

## Terms of Appointment – Ford Foundation Dissertation Fellowships

The goals of the Ford Foundation Fellowships are to increase the diversity of the nation's college and university faculties by increasing their ethnic and racial diversity, to maximize the educational benefits of diversity, and to increase the number of professors who can and will use diversity as a resource for enriching the education of all students.

The Ford Foundation Fellowships at the dissertation level are intended to identify and facilitate the academic, intellectual, and professional development of individuals who have demonstrated superior scholarship, are committed to a career in teaching and research at the college or university level, show promise of future achievement as scholars and teachers, and are well prepared to use diversity as a resource for enriching the education of all students.

Dissertation fellowships are intended for Doctor of Philosophy (Ph.D.) or Doctor of Science (Sc.D.) degree candidates studying in an eligible research-based discipline in the behavioral and social sciences, the humanities, engineering, mathematics, the physical sciences, or the life sciences. Eligibility is limited to Ph.D. or Sc.D. degree candidates who have finished all required course work, have been admitted to degree candidacy, and expect to complete the dissertation during the academic year for which the award is made.

### Conditions of Awards

By accepting this award, individuals are affirming that their career goals include teaching and research at the college or university level.

By accepting this award, Fellows are confirming that they are pursuing a Ph.D. or Sc.D. at an accredited nonprofit United States institution of higher learning offering Ph.D.s or Sc.D.s in a field eligible for support in this program.

**Prior to starting fellowship tenure, Ford Foundation Dissertation Fellows must submit a letter from the dissertation adviser affirming that the Fellow is in good standing with the institution and that the dissertation work being undertaken with Ford Foundation support will occur with the adviser's collaboration and oversight. This letter should be uploaded to the Ford Fellows web module or may be sent electronically to [FordAwards@nas.edu](mailto:FordAwards@nas.edu).**

Dissertation Fellows must be enrolled in a full-time program leading to a Ph.D. or Sc.D. degree in an eligible field of study. Stipend payments are contingent upon providing required documentation to the Fellowships Office of the National Academies of Sciences, Engineering, and Medicine by the established deadlines (see Fellowship Tenure and Stipend section for additional details). Stipend payments are contingent upon the Dissertation Fellow adhering to the Proposed Plan for Completion of the Dissertation (see Major Changes section for additional details).

**A delay in receipt by the Fellowships Office of the required documentation may result in a delay in the receipt of stipend payments.**

If enrollment is temporarily suspended, terminated, or if the Fellow is no longer enrolled full-time in the degree program, or if the Fellow graduates prior to the end of their fellowship year, funds received after the date of suspension, termination, or graduation must be returned.

Acceptance of the fellowship affirms that the information contained in the fellowship application and supporting documents is true and accurate to the best of the individual's knowledge.

Fellows are expected to conform to all institutional and departmental policies and procedures, as well as health and safety requirements and any student code of conduct.

## Major Changes

Major changes in the Proposed Plan for Completion of the Dissertation or a change of fellowship institution require prior approval by the Fellowships Office. Failure to notify the Fellowships Office of an intended change may result in the forfeiture of the fellowship. Requests for approval regarding major changes must be sent in writing to [FordAwards@nas.edu](mailto:FordAwards@nas.edu).

## Fellowship Tenure and Stipend

Stipend payments will be made when a Fellow is on tenure and all necessary documentation has been provided.

Dissertation Fellows enrolled in a doctoral degree program for the academic year, including the summer, have the option of selecting a tenure period that is 9 or 12 months. Fellows enrolled in a doctoral degree program for Fall and Spring only should select a 9-month tenure period. Dissertation Fellows may begin tenure on:

1. **June 1st for 12 months**, if they are enrolled during the summer,
2. **September 1st for 9 months**, if they are not enrolled during the following summer and/or may have other sources of funding for summer months, or
3. **September 1st for 12 months**, if they are enrolled during the summer.

If the awardee knows with certainty that they cannot use the full amount of support at the time of the award, they are not eligible for the fellowship.

Tenure and stipend schedule are determined when a Fellow accepts the Ford Foundation Fellowship award. The information entered by the Fellow may be changed up to the 15th day of the month prior to the start date (e.g., August 15 for a September 1 start). To change tenure or stipend schedule, please contact [FordAwards@nas.edu](mailto:FordAwards@nas.edu).

## Stipend

A stipend of \$28,000 is paid directly to the Fellow in monthly installments during the tenure year. In special cases, the stipend may be disbursed through the Fellow's institution when disbursement by the institution is in the best interest of the Fellow.

