

Important Information for ALL NSF GRFP Fellows (New and Current)

Georgia Tech NSF GRFP Coordinating Official (CO):

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Graduate Research Fellowship Program

Georgia Tech NSF GRFP PI:

Dr. Bonnie Ferri, Vice Provost for Graduate and Postdoctoral Education | VPGPE

NSF Document Links & Info:

- [GRFP Administrative Guide for Fellows \(NSF 23-075\)](#) (Effective March 28, 2023)
- [NSF Frequently Asked Questions](#)
- [NSF Contact Information](#)
- Grant number = **DGE-2039655**, valid from August 1, 2021 to July 31, 2026.

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CONGRATS ON YOUR AWARD – SELECTING GT; DECLARING TENURE OR RESERVE:

Selecting GT:

- In NSF Research.gov choose ‘Georgia Tech Research Corporation’
- Remember, in the first Fellowship year, Fellows **must pursue the Major Field of Study in the disciplinary degree program indicated in the application** (e.g., Chemistry).
 - a. After completing the first year, the Fellow may change the Major Field of Study and/or eligible science, technology, engineering, and mathematics (STEM) degree program. See the [NSF GRFP Solicitation](#) for eligible degree programs including the full list of list of the Major Fields of Study and associated subfields.

Declaring Tenure or Reserve:

- Each year, you declare either ‘On Tenure’ or ‘On Reserve’ in NSF Research.gov.
 - a. Tenure means that you are receiving NSF stipend payments.
 - b. Reserve means that you are not receiving any NSF funding, and can pursue a GRA, GTA, or other fellowship funding.
- You have five years in which to use three years of Tenure funding.
- You can declare Reserve status for only entire years of your fellowship, not parts of a year, unless you are seeking a medical or military deferral.

BEFORE YOU START AT GT:

- **Register** at your first available opportunity. See the Registrar’s website for the official calendar and for registration timelines: <http://www.registrar.gatech.edu/calendar/index.php>
- Enroll **Full-time**: For funds to be disbursed, you must be registered full-time, including summer semester. Full-time enrollment is **12 hours (with at least nine of those hours taken on a letter grade or pass/fail basis)**. Thesis research hours (e.g. 8999, 9000) count as graded hours.
- All NSF GRFP Fellows are required to have **health insurance**. Georgia Tech offers a graduate student health insurance policy through United Health Care. Alternatively, if you have coverage under a pre-approved health insurance plan you may apply to receive a waiver. More information: <http://www.bursar.gatech.edu/content/mandatory-student-insurance>.

AT THE START OF YOUR FUNDING:

- Complete **Responsible Conduct of Research Training (RCR)**: All NSF GRFP Fellows must complete **two** forms of RCR training.
 1. Online RCR training must be completed within 90 days of receiving funding.
 2. Discussion-based RCR training must be completed within one year of receiving NSF GRFP funding.
- Georgia Tech will not be able to certify adequate academic progress for students unless they have completed their RCR training.
- Please be advised that some programs may have additional RCR requirements so please check with your program directly.
- Information about the training at Georgia Tech that will satisfy this NSF requirement is listed at <https://rcr.gatech.edu/nsf>.

ELIGIBILITY TO RECEIVE NSF GRFP FUNDING:

Eligibility:

To be eligible to receive funding, all NSF GRFP fellows at GT must **self-verify that they meet all of the following eligibility criteria** by the application deadline:

- Be a U.S. citizen, national, or permanent resident
- Intend to enroll or be enrolled in a research-based master's or doctoral degree program in an eligible Field of Study in STEM or STEM education
- Have never previously accepted a Graduate Research Fellowship
- If previously offered a Graduate Research Fellowship, have declined by the acceptance deadline
- Have never previously applied to GRFP while enrolled in a graduate degree program
- Have never earned a doctoral or terminal degree in any field
- Have never earned a master's or professional degree in any field, or completed more than one academic year in a graduate degree-granting program, unless (i) returning to graduate study after an interruption of two or more consecutive years immediately preceding the application deadline, and; (ii) not enrolled in a graduate degree program at the application deadline
- Not be a current NSF employee

The following categories are **always ineligible** for the GRFP:

- Those who do not have US citizenship, US national status or permanent resident status by the application deadline
- Those who have earned any graduate or professional degree by fall, **except 1)** applicants who have completed a joint baccalaureate-master's (BS/MS) program and have not completed any further graduate study outside the joint program or **2)** applicants who have an interruption of at least two consecutive years prior to the application deadline (may have earned a Master's degree) and have completed no additional graduate study by application deadline
- Those who were previously offered a fellowship from the NSF Graduate Research Fellowship Program and accepted it
- Those who declined the offer of the NSF Graduate Research Fellowship and who did not notify NSF by the published deadline for accepting the Fellowship
- Current NSF employees

More information, including an eligibility questionnaire on NSF's website:

<https://www.nsfgrfp.org/applicants/applicant-eligibility/>

Each year NSF GRFP students will be asked to **self-verify your eligibility** to receive NSF GRFP funding: [NSF GRFP - Eligibility Confirmation Fall 2023](#)

Your Major Field of Study:

As [NSF advises](#), Fellows should select the Major Field of Study and the subfield that is closest to your research interests. If the subfield is not listed, it may not be eligible for NSF GRFP.

Choose your Major Field of Study carefully. Your choice determines the disciplinary knowledge of the experts who will review your application. If you are offered a Fellowship, it will be in the Major Field of Study that you chose in your application and cannot be applied to another field or discipline for the

first year of the Fellowship. The name of the degree program does not need to match the Major Field of Study exactly, but must be in the same discipline (i.e., a science discipline cannot be substituted for an engineering discipline or vice versa, e.g., chemistry for chemical engineering).

More information and for a list of the Major Fields of Study and associated subfields: [Appendix of the NSF GRFP Solicitation](#).

Misrepresentation:

In cases where Fellows have misrepresented their eligibility, or have failed to comply with the Fellowship Terms and Conditions, the Fellowship will be revoked, and the case may be referred to the Office of the Inspector General for investigation. This action may result in requiring the Fellow to repay Fellowship funds to the National Science Foundation.

MAINTAINING YOUR ELIGIBILITY DURING YOUR STUDIES/FELLOWSHIP:

- Maintain **GPA 3.0 or above**
- Enroll **Full-time by the end of Phase 1 Registration**: For funds to be disbursed, you must be registered full-time, including summer semester. Full-time enrollment is **12 hours (with at least nine of those hours taken on a letter grade or pass/fail basis)**. Thesis research hours (e.g. 8999, 9000) count as graded hours. See [Registrar's Academic Calendar](#).
- Maintain **RCR requirements** each year
- Submit your **activities report each Spring**: To continue funding, NSF requires you to submit your activities report and declare Tenure or Reserve by May 1. After you submit this report, Georgia Tech is asked to certify your academic progress.
- Take care of your **taxes**: Georgia Tech cannot provide tax, financial or legal advice but there is additional information in this document, under Resources. Additionally, please attend our annual *Taxes 101 Workshop* series for graduate students held in ~January/beginning of the Spring semester.
- NSF GRFP fellows – on active tenure or reserve – are eligible to receive a ‘topper fellowship’ such as the [President's Fellowship](#) or the [Georgia Tech Institute Fellowship](#)

ON TENURE: TUITION/FEEES, STIPEND & OTHER COSTS

Awards for tuition and fees are posted by Financial Aid on the Thursday before the add/drop deadline, each term.

- **Fall = ~third week of August**
- **Spring = ~ mid-January**
- **Summer = ~ mid-May**

If there are issues, start by ensuring you are registered full-time and then contact your **Coordinating Official** (see above for contact information); please do not contact the Bursar's Office nor the Office of Scholarships and Financial Aid regarding disbursement or tuition and fee payment posting.

Tuition/fees: NSF provides Georgia Tech with a \$12,000 cost of education (COE) allowance for each fellow to help cover tuition. Georgia Tech pays the rest of your tuition and your mandatory student fees. Also, nonresident of Georgia students automatically receive an Out of State Tuition Waiver, or

OOSW, (also called “NRTW” or “non-resident” tuition waiver) which covers the out-of-state portion of tuition.

Stipend: NSF awards GRFP fellows a stipend of \$37,000 per year (12 months). Fellows will receive monthly stipends of ~\$3,083.

