

### **General Fund Support/GIA Funding for Graduate Fellowships**

In cases where graduate students receive fellowship funding internally or from outside agencies and tuition or other needed support are not covered or are covered at rates below Penn State's costs and typical graduate support packages, supplementary support can be provided by colleges/departments/programs in accordance with Policy PR03 - Fellows and Scholars at the unit's discretion, with appropriate approvals, and to the extent funds are available within the unit to do so.

A General Funds Grant-in-Aid (GIA) may be used to support tuition for a **Fulbright Fellow** at any stipend funding level if the unit has sufficient GIA available. **Approval outside the budget area is not required, i.e., Graduate School/Corporate Controller authorization is not needed.**

A General Funds Grant-in-Aid may be used as tuition support for externally-awarded fellowships appointed through IBIS in accordance with the following conditions:

- The external fellowship is prestigious and competitively awarded by a bona fide sponsor, e.g., U.S. state or federal agency, 501(c)(3) or other recognized foundation, or Fortune 500 company. Non-competitive foreign government support of international students does not qualify. Foreign fellowships that meet the following criteria will be reviewed on a case-by-case basis to determine true competitiveness and confirm legitimacy.
- The stipend afforded in the outside award is at a level equal to or higher than a Grade 12, ½ time assistantship.
- Tuition is not fully supported by the funding agency.
- The award source is approved by the Dean of the Graduate School or his/her designee.
- The unit has sufficient Grant-in-Aid available to cover the commitment.

Other General Funds may not be used to fund fellowship tuition or stipends unless written exception is obtained from the Graduate School and the Corporate Controller. Insurance subsidies can be covered in accordance with PR03, referenced above.

#### ***Procedure:***

The fellowship recipient's graduate program director must first verify the student's eligibility status based on the outlined criteria. The college administrator responsible for graduate education also must approve each application. Application Form GF1 should be submitted to request use of GIAs. Application Form GF2 should be submitted to request use of other General Funds. Should a unit wish to provide supplemental support (GIAs and other General Funds) to fellowship recipients for situations not covered in the GF1 and GF2 forms, e.g., institutional support for training grants (that falls outside RAG52-Central Matching Funds Program for Research Assistantships/Traineeship Programs) or internal fellowships from non-endowed funds, please utilize form GF3 to describe the situation and rationale for using Grant-in-Aid and/or other General Funds.

The completed application and required supporting documentation must be submitted to the Graduate School's Office of Financial Administration in 206 Kern Graduate Building. The Graduate School's Financial Officer will notify the program and college of the outcome by e-mail and copy the college's Financial Officer on the determination.

# Grant-in-Aid Tuition Support for External Graduate Fellowship - Application Form GF3

The Graduate School Office of Financial Administration, 206 Kern Graduate Bldg., University Park, PA 16802; 814-863-0344

Graduate Student Name: \_\_\_\_\_ PSU ID#: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ College: \_\_\_\_\_

External Funding Source: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_

Agency Email: \_\_\_\_\_ Agency Phone: \_\_\_\_\_

Agency Address: \_\_\_\_\_

***Please complete the attached funding request excel template. Include a rationale for utilizing General Funds for fellowship support in the comments section of the spreadsheet and attach relevant sponsor Terms & Conditions/ Offer Letter including tuition billing instructions, as applicable. If General Funds are being requested as matching funds related to a grant/contract, the GF3 form MUST be submitted and approved before the proposal can be submitted to the funding agency. Please attach a listing of students and ID #s if there will be more than one appointment funded via general funds. If names and ID's are not known at the time of the proposal, this can be noted and the list can be submitted at a later date.***

***If sponsoring agency pays full tuition and fees, you should not request approval to use a Grant-in Aid or other General Funds to cover that expense.***

University Budget/Fund to be charged for fellowship supplement(s): \_\_\_\_\_

Graduate Program Chair, Department Head,  
or Program Officer (print name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

College/Graduate Education Leader (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

***Approval***

**Graduate School Review**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Corporate Controller Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

***Please forward the completed form and supporting documentation by email to: [l-gs-fellowships@lists.psu.edu](mailto:l-gs-fellowships@lists.psu.edu)***