host the Eisenhower Transportation Fellowship Program they are applying for. **This Plan must be received by March 19, 2016. The plan will be evaluated to ensure program requirements are addressed. FHWA will notify educational institutions of the status of the submission no later than March 31, 2016.** No educational institution will be permitted to run a local competition unless this step has been completed. To ensure consistency in program management requirements, there will be no exceptions.

STUDENT ELIGIBILITY REQUIREMENTS

Eisenhower Fellowship Applicants must:

- Possess a baccalaureate degree from a U.S. accredited institution or be a confirmed graduating senior at an U.S. accredited institution⁷;
- 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

1 Key Contact / Institution Data – Forms / Template found in Appendix A of this document, page i.

2 Eisenhower Selection Panel Sheet – Forms / Template found in Appendix of this document, page i.

3 Campus Recruitment Plan – Forms / Template found in Appendix A of this document, page ii.

4 Planned Timelines/Schedule – Forms / Template found in Appendix A of this document, page ii.

5 Basic Application – Template found in Appendix A of this document, pages iii-v

6 Sample Announcement – Found in Appendix A of this document, page vi

7 This eligibility requirement is not applicable for Community College Fellowship Applicants.

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the educational institution you attend or I-20 or Permanent Resident Card Form I-551 issued by the U.S. Citizenship & Immigration Service (USCIS). Applications without this information will be considered incomplete.

A list of acceptable transportation-related disciplines can be found on page VII of Appendix A to this document or on the U&GP website (<http://www.fhwa.dot.gov/tpp/ddetfp.htm#FellowshipsDiscip>).

HBCU, HSI, PWD Fellowships are intended for:

- Undergraduate students (juniors and seniors) pursuing transportation-related undergraduate degrees who plan to enter the transportation profession upon completing their higher education.
- Graduate students (Masters or Doctorate) pursuing transportation-related graduate degrees who plan to enter a transportation profession upon completing their higher education.

TCU Fellowships are intended for:

- Undergraduate students (sophomores, juniors, and seniors) pursuing transportation-related undergraduate degrees who plan to enter the transportation profession upon completing their undergraduate education.
- Graduate students (Masters or Doctorate) pursuing transportation-related graduate degrees who plan to enter a transportation profession upon completing their graduate education.

CC Fellowships are intended for:

- Students pursuing transportation-related degrees at a community college who plan to enter the transportation workforce as a technician; or
- Students who plan to continue their educational pursuits at a 4-year institution and enter the transportation profession upon completing their higher education.

PROGRAM ADMINISTRATION

Each participating Institution shall designate an **Eisenhower Campus Program Manager and a backup Campus Manager**. **Eisenhower Campus Manager** responsibilities are to:

- **All institutions interested in hosting a DDETFP Local Competition must apply annually.** Respond to the Notice of Funding Opportunity (NOFO) and submit application package by March 19, 2015 the date and time identified in the NOFO on page 1.

To submit applications electronically, send them to following e-mail address:

To: FHWA_UGP@dot.gov

Subject: DDETFP LC Application – (Insert School Name)

To submit application via the United States Postal Service or private courier service, please send them to the following address:

Universities and Grants Programs
Technology Partnership Programs, DTS-TP-20
1310 North Courthouse Road, Suite 300
Arlington, VA 22201

Attention: DDETFP LC Application – (Insert School Name)

- The DDETFP Local Competition application package for the applying institution will consist of:
 - Key Contact / Institution Data – This information is required to facilitate the award process.
 - Eisenhower Selection Panel – Panel must consist of a minimum of three members including at least one individual who is employed by the local FHWA Division Office.
 - Campus Recruitment Plan - Briefly describe how the Eisenhower Program will be advertised, announcements and application distributed, panels convened, and recipient selected and notified.
 - Planned Timelines/Schedule - Dates associated with posting the announcement, application due dates, selection panel meeting, proposed recipient package, and accomplishment report

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- Copy of proposed Fellowship Local Competition Announcement
- Copy of proposed Fellowship Local Competition Application
- SF 424B
- Grants.gov Lobbying Form
- Briefly address the ten (10) items at **6. EDUCATIONAL INSTITUTION ORGANIZATIONAL INFORMATION (6a-6i)** on pages 9 and 10 of the NOFO #DTFH6416RA00001.