Health Insurance Rate: Fellowship students are not considered employees of GT and therefore are not eligible to receive the GRA/GTA subsidized rate for health insurance. This is the case for all fellowship students. To review the current rates, please see the [Office of the Bursar’s Tuition & Fees](#) webpage. You are responsible for the cost of your student health insurance (unless you have an approved waiver of health insurance).

Other Costs (Meals/Parking Permit): You are responsible for the cost of your meal plan, parking permit, if you purchase one through GT Parking, etc.

ON TENURE: PAYMENTS, TAX DEDUCTIONS & DIRECT DEPOSIT SCHEDULE

Payment: Depending on your situation, your paycheck may be less than the above-specified amount. This is because stipend funds will first be applied to any outstanding balance of charges for which you are responsible (e.g., housing, parking, student health insurance). The remainder of the stipend will be refunded to you. When you see a “refund” on your account, this refund is what is left after required payments have been made and is the amount that goes to you directly.

Overpayment: If you receive more than the \$3,083 for your monthly stipend, **please alert your Coordinating Official directly** (not the Office of Financial Aid, nor the Bursar’s Office) of the error immediately so that the proper adjustments can be made. If you fail to alert the CO that you have received overpayment, this can result in future scheduled stipends being rescinded.

Taxes: Georgia Tech does not withhold taxes because NSF GRFP fellows are not employees of Georgia Tech and W-2’s cannot be provided. More information on Taxes below in the Resources section at the end of this document.

NSF Timeline & Direct Deposit Schedule: While NSF Research.gov may list different dates, At Georgia Tech, we utilize the following schedule:

- Summer starters = May 1-April 30; first payment late May
- Fall starters = August 1-July 31; first payment late August

Stipends are usually disbursed around the last Tuesday of each month. Please reference stipend pay dates here: <https://finaid.gatech.edu/award-process/receive-aid/stipend-dates>

Information about signing up for direct deposit can be found at <http://www.bursar.gatech.edu/content/direct-deposit>.

ON TENURE: OTHER EMPLOYMENT & INTERNSHIPS

Other Awards: Fellows are not permitted to accept federally-funded fellowships (while on Tenure, or Reserve) but can solicit/accept support for research expenses – such as laboratory supplies, travel expenses, conference/registration fees, etc.

For example, an NSF GRFP fellow may not use her/his Tenure, or Reserve years to pursue a federally-funded fellowship such as NIH F31, F32, nor Fulbright.

No GRA/GTA while on Tenure: NSF GRFP Fellows may **not** be on Tenure **and** hold a GRA/GTA simultaneously. If you wish to pursue a GRA/GTA you must first declare 'Reserve' in Research.gov.

Other employment is possible if NSF GRFP guidelines are followed: "Fellows on tenure may have a paid teaching or research position if the activity focuses on the Fellow's own education and training and not on service to the University," and proper approval is obtained. It is your responsibility to keep your CO informed by sending all information/documents related to internships and other employment. Details to follow -

GA for no more than 10 hours/week:

Georgia Tech does not allow NSF GRFP Fellows to be employed as GRAs or GTAs while on Tenure. However, an NSF GRP Fellow may be hired as a GA for no more than 10 hours/week while on Tenure.

One-time exception GA to teach:

Georgia Tech does not allow NSF GRFP Fellows to be employed as GRAs or GTAs while on Tenure. However, a department may hire a Fellow to teach as a GA for one-semester only. It is very important that the Fellow is hired as a GA with hourly pay, and NOT as a GTA and that a waiver is not placed on the student record. These specific restrictions and instructions do not apply in cases where teaching or teaching assistant duties are part of degree requirements rather than for pay.

Outside employment:

Outside employment is discouraged because the NSF GRFP Fellowship is meant to allow the Fellow ample time for research and studies.

Unpaid (Summer) Internships: May be arranged by contacting the **Coordinating Official** for advance approval and by being enrolled full-time (e.g. 12 hours with at least 6 hours for credit). The NSF GRFP stipend will normally continue IF your advisor states that the work to be done contributes to your overall research experience.

Nominally Paying & Nominally Houred Internships: Fellows with nominally paying internships (e.g., ~\$10/hour) who are doing this internship for a nominal number of hours (e.g., 3-5 hours/week) may enroll in part-time graduate research or co-op course hours related to the number of hours worked each week. If the internship opportunity is either more than 5 hours/week, and/or more than ~\$10/hour, then it is considered a 'Salaried Internship' and the stipend must be forfeited – see below.

