College of Engineering Graduate Tuition and Fee Authorization
Request Guidelines for Grants, Fellowships and Fulbright’s

The deadline for submitting requests is 3 weeks ahead of the proposal submission deadline or when you need

Part I. Principal investigator guidelines (to support external grant and student fellowship requests only)

A. GFA’s can only be requested for proposals that require cost sharing or do not allow tuition and fees to be paid by the sponsor. In these cases, the GFA request must include cost sharing from the college and/or department that is equal to or greater than the $ amount of tuition and fees requested from the Graduate School (ex. If $16K of tuition and fees is requested from the Graduate School then $16K of cost sharing must also come from the college and/or department). Note college/departmental cost sharing is not required for student fellowship proposals.

1. Please see the College’s GFA priority list to ensure that your request aligns with the college’s priorities. It can be found on the college of engineering intranet page under the “faculty resources” tab or at this link.

2. Complete the following documents using the forms/templates at this link.
   a) Copy of the draft budget in Excel format, showing the proposed OSU cost sharing and listing all students to be supported by the GFA(s)
   b) Pdf of program description or RFP stating that tuition is not covered or that tuition coverage would help get the grant approved
   c) A draft of the dean’s cover letter as a Word document containing the following (use accompanying template and insert your information in the highlighted spaces):
      a. Number of semesters of support being requested
      b. Title of proposal
      c. Priority level based on CoE priority list
      d. Proposal deadline
      e. Cost sharing with your department and/or CoE AD for Research
      f. If the student(s) will be working on projects other than their thesis/dissertation work, whether the student(s) is/are/will be pursuing a MS or PhD, the program in which they will be enrolled, and where they will be working on their research (OSU or other location).
      g. What are the benefits of working on this project for the student(s)?
      h. What if any opportunities will this experience provide that they might not otherwise have?

3. Once your documents are ready complete the CoE Cost Share and GFA Funding Request and upload your documents where requested.
4. a. **Very Important:** If your GFA request is approved by the graduate school and your proposal is awarded funding **you must notify** Theresa Hazelwood of the Graduate School hazelwood.19@osu.edu, your HR rep, and graduate program coordinator(s).

b. If your GFA request is approved by the Graduate School and your proposal is NOT awarded funding **please notify** Theresa Hazelwood @ hazelwood.19@osu.edu once you receive notification so they may reuse the funds allocated to you.

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Part II. For endowed departmental fellowship requests only (to be submitted by PI or program designee)

1. At least **3 weeks prior** to when you need confirmation of approval obtain and complete the following documents.
   a. Copy of the endowment description
   b. A **draft of the dean’s cover letter** as a Word document containing the following (use departmental endowment cover letter template and insert your information in the highlighted spaces):
      i. Number of semesters of support being requested
      ii. Students name, graduate program and degree being pursued
      iii. Your requested deadline for approval notification (**your requested deadline must be at least 3 weeks after the date you submit this GFA request**)
      iv. Priority level based on CoE priority list

2. Once your documents are ready complete the [CoE Cost Share and GFA Funding Request](#) survey and upload your documents where requested.

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II. **For Fulbright requests only** (to be submitted by PI or program designee)

1. At least **3 weeks prior** to when you need confirmation of approval obtain and complete the following documents.
   a. Copy of the students Fulbright award letter
   b. A **draft of the dean’s cover letter** as a Word document containing the following (use Fulbright cover letter template and insert your information in the highlighted spaces):
      i. Number of semesters of support being requested
      ii. Students name, graduate program and degree being pursued
      iii. Your requested deadline for approval notification (**your requested deadline must be at least 3 weeks after the date you submit this GFA request**)
      iv. Priority level based on CoE priority list
      v. Amount of the stipend the student will receive, including any supplemental pay they will receive to reach the $1750.00 minimum or departmental or lab norm.

2. Once your documents are ready complete the [CoE Cost Share and GFA Funding Request](#) survey and upload your documents where requested.
**Please note:** Requests submitted less than 3 weeks in advance may not be reviewed. Requests for ongoing support should be received one semester prior to the award renewal period.