Failure to provide all aforementioned items will result in an incomplete application.

- Be prepared to, print, and distribute announcements to all potential applicants as soon as possible after receiving FHWA notice of selection/proceed.
- Prepare and distribute applications. The application template⁸, to be customized with the institution's name and logo, is provided in Appendix A – page vi - page v. Institutional applications may include, in addition to the data elements from the application template, any educational and employment history, names of references, accomplishments and other information the college or university seeks for student evaluation. It is mandatory that the Institution use the application template provided in this document. To ensure we have all required data to process 2016 awards, prior year applications will not be accepted. All applications **must** be typed. Handwritten applications will not be accepted. The DDETFP Local Competition Fellowship application deadline should be on or before **May 1, 2016**.
- Designate and convene a panel to evaluate and rank Fellowship applications. The panel shall be named the Eisenhower Fellowship Selection Panel @ Insert Institution Name Here and shall be composed of a minimum of three members, at least one of who is employed by the FHWA Division Office in your State. The Panel should be convened no later than **May 15, 2016**.
- Submit a Proposed Recipient Package inclusive of Selection Panel Members, ranked and rated list of proposed recipients along with their completed application files to the Program Manager, U&GP, no later than **May 30, 2016**.⁹ The list of proposed recipients submitted **after** May 30, 2016 may not be considered for fellowship funding. The following items must be submitted with the ranked list:
 - Names and titles of the Eisenhower Selection Panelists including the date, time, and location of the Panel meeting.
 - A complete applicant report providing the total number of student applications reviewed. Names of all applicants must be provided. **Applicants who were not selected as recipients** should be included in the list preceded by the statement: "The following is a list of applicants who were not qualified and therefore, not ranked by the Selection Panel."
 - Applicants who are selected as recipients shall be ranked according to merit and included on one list with no distinction based on educational level.
 - Complete files shall be submitted with the ranked list for all selected recipients. These files shall include:
 - Typed and signed application form;
 - All information is required unless designated as optional.
 - Signatures for Applicant, Faculty Advisor, and Campus Manager are required.
 - Personal Statement;
 - Plan of Study;
 - Official Transcripts; and
 - Four Recommendation Letters.

FHWA will review all submitted materials for completion. Campus Managers should note that all application packages must be complete when rankings for the Local Competition are submitted to FHWA. Incomplete application packets will be designated as ineligible and will not be considered for award.

⁸ The template corresponds with the information collected in the U&GP database.

⁹ The list of proposed recipients submitted **after** May 30, 2016, may not be considered for fellowship funding.

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- Notify Eisenhower recipients of their selection for the fellowship within two (2) weeks of receipt of U&GP Program Manager's written notification. Ensure that all recipients meet enrollment criteria and complete all acceptance forms. Acceptance forms must be received by the U&GP staff on or before **June 30th**.
- FHWA will process DDETFP Local Competition Grants between June 15, 2016 and August 15, 2016. To ensure we meet deadlines, forms received after June 30, 2016 will not be accepted. FHWA will work directly with the Grant Official or designee to ensure documents are signed and returned in a timely manner.
- The Eisenhower HBCU, HSI, TCU, PWD and CC Fellowships will be awarded no later than **August 15th**. If this action is not completed by the deadline there will be no funding provided, **no exceptions will be made after the deadline**. This deadline has been established to support end of the year Program Closeout and to ensure funding is applied by the beginning of the academic year. **If your institution begins prior to September 1, 2016, please notify the Program Manager in advance so that the schedule can be adjusted accordingly.**
- Serve as liaison to the U&GP staff, and ensure adherence of all DDETFP requirements.
- Meet with students **at least two times per quarter/semester** to discuss academic progress, Transportation Research Board (TRB) Annual Meeting participation and opportunities for broader exposure in the transportation field.
- Establish a system to manage DDETFP to include:
 - Reviewing Recipient accounts with the appropriate College / University financial office at the end of each quarter/semester;
 - Sending year-end reports to U&GP on or before **June 30th**;
 - Ensuring that all unused funds are returned to the U&GP office within **90 days** of completion of the Fellowships.
- Ensure that all modifications and changes are approved by the Program Manager, U&GP.
- Ensure that the Program Manager, U&GP, is notified of **any** changes in the recipient's academic and/or enrollment status.
- Submit an institutional annual accomplishments report to the Program Manager, U&GP, for the preceding year no later than **June 30th**. The report should provide summaries of the academic achievements of the fellowship recipients, summaries of student research projects conducted by the recipients, and a financial accounting of funds received and report of any unused funds to be returned.
 - Future awards are contingent upon the timely receipt of the required accomplishment report.
- Copies of recipients' completed research projects should be submitted no later than June 30th.