Salaried Internships & CO-OP: Graduate internships can be approved for full-time positions related to your major. To obtain permission, the **Coordinating Official will coordinate approval from the VPGPE and must be given in advance.**

NSF requires that you forfeit your stipends for the months involved. It is important that you work with the employer to arrange contracts that span whole-month periods.

For planning purposes, please align as close to possible to the NSF/GT calendar as follows:

- Fall 5 months--August 1 to December 31
- Spring 4 months -January 1 to April 30

- Summer 3 months--May 1 to July 31

Fellows must submit a Change Request via Research.gov to change your status to Forfeit. And later, another Change Request to revert your status back to Tenure when the internship ends. Details and screenshots below.

There are two distinct steps necessary to register your internship officially. First, with the NSF GRFP program via your CO and coordination with the VPGE and second, with Georgia Tech's Graduate Co-op/Internship Program Advisor.

1. VPGPE /CO Approval:

To obtain permission, email the **Coordinating Official** the following information:

- PDF copy of employment offer letter, including the start and end dates and salary information, including information about whether the funding source is federal or non-federal
- Brief statement from the Fellow's faculty advisor certifying that the position is in alignment with the Fellow's research and will not adversely impact the program of study

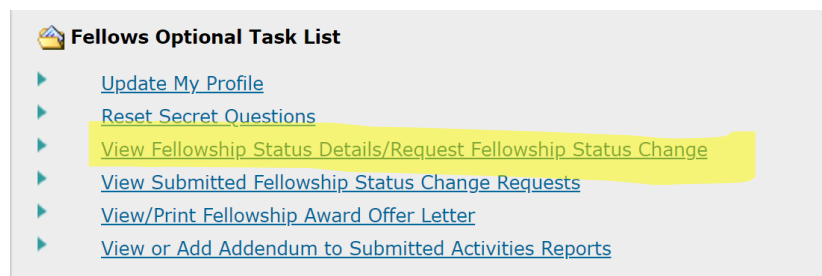
2. Graduate Co-op/Internship Advising Office Approval:

Next, email the Graduate Career Advisor (Christina Hall, christina.hall@gatech.edu) to receive a registration permit form. This form will need approval from your academic department/Graduate Coordinator.

Then, you will enroll in 12 Co-op audit hours. COOP 6012 is a no-fee/no-tuition based audit course assigned to all grad co-op students working full-time. Financial Aid needs those hours reflected on your schedule to ensure your active NSF GRFP status. More information regarding Graduate Co-op/Internship here: <https://career.gatech.edu/graduate-students/co-op-internship>

3. Forfeit in NSF Research.gov

- a. Log into Research.gov and select "Request Fellowship Status Change"



b. Choose the appropriate year (remember the 2021/2022 academic year = 2021 in NSF; and 2022/2023 = 22) and then select 'request change'

2 items found, displaying 1 to 2

1

Fellowship Year	Organization	Field of Study	Fellowship Status	Fellowship Year Start	Tenure Months Used	Reserve Months Used	Forfeit Months Used	Deferred Months Used	Stipend Used	COE Used	Travel Used	GROW Used	GRIP Used	Other Used	Action
2021	Georgia Tech Research Corporation	Chemistry - Chemical Structure, Dynamics, and Mechanism	On Tenure	Summer	12	0	0	0	\$34,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Request Change
2022	Georgia Tech Research Corporation	Chemistry - Chemical Structure, Dynamics, and Mechanism	On Tenure	Summer	12	0	0	0	\$34,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Request Change

c. On the next screen, your new status = 'forfeit'. Input the information, as requested, as it pertains to your situation. Re: the start date, please select a date at the beginning of the month your internship begins (e.g. if you are actually interning May 13 – August 15 you will forfeit for all of May, June and July, so choose May 1 as your start date).

