

GRADUATE FELLOW GUIDE



FALL 2024, v.1



Guiding your experience as an OSU Graduate Fellow

Graduate fellowships provide tuition support, health insurance and a stipend that is intended to help defray living expenses (e.g., rent, food) during a research training period. In some circumstances, the fellowship may also include support for mandatory fees.

As a graduate fellow, it is expected that you: (1) familiarize yourself with any award requirements, (2) have regular meetings with your major professor to assist you in evaluating, monitoring, and modifying your goals/objectives, (3) develop competencies related to personal and professional growth, and (4) evaluate your progress towards expected academic and research pursuits.

As graduate fellowships differ greatly from graduate assistantships at OSU, you should familiarize yourself with the listed “Helpful Resources” and go through the ten-point checklist provided on the next page to better understand payments, benefits, expectations, and other pertinent pieces of your graduate fellowship.

In addition to online resources, reach out to the Graduate School contact for an in-person/Zoom discussion on the specific logistics of your fellowship award.

Helpful Resources:

Understanding Graduate Fellowships

- [Graduate School - Introduction to Graduate Fellowships](#)
- [OSU Graduate Fellowship Handbook](#)

Developing Skills

- [Graduate School – Take the Self-Assessment](#)
- [Graduate School – Mentee Skill Development](#)

Fostering Mentor/Mentee Relationship

- [University of Michigan – Graduate Student Mentee Guide](#)

Evaluating Progress

- [Graduate School – Progress Information for Programs](#)
- [NSF Annual Report Template](#)

Grad School Contact:

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10 key points to understanding your Graduate Fellowship

- 1. [Registration and Academic Progress Requirements](#)**
 - I must take at least 12 credits each academic term (9 credits if tuition is provided by source outside OSU) and 3 credits maximum in summer.
 - I must be in good academic standing as determined by both the Graduate School and my academic unit.
- 2. [Stipend](#)**
 - I will receive pre-paid stipends either at the beginning of each academic term or the beginning of each month, and the payment schedule is outlined in my fellowship letter of offer.
 - I understand payments may be delayed if I am not correctly enrolled or the fellowship appointment has not been set up due to award delays.
- 3. [Tuition + Fees](#)**
 - My tuition will be covered in full, provided I am enrolled in EXACTLY 12 credits in each academic term and 3 credits in summer. If I enroll in more credits, any additional tuition charged is my responsibility.
 - My mandatory fees will be: (1) included in my stipend payment, (2) paid by my fellowship a few weeks after the start of the term, or (3) solely my responsibility.
 - If I take Ecampus credits, I will need to wait a few weeks before I receive an additional payment to cover my full tuition if I take EXACTLY 12 credits in an academic term.
- 4. [Summer Fellowship](#)**
 - If I am on fellowship in the summer, most payments will not occur until early July. Additionally, tuition (and fee support, if provided) typically come from departmental or grant funding.
 - If I am not appointed in summer, I can continue health insurance coverage by submitting the [Summer Triple Form](#) by May 1st.
- 5. [Health Insurance](#)**
 - I will be automatically enrolled in fellow-only coverage, and if not covered by fellowship funding, I will be responsible for 10% of the cost monthly on my student account.
 - I can [opt-out of coverage](#) if I can confirm a comparable plan, and I am able to add qualified dependents.
- 6. [Activity Reporting](#)**
 - My fellowship may require reporting monthly, quarterly, or yearly, typically signed off by my mentor.
 - I may also have to complete a [Responsible Conduct of Research](#) training to maintain my fellowship.
- 7. [Supplementary Funding](#)**
 - I cannot work at OSU in any type of position while on my fellowship appointment, including summer.
 - I may be able to seek employment outside OSU while on my fellowship, but I should check with my fellowship's specific requirements.
 - I may be able to accept OSU and/or external scholarships in any amount on top of my fellowship funding.
- 8. [Tax Liability](#)**
 - Stipends I receive to cover incidental expenses, such as room and board, travel, and optional equipment are considered taxable income by the federal and local government.
 - I will not get a W-2 for my fellowship stipends, and it may not be available on any federal form.
 - I should consult with a professional tax advisor if I have personal questions about my taxes.
- 9. [Training/Mentorship](#)**
 - I am expected to [develop a mentoring plan](#) with my major professor. This plan should be reviewed regularly and revised as needed.
 - I should monitor my time and effort independently to ensure I am using my fellowship time to pursue my research and educational objectives.
- 10. [Fellowship Renewal](#)**
 - Depending on my fellowship award, I may be re-appointed as a fellow, need to declare my fellowship intentions, or may be provided a one-time fellowship for as short as an academic term.
 - If I [change between graduate appointment types](#), I should keep in mind that payments vary between fellowships (*pre*-paid stipends) and assistantships (*post*-paid wages).