CRITERIA FOR SELECTION PANEL EVALUATION

Fellowships will be awarded on the basis of merit. Evidence of merit will include:

- Academic Record (25 Points)
- Potential for Outstanding Career in Transportation (25 Points)
- Proposed Research Plan / Plan of Study (25 Points)
- Quality of Recommendation Letters – 4 Letters required (20 Points)
- Overall Quality of Application (5 Points)

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TENURE

- The duration of the fellowship will be 9 to 12 months for each academic year.
- Fellowship recipients are eligible for funding only during the months of **full-time** enrollment in undergraduate or graduate degree programs, or during on-site research projects or internships with approved transportation agencies.
- Recipients are only allowed to receive the fellowship for a maximum of two consecutive year from the same institution.
- During the tenure of the award, the recipient must maintain satisfactory academic performance as established by the college or university.

FUNDING

The fellowship, if applicable will cover tuition, fees, and/or program-related expenses. All recipients **may not** receive a full award (i.e. tuition, stipend, and travel to the Transportation Research Board (TRB) Annual Meeting.) Recipient awards will be based on the ranking given and available funding.

Eisenhower Campus Program Managers will determine stipends based on the local cost of living figures and shall be calculated as follows:

| Monthly Stipend | |
|-------------------|---------------|
| Associate's Level | Up to \$1,000 |
| Bachelor's Level | Up to \$1,450 |
| Master's Level | Up to \$1,700 |
| Doctoral Level | Up to \$2,000 |

- Recipients shall be advised that **the stipend portion of the award is taxable.**¹⁰
- All program-related expenses must be supported by receipts/invoices.
- **All unused funds must be returned to the Federal Highway Administration (FHWA) within 90 days of the conclusion of the fellowship, early departure, or graduation.**

TRANSPORTATION RESEARCH BOARD ANNUAL MEETING (TRB)

Recipients will be provided a **one-time** expenditure (up to \$1,500) for travel to Washington, D.C. to attend the TRB Annual meeting held January 2017.

The recipients are responsible for logging on to www.trb.org and registering themselves and for arranging travel and hotel accommodations through the College / University to obtain the most cost-efficient rates. Discounted registration is provided for all Eisenhower recipients. **Since funding is provided, attendance at TRB is mandatory.** In addition to attendance at TRB, it is also required that students attend **ALL** Eisenhower Events. All Students should plan to arrive by Sunday, and leave **after** the Networking Reception on Tuesday evening. If students have other commitments (i.e., presentations or poster sessions) during TRB they **must** notify the U&GP Program Manager in advance and get approval in advance. **Campus Managers are responsible for students securing per diem for their trip by December 15, 2016.**

Recipients are also required, regardless of funding level, to submit an abstract of their research (or proposed research) for review and consideration for presentation at TRB. The abstract will contain **300 words** maximum. Selected recipients will be required to deliver a 10 – 15 minute presentation describing their research project at the meeting.

