SUBJECT: ESPP 2014 DOCTORAL RECRUITING FELLOWSHIPS

To: Deans and Directors, Department Chairs, Faculty

FROM: Jinhua Zhao, Director, Environmental Science and Policy Program

The Environmental Science and Policy Program (ESPP) annually offers multiple Doctoral Recruiting Fellowships for students who will matriculate in the next fall semester. The goal of these fellowships is to attract the strongest possible cohort of students to pursue doctoral education focused on the environment. To achieve this goal and to enable early assimilation of students into the research and teaching programs of their academic departments, the fellowships are structured to include ¼ time Research Assistantship (RA) support during the year when the student receives the fellowship. Specifically, the one year fellowship includes:

- **Quarter time RA support.** The student receives the standard package of ¼ RA support. The package includes the standard stipend (which was $6357 during the 2012-13 academic year), tuition (in-state, $4429/semester), and benefits. The academic department needs to appoint an advisor for the student’s RA responsibilities.

- **Fellowship top-off.** In addition to the stipend included in the ¼ time RA, the student also receives an additional $19,000 support as part of the fellowship package. In total, the financial support given to the student amounts to about $25,300 during the fellowship year.

Depending on the funding source of the quarter time RA, the fellowship is offered in three tiers:

- **Tier 1:** ESPP covers funding for the entire quarter time RA.
- **Tier 2:** ESPP and the student’s home department each assumes half of the funding required for the quarter time RA.
- **Tier 3:** The student’s home department covers funding for the quarter time RA. If needed, the home department can offer a quarter time teaching assistantship (TA) instead of RA.

AMOUNT: This year, we will offer three (3) Tier 1, two (2) Tier 2, and two (2) Tier 3 fellowship awards.

Students who are selected will complete the ESPP Doctoral Specialization (up to four interdisciplinary course requirements) in addition to their departmental coursework.

We encourage you to nominate students, by January 31, 2014. Students MUST be nominated by their intended home departments: they may not apply directly for these fellowships but must work with their intended home departments to be nominated. Each department may submit up to four nominations, although only up to two students can be selected from a single department. ESPP will rank the students (see the Selection Process below) and offer Tier 1 fellowships to the
four highest ranked students, going down the list with offers of Tier 2 and then Tier 3 fellowships.

CO-SUPPORT REQUIREMENT: To make the fellowships as attractive as possible, each home department or program is required to provide three years of funding to match the support provided by ESPP, allowing the department or program to offer the student a four-year funding package. The funds for these three years of matching support can come from any source as long as it allows commitment to a four-year package of support. Departments and programs that link admissions to Master’s degrees with doctoral admission should include a description of their procedures with the application materials.

ELIGIBILITY: The intent of the fellowships is to recruit new doctoral students to MSU, so only new students (matriculating in fall 2014) are eligible. Students must apply to and be accepted by a doctoral program at MSU to be considered for these fellowships. Recipients of these fellowships MUST participate in the ESPP Doctoral Specialization. This includes successfully completing the four requirements outlined as a part of the specialization. Normally, courses are taken within the first two years of a student’s Ph.D. program. International students are eligible for these fellowships.

MSU is an affirmative action, equal-opportunity institution.

APPLICATION: Submit application materials electronically via email (to espp@msu.edu). Documents should be submitted as a single PDF (preferred) or Word document whenever possible. Submission of these documents automatically meets the application requirements of the ESPP Doctoral Specialization.

The application includes:
• Completed nomination form (attached to this call)
• Letter from intended department or program indicating acceptance into the graduate program, nomination for ESPP fellowship, and a funding commitment match (this should be from the department chairperson or program director).
• A copy of the student’s MSU application packet. This includes:
  - Copy of the MSU online application form including the statement of purpose
  - Copies of all undergraduate and graduate transcripts
  - GRE scores
  - Three letters of recommendation
  - TOEFL scores (international students only)
• Cover letter and essay from student.
  - Student must submit a cover letter (1 page maximum) indicating his/her interest in being considered for an ESPP Recruiting Fellowship.
  - Student must clearly and concisely indicate, in an essay (3 page maximum, double spaced, 12 point font),
    - how his/her interests include performing interdisciplinary research in social AND biogeophysical aspects of environmental science and policy, and
how his/her academic background and previous professional and practical experiences predisposes him/her to interdisciplinary work or allows him/her to be positioned to become more interdisciplinary upon arrival at MSU, and
any other aspect of his/her background that makes him/her uniquely suited to make contributions to the ESPP.

- Curriculum vitae

DEADLINE: Copies of application materials must be received by ESPP no later than January 31, 2014. Applications received after this date will not be considered. Incomplete applications will not be considered. Applications will only be considered at this time (not off-cycle). Send materials to:

espp@msu.edu
Subject Line: ESP RF14

We will send you a note confirming receipt of the application; if you do not hear from us, please contact us again.

Departments and programs will be notified of the fellowship awards no later than the beginning of March. Questions can be directed to espp@msu.edu or jzhao@msu.edu or 517-432-8296.

SELECTION PROCESS: An ESPP fellowship committee will make recommendations to the Director of ESPP based on the criteria listed in the application process. Tier 1 fellowships will be offered to highest ranked students, followed by Tier 2 and Tier 3 fellowships.
Nomination Form

Doctoral Recruiting Fellowship
Environmental Science and Policy

Name:_________________________________________ PID:_____________________

Email:______________________________________ Phone Number:_______________________

Home Mailing Address:____________________________________________________
_______________________________________________________________________

Department/School:_______________________________________________________

Major Professor:__________________________________________________________

Signature of Department Chairperson