Request Summary

Fellowship Year: 2022
 Current Organization: Georgia Tech Research Corporation
 Approval Status: Pending
 Comments:
 New Fellowship Status: Forfeited
 Previous Fellowship Status: On Tenure
 Fellowship Year Start Date: 06/01/2022
 New Status Start Date: 05/01/2022

Tenure and Reserve Plans

Fellowship Year	Fellowship Status
2021	On Tenure
2022	On Tenure
2023	On Tenure
2024	On Reserve
2025	On Reserve

d. Once it's all approved, it should look like this -

Fellowship Status Details

* Required Field

2 items found, displaying 1 to 2

1

Fellowship Year	Organization	Field of Study	Fellowship Status	Fellowship Year Start	Tenure Months Used	Reserve Months Used	Forfeit Months Used	Deferred Months Used	Stipend Used	COE Used	Travel Used	GROW Used	GRIP Used	Other Used	Action
2021	Georgia Tech Research Corporation	Chemistry - Chemical Structure, Dynamics, and Mechanism	On Tenure	Summer	12	0	0	0	\$34,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Request Change
2022	Georgia Tech Research Corporation	Chemistry - Chemical Structure, Dynamics, and Mechanism	On Tenure	Summer	9	0	3	0	\$25,500.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Request Change

[Back](#)

e. Before the end of your forfeit period you will go back into Research.gov and choose 'tenure' as your new status.

4. Lastly, remember that all Fellows must maintain health insurance coverage.

ON TENURE: ACCESS TO WORKDAY

While on tenure, NSF GRFP Fellows cannot be hired as GRA or GTAs and therefore lose previous access to Workday. If you need access to buy equipment for your lab, for example, you may ask your department to work with HR to 'hire you as an affiliate'. If further guidance is required, please reach out to Karine Avagian (Student Employment Coordinator) at karine.avagian@ohr.gatech.edu.

ON RESERVE: OTHER AWARDS, GRA/GTA & INTERNSHIP APPROVAL

Other Awards: Fellows are not permitted to accept federally-funded fellowships (while on Tenure, or Reserve) but can solicit/accept support for research expenses – such as laboratory supplies, travel expenses, conference/registration fees, etc.

For example, an NSF GRFP fellow may not use her/his Reserve years to pursue a federally-funded fellowship such as NIH F31, F32, nor Fulbright.

GRA/GTA: Fellows on Reserve status may hold GRA or GTA appointments anytime.

Internships: If you will be pursuing an internship while on Reserve status, you must also obtain approval through the Graduate Co-op/Internship office as noted above but no other action re: NSF funding needs to take place.

ANNUAL ACTIVITIES REPORT REQUIREMENT & DECLARING NEXT YEAR

Continuing Students - Summer or Fall Starters:

Summer Starters

If you started before 2023, you had the choice of either starting as a 'Summer starter' or a 'Fall starter'. When your funding started affects when it ends.

- If you chose your first year to be a '**summer starter**' you will always be a summer starter and your year will always be **May 1 – April 30** every year.
 - For example, Fellowship Year 2022 = 2022/2023 Academic Year, Summer Starter = *Summer 22, Fall 22, Spring 23*

Fall Starters

All other students are '**Fall Starters**' and your NSF GRFP Fellowship Year at GT will always be August 1 – July 31 every year.

- For example, Fellowship Year 2023 = 2023/2024 Academic Year, Fall Starter = *Fall 23, Spring 24, Summer 24*

Each year, by end of April/early May, you are **required** to complete two distinct tasks in NSF Research.gov

1. Complete an Annual Activity Report for the current Fellowship Year **and**,
2. Declare either reserve or tenure for the upcoming Fellowship Year


NOTE: If you are 'graduating now/soon' please see directly below for further/specific instruction.

Annual Reporting & Graduating Soon

Graduating in May/end of Spring term

In many instances, a student is completing her/his Annual Activities Report (~usually April each year) and graduating around the same time (e.g., graduation in May). NSF Research.gov now has a new function that appears as ‘Complete with Degree/Terminate Fellowship ...’ that should be used.

- If you are **graduating imminently**, please use the following function in NSF Research.gov

 **Fellows Optional Task List**

- ▶ [Update My Profile](#)
- ▶ [Update My Demographic Information](#)
- ▶ [View Fellowship Status Details/Request Fellowship Status Change](#)
- ▶ [View Submitted Fellowship Status Change Requests](#)
- ▶ [View/Print Fellowship Award Offer Letter](#)
- ▶ [View or Add Addendum to Submitted Activities Reports](#)
- ▶ [Complete with Degree/Terminate Fellowship 2023 - 2024](#)
 This link allows a Fellow to submit a change request for the current year indicating completion of the fellowship (either with a degree or termination). This is not to be used to declare fellowship status for the upcoming year. Use this to indicate that you are finishing your fellowship as part of the current Fellowship Year.