¹⁰ Refer to the Internal Revenue Service Publication 970 – Tax Benefits For Education
DDETFP GUIDELINES - LC (2016 Award Cycle)

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The following contact information shall be provided with each abstract:

- a. Name of Recipient;
- b. Name of Eisenhower Campus Manager;
- c. Name of Faculty Advisor;
- d. University / College;
- e. Research Title;
- f. Major of Recipient; and
- g. Name as it is to appear on the TRB Badge.

The abstract should be submitted electronically through the Eisenhower Transportation Fellowship Campus Manager no later than **September 16th** to U&GP Staff at Universities and Grants Programs Staff transportationedu@dot.gov.

Note: Campus Managers should ensure student travel arrangements (registration, lodging, per diem and airfare) for TRB should be completed by December 15, 2016.

INTERNSHIPS

Recipients may study or participate in research at transportation organizations during their tenure if, in the judgment of the faculty advisor and the Eisenhower Campus Program Manager, such study will enhance their knowledge in transportation. The Program Manager, U&GP **must** approve all internships. The stipend rate will remain the same.

PROJECT REQUIREMENTS

- All Fellowship Recipients shall prepare a thesis/dissertation, or research paper on a topic directly related to a relevant transportation problem or issue. The Faculty Advisor must approve student research topics.
- Recipients are required to attend TRB held in January in Washington, D.C. and be prepared to present on their research project.
- The results of all research will be the property of FHWA and a copy must be made available to FHWA on an unlimited, royalty-free basis.
- **Upon completion of the fellowship, a copy of each student's thesis/dissertation, or research paper and any other related research must be submitted to the Program Manager, U&GP, along with the educational institutions year end DDETFP report.**

RESTRICTIONS

- Reimbursements of College / University administrative or overhead costs are prohibited.
- Recipients are eligible for funding only during the months of full-time enrollment in a degree program, or during on-site research projects or internships at federal, state, or local government agencies.
- **All unused funds must be returned to the Federal Highway Administration within 90 days of the conclusion of the fellowship, early departure or graduation.**
- Fellowships do not cover dependents of DDETFP recipients.
- Recipients must notify the Program Manager immediately on the acceptance of any additional Federal funded fellowships or similar scholarships. Receipt of additional funding may impact funding provided via the Eisenhower Fellowship Program.
- **Any changes to the grant agreement must be approved, in writing, by the Program Manager/Agreement Officer, U&GP.**

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- If a recipient declines or departs early from the DDETFP fellowship award, only the Program Manager, U&GP, has the discretion to approve selection of the next applicant on the ranked list.

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.

U&GP STAFF RESPONSIBILITIES

U&GP staff will provide all participating Institutions with Program Guidelines when the institutions enter the program and when new guidelines are issued. U&GP staff is available to respond to programmatic questions and schedule site visits when requested. The Program Manager, U&GP, will make final decisions on any requests for program changes.

Recipient Selection: The Program Manager, U&GP, will make the final selection of recipients. Participating institutions will be notified of the selection and funding decisions by **June 1st**.

Fellowship Awards: U&GP staff will send all recipient forms to the Eisenhower Campus Program Manager for processing. Grant agreements will be sent to the campus grant official upon receipt of the completed recipient forms.

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
LOCAL COMPETITION FELLOWSHIP ADMINISTRATION GUIDELINES**



U&GP CONTACT INFORMATION

**Universities and Grants Programs (DTS-TP-20)
Technology Partnership Programs
Federal Highway Administration
1310 North Courthouse Road, Suite 300
Arlington, VA 22201
(703) 235-0593 Fax**

