## Model Letter of Offer for Fellowship Stipend Support

**Note to Academic Department, Graduate Programs, and Training Grant/Fellowship Principal Investigators**

This letter of offer constitutes a notice of additional stipend support for eligible graduate fellows under the Alternatively-Funded Fellowship Program. This supplementary stipend support cannot exceed the amount provided by the external fellowship award, and the combined total must meet or exceed the prevailing recommended minimum rate for .49 FTE graduate appointments as established annually by the Graduate School. This letter is specifically developed for graduate fellows and should not be used for other appointments. This letter does not offer admission to the University. Conditions for renewal of this fellowship stipend support should not be stated in this letter of offer.

All paragraphs listed below are required as noted. Please clearly articulate the stipend support to be received and the schedule and method under which the funding will be disbursed.

This letter must be signed by the individual who has signature authority over the graduate fellowship, such as a dean, academic department head/chair, graduate program director, or principal investigator.

Once this letter is signed/offer accepted by the student, this letter must accompany the Graduate Fellow appointment form found on OSCAR at <https://oscar.oregonstate.edu/Public/Recruit.aspx> (then click on Appoint-Graduate Fellow) and the Graduate Fellow Letter of Offer – template available at: <https://gradschool.oregonstate.edu/finance/graduate-fellowships-and-scholarships/graduate-fellow-offer-and-renewal-letters>.

Please commit no more than a one year of stipend support in this notice, which may overlap fiscal years.

**Note: *9-Month Fellowships: the academic year beginning and ending dates are***

 ***September 16 – June 15. 9-month fellowships generally start and end on an academic year basis. Term beginning and ending dates are as follows:***

***Fall: September 16 – December 15***

 ***Winter: December 16 – March 15***

 ***Spring: March 16 – June 15***

 ***Summer: June 16 – September 15\****

***\*If you are hiring a 9-month graduate fellow for summer session, the fellowship dates must be between June 16 and September 15.  Hire dates outside of this timeframe will negatively affect the health insurance options made available to the graduate fellow.***

***If the fellowship is for the fiscal year, please use the following dates September 16 – September 15.***

***\*All fellowship letters must be provided at least 30 days before the start of the fellowship.***

***\*Please note that fellowships may have dates that overlap with a student’s ability to accept a GTA or GRA appointment, early termination may be required.***

***Do not deviate from these dates in the letter.***

**If you have questions regarding this model letter or the Graduate Fellow process, including eligibility, contact the Graduate School via email:** **Graduate.Scholarships@oregonstate.edu****.**

***(PLEASE COPY, REVISE AND PRINT ON YOUR DEPARTMENT LETTERHEAD)***

**USE THIS MODEL LETTER FOR
2020-2021 ACADEMIC YEAR STIPEND SUPPORT SCHOLARSHIPS ONLY**

[Date]

Dear [Student]:

Congratulations on your selection as a 2020-21 [Name of Graduate Fellowship] graduate fellow.

This memorandum serves as formal notice of financial support towards your Graduate Fellow appointment beginning on [Begin Date] and ending on [End Date].

You will receive a stipend support scholarship in the amount of [Amount] for [Academic Terms] terms of the 2020-2021 academic year, for a total sum of [Total Amount]. This funding is in addition to the stipend provided by [Name of Graduate Fellowship].This stipend support will be for the maximum cost of [9 or 12 **- 9 if tuition support is external to OSU, 12 if tuition support is from OSU fund]** credits of enrollment per term during the academic year [and 3 credits in summer, **if applicable]** through [Name of Fund]. You will be responsible for the tuition cost for any credits beyond the maximum listed per term and for the costs of any mandatory fees.

Eligibility for this stipend support scholarship is contingent upon:

* Your continued status as a graduate degree-seeking student in good standing as determined by the Graduate School and your program in the field of [Graduate Major];
* Your continued sponsorship under the [Name of Graduate Fellowship] program.
* Your status as a graduate degree-seeking student at OSU enrolled in the required credits each academic term of the fellowship appointment.

Please note that audit registrations, course withdrawals, and INTO-OSU courses may not be used to satisfy enrollment eligibility for this tuition scholarship.

Contact the appointing graduate program if you have questions regarding this stipend support.

This stipend support scholarship will be posted directly to your student account at the beginning of each term you are on the Graduate Fellow appointment during the 2020-2021 academic year, provided you are enrolled as required.

Please be aware that acceptance of another offer of support may invalidate or reduce this offer. Students on appointment as Graduate Assistants are not simultaneously eligible for Graduate Fellow appointments or tuition waiver scholarships because full tuition remission accompanies Graduate Assistantships. Please keep the Graduate School informed of any Graduate Assistantship appointments you might subsequently accept during your fellowship period so that your tuition payments may be appropriately coordinated.

If this notice is understood and acceptable to you, please sign one copy of this memorandum and return a copy to [Department], no later than [Date]. A copy will be placed in your department file and a copy will be sent to the Office of Human Resources LifeCycle Unit as an official record of your fellowship. Please keep the original copy for your own records. Health insurance forms should be returned directly to the Office of Human Resources Graduate Benefits.

Sincerely,

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[Dean, Department Head/Chair, Graduate Program Director, or Principal Investigator]

**Timing of your Offer Acceptance**

Oregon State University is a participant in the Council of Graduate Schools (CGS) Resolution for Graduate Scholars, Fellows, Trainees and Assistants (also known as the April 15th Resolution), located here: <http://cgsnet.org/april-15-resolution>. We seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of fellowship. Your acceptance of this offer is not valid or effective until April 15 of the year in which your fellowship will begin.

I accept the offer as outlined in this letter.

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Graduate Fellow’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University ID Number

cc: Office of Human Resources LifeCycle Unit

 [Dean, Department Head/Chair, Graduate Program Director]