Graduating in August/end of Summer term, or in December/end of Fall term

- If you are **graduating soon, either in August/end of Summer term, or December/end of Fall term**, please declare ‘reserve’ for the next year and then *within 30 days of your graduation* you should go back into NSF Research.gov and then choose ‘complete with degree’

GRADUATING

Depending on when your graduation is, consult the above section for full details. In general, fellows who are graduating should wait until they are within 30 days of graduating to log into NSF Research.gov and update the fellowship status to ‘complete with degree’; screenshot:

Request Summary

Fellowship Year: 2022

Current Organization: Georgia Tech Research Corporation

New Fellowship Status: Completed with Degree

Previous Fellowship Status: On Reserve

New Status Start Date: 09/01/2022

Plan to Graduate: Yes

Graduation Date: 09/01/2022

Degree Conferred: Doctoral Degree

Reason for Request

Graduating at the end of summer semester.

RESOURCES

Funds for travel:

Unfortunately, NSF does not provide travel support funding for GRFP fellows to attend conferences. One possible resource is SGA's Graduate Conference Fund. See contact information here: <https://www.sga.gatech.edu/grad-exec/>. You should also get in touch with your faculty supervisor and/or your major department to inquire if supplemental funding is available to support your travel.

Income taxes:

The NSF GRFP stipend is normally taxable, but Georgia Tech does not withhold taxes and W-2s cannot be provided because fellows are not employees of Georgia Tech, nor are you an employee by NSF's classification. Your status is fellowship-funded graduate student. Your NSF GRFP fellowship funding is not salary income.

[Do I Include My Scholarship, Fellowship, or Education Grant as Income on My Tax Return?](#) This IRS Interactive Tax Assistant will help you determine whether the educational assistance you received is taxable. If you attended more than one educational institution and the funds were used for expenses other than qualified education expenses, run the interview separately for each educational institution.

For further information please utilize these resources:

- <https://grad.gatech.edu/fellowships-and-funding#tax-resources-for-fellowships>
- <http://www.finaid.gatech.edu/taxes>
- http://www.irs.gov/publications/p970/ch01.html#en_US_2013_publink1000177991
- <http://www.irs.gov/Individuals>
- <http://www.irs.gov/Individuals/IRS-Withholding-Calculator>
- <https://www.insidehighered.com/blogs/gradhacker/how-fellows-should-prepare-tax-time-start-academic-year#.WcKnfA-P8mM.email>

Georgia Tech is unable to provide tax, financial or advice, and therefore all questions regarding taxes should be directed to a tax or financial advisor.

Publication information:

All publications, presentations, and creative works based on activities conducted during the Fellowship must acknowledge NSF GRFP support utilizing the following text:

"This material is based upon work supported by the National Science Foundation Graduate Research Fellowship under Grant No. DGE-2039655"

and containing the following disclaimer:

"Any opinion, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

For further information, see the **NSF GRFP Administrative Guide for Fellows** (link at the top).

Supercomputing:

One of your benefits as an NSF GRFP fellow is access to supercomputing through XSEDE. More information: <https://www.xsede.org/home>. For further information, see the **NSF GRFP Administrative Guide for Fellows** (link at the top).

NSF INTERN:

Non-Academic Research Internships for Graduate Students (INTERN) Supplemental Funding Opportunity: NSF will consider supplemental funding requests for up to an additional six months of graduate student support on active NSF grants. To be eligible, graduate students must have completed at least one academic year in their graduate programs (master's or doctoral) and be making satisfactory progress towards the completion of their degrees. The **PI of the NSF GRFP** award may request supplemental funding for one or more graduate students to gain knowledge, skills and experiences that will augment their preparation for a successful long-term career through an internship in a non-academic setting.

More information: <https://www.nsf.gov/pubs/2021/nsf21013/nsf21013.jsp>

Further supplemental information is being prepared, contact the CO for details.

GRIP & GROW:

Both the GRIP and GROW programs have been retired.