Web Site: <http://www.fhwa.dot.gov/tpp/ugp.htm>

E-mail: transportationedu@fhwa.dot.gov

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
2016 DDETFP LOCAL COMPETITION FELLOWSHIP PROGRAM PLAN**

Key Contacts / Institution Data

(This information is required to facilitate the award process. Recipient must be registered in www.SAM.GOV)

| | |
|--|------------------|
| Institution Name _____ | |
| Type of Institution (HBCU, HSI, TCU, CC, PWD): _____ | |
| Campus Manager _____ | Department _____ |
| Email _____ | Phone _____ |
| | |
| Chairperson _____ | Department _____ |
| Email _____ | Phone _____ |
| | |
| Grant Official - Individual with legal authority to enter into a grant agreement with the Federal Highway Administration | |
| Name _____ | Title _____ |
| Email _____ | Phone _____ |
| | |
| Grantee Name (As it appears in SAM.GOV) _____ | |
| Address (As it appears in SAM.GOV) _____ | |
| _____ | |
| _____ | |
| Grantee DUNS Number +4 _____ | |
| Tax Identification Number (TIN) _____ | |

Eisenhower Selection Panel

(A minimum of three members, at least one of who is employed by the local division of FHWA.)

| | |
|----------------------------|-------------|
| Panel Member #1 Name _____ | |
| Organization _____ | Title _____ |
| | |
| Panel Member #2 Name _____ | |
| Organization _____ | Title _____ |
| | |
| Panel Member #3 Name _____ | |
| Organization _____ | Title _____ |
| | |
| Panel Member #4 Name _____ | |
| Organization _____ | Title _____ |
| | |
| Panel Member #5 Name _____ | |
| Organization _____ | Title _____ |

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
2016 DDETFP LOCAL COMPETITION FELLOWSHIP PROGRAM PLAN**

Campus Recruitment Plan

(Briefly describe how the Eisenhower Program will be advertised, announcements and application distributed, panels convened, and recipient selected and notified. Please attach additional sheet if necessary.)

Web link to course catalog HTTP://_____

What Academic Programs Exist at the Institution?

- | | |
|--|---|
| <input type="checkbox"/> Sciences | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Business | <input type="checkbox"/> Public Policy |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Aviation |
| <input type="checkbox"/> Human Development | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Law | |

Plan Timeline / Schedule

- Planned Announcement Posting Date: _____
(Attach a copy of campus announcement or provide web address)
- Institutional Application Due Date: _____
(Attach a copy of application)
- Eisenhower Selection Panel Meeting Date: _____
- Submission of Proposed Recipient Due Date: _____
- Submission of Annual Accomplishments Report Due Date: _____

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
2016 EISENHOWER TRANSPORTATION FELLOWSHIP APPLICATION (Part 1)**

Application MUST be typed and complete. Printed / Handwritten and incomplete applications will not be considered.

| | | | |
|---|---|--|-----------------|
| Name | | * Signature of Applicant (Required) | |
| Current Address | | Phone Number: | E-mail Address: |
| Permanent Address | | Phone Number: | |
| <p>Check one box and circle year to indicate your status as of 9/1/2015:</p> <p> <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral ___ 1st Year ___ Junior ___ 1st yr ___ 1st yr ___ 2nd yr ___ 2nd Year ___ Senior ___ 2nd yr ___ 3rd yr </p> | | <p>RACE (optional)</p> <p> <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> African/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other </p> | |
| U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please attach a CERTIFIED copy of Certificate of Eligibility (SEVIS I-20) or Permanent Resident Card (Form I-551) issued by the C.I.S.. | | <p>ETHNICITY (optional)</p> <p> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Hispanic or Latino in Puerto Rico <input type="checkbox"/> Not Hispanic or Latino in Puerto Rico </p> | |
| Gender: | Experience in Other Transportation Educations Programs | | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> ENO Fellow-Yr____ <input type="checkbox"/> NSTI - Yr____ <input type="checkbox"/> DDETFP Yr ____ <input type="checkbox"/> UTC Award Yr ____ <input type="checkbox"/> STIPDG Yr ____ | | |
| College / University | | Applicant's Major (i.e. Civil Engineering, Urban Planning) | |
| Academic Department | | Applicant's Field of Study (i.e. Traffic Studies, Physical Planning) | |
| Faculty Advisor | | Campus Program Manager | |
| Name: | | Name: | |
| Title: | | Title: | |
| Campus Mailing Address: | | Campus Mailing Address: | |
| Telephone No.: | | Telephone No.: | |
| E-mail Address: | | E-mail Address: | |
| _____ *Signature of Faculty Advisor (Required) | | _____ *Signature of Campus Program Manager (Required) | |
| Date | | Date | |

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
2016 EISENHOWER TRANSPORTATION FELLOWSHIP APPLICATION (Part 2)**

Must be typed

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 your education will prepare you for a career in transportation. (Limit 8000 characters)

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
2016 EISENHOWER TRANSPORTATION FELLOWSHIP APPLICATION (Part 2)**

Must be typed

Proposed Plan of Study

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

| |
|--|
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SAMPLE ANNOUNCEMENT INFORMATION

When announcing your Fellowship on campus the information below may be helpful in constructing your announcement on your campus.

CONTENTS

Objectives of the Program, Disciplines, Eligibility Requirements, Selection, Criteria for Evaluation, Stipend, Tuition and Taxes, Tuition Cap, Funding, Conditions of Acceptance, Schedule, How to Apply, Application Forms

OBJECTIVES OF THE PROGRAM

The **EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM** provides funding for the pursuit of Associates, Bachelors (junior and senior), Masters or Doctoral Degrees in transportation related fields. The program objectives are to attract the nation's brightest minds to the field of transportation; to enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and to retain top talent in the transportation industry of the United States. The Dwight David Eisenhower Transportation Fellowship Program encompasses all modes of transportation.

ELIGIBILITY REQUIREMENTS

Include the all requirements that are applicable to the program you are announcing.

All Fellowships: Applicants must be enrolled in an accredited U.S. institution of higher education, must be pursuing a degree in a full-time program and be enrolled for the entire academic year, must be in a transportation-related discipline, must conduct ongoing research in one or more transportation-related disciplines, and should be planning to enter the transportation profession after completing their higher level education.

HBCU, HSI, and PWD Fellowships: Applicants applying for the Eisenhower HBCU, HSI, and PWD Fellowships **must** be at least an undergraduate junior or higher at the start of the upcoming Fall Semester.

TCU Fellowships: Applicants applying for the Eisenhower TCU Fellowship **must** be at least an undergraduate sophomore or higher at the start of the upcoming Fall Semester.

CC Fellowships: Applicants, applying for the Eisenhower Community College Fellowships must be enrolled in an accredited United States institution of higher education, must be pursuing a degree in a full-time program, must be in a transportation-related discipline, must conduct ongoing research in one or more transportation-related disciplines, and should be planning to enter the transportation profession after completing their education.

ALL Fellowships: Foreign students who are not U.S. citizens **must** provide a certified copy of their student I-20 ID from the College / University or I-551 Permanent Resident Card that is issued by the U.S. Citizenship and Immigration Service (CIS)¹¹. Applications without this information will not be considered complete.

CRITERIA FOR EVALUATION

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

- Academic Record¹² (25 Points)
- Potential for Outstanding Career in Transportation (25 Points)
- Proposed Research Plan / Plan of Study (25 Points)
- Quality of Recommendation Letters – 4 required (20 Points)
- Overall Quality of Application (5 Points)

11 A Permanent Resident Card (Form I-551), commonly known as a Green Card, is evidence of your status as a lawful permanent resident with a right to live and work permanently in the United States. It also is evidence of your registration in accordance with United States immigration laws. Once students are accepted by the school, the University / College provides students a form known as a Certificate of Eligibility (SEVIS I-20).

12 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.

TUITION CAP

Annually a maximum of \$10,000 in tuition and mandatory fees will be covered. All recipients *may not* receive a full award (i.e. tuition, stipend, and travel to Transportation Research Board (TRB) Annual Meeting). Recipient award will be based on the rankings from the local Selection Panel. Recipients will receive a minimum of \$1,500, for attendance at the Transportation Research Board's Annual Meeting.



UNIVERSITIES & GRANTS PROGRAMS

Transportation Related Academic Disciplines*

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

* Other Transportation-Related disciplines may be approved on a case by case basis by the Universities and Grants Programs, Program Manager.