Stipend funds disbursed by an academic institution must be distributed to the Fellow in full within the Fellow's selected tenure period. Any undisbursed funds remaining after the conclusion of the tenure period must be returned. The institution is expected to make every effort to disburse the full amount of the stipend to the Fellow within the tenure period.

There is no dependency allowance, institutional grant, or travel allowance provided as part of the dissertation fellowship award.

## Concurrent Awards and Employment

Fellows receiving funding from multiple sources are urged to discuss and negotiate the terms of the funding with all sources, including the Fellowships Office, and their university. Limited stipend supplementation from other sources may be received while on Ford tenure. However, the overall level of compensation from all sources should not exceed the amount of a standard assistantship salary at the department or institution.

## Concurrent Awards

A Ford Foundation Fellow may not accept a stipend from another major fellowship, internship, or similar internal and external awards while on tenure for the Ford Foundation Fellowship.

## Concurrent Employment

Ford Fellows at the dissertation level are expected to spend the majority of their time during their fellowship year working on the writing and defense of their dissertation.

Participation in full-time paid or unpaid internships or other full-time paid activities, even if required for degree completion, cannot be undertaken during the fellowship year. Ford Fellows are permitted to accept part-time/half-time teaching or research assistantships if 1) it is required by the program, 2) if it is necessary to secure stipend supplementation, benefits, or tuition waivers, or 3) if it is beneficial to the Fellow's career development. However, the overall level of compensation from all sources should not exceed the amount of a standard assistantship salary at the department or institution. If the position is full-time, Fellows are not permitted to accept the assistantship.

## Leave of Absence

A Fellow on tenure may need to request a "leave of absence" from the Fellowship for personal or family medical events that prevent the Fellow from pursuing their program of study. During an approved leave of absence, and at the request of the Fellow, the fellowship tenure and stipend may be continued for a period of up to six weeks from the beginning of an approved leave of absence. For any additional time required away from the fellowship, tenure and stipend payments will be suspended until the Fellow resumes their program of study. Fellows requesting a paid or unpaid leave of absence must contact [FordAwards@nas.edu](mailto:FordAwards@nas.edu). Reinstatement or continuation of tenure and stipend payments after the leave period concludes is contingent upon the Fellow providing any requested documentation to confirm enrollment in their Ph.D. or Sc.D. program.

## Health Insurance

No health insurance is provided through the Ford Foundation Fellowship award.

## Taxation

A Ford Foundation Fellowship award is considered income from a non-compensatory fellowship or scholarship. The Fellowships Office is not required to report payments on IRS Form W-2 or 1099-MISC and will not send Fellows an official tax form. For any questions about taxation, Fellows should consult a tax professional or the Internal Revenue Service office to determine their individual tax liability.

## Reporting Requirements

Fellows are required to submit two progress reports during the tenure year. These include a mid-year progress report at the end of the fall semester, and a final report at the end of the tenure year. If Fellows are encountering any difficulties at the fellowship institution or in receiving fellowship funds, they are encouraged to contact the Fellowships Office before submitting a mid-year report. Failure to submit required reports may result in stipend payment suspension until the requirements are fulfilled.

Fellows are required to maintain up-to-date contact information in the Ford Fellows web module during and after the term of their fellowship to allow the Ford Foundation to track progress and facilitate professional interaction, enrichment, and participation among current Fellows and alumni. In addition, Fellows may be asked to complete periodic surveys that assist the Ford Foundation in evaluating the effectiveness of this program.

## Conference of Ford Fellows

The Conference of Ford Fellows brings together newly awarded predoctoral, dissertation, and postdoctoral Fellows, along with a group of Fellowship alumni who plan and lead the Conference. The Conference provides opportunities for an interdisciplinary exchange of ideas and opportunities to identify mentors and peers from across the country. The Fellowships Office also invites representatives from a selection of university and commercial publishers.

New Fellows will be invited to attend the Conference of Ford Fellows in the fall of their award year. Pending the availability of funds, support may be provided for other Fellowship related activities. The Ford Foundation will cover domestic travel, hotel accommodations, and other eligible travel expenses for in-person Conferences.

## Regional Liaisons

Regional Liaisons are Ford Fellowship alumni who volunteer to serve as senior mentors to current Fellows in their defined geographic area. For contact information, you can access [this list of Regional Liaisons](#). In particular, new Fellows are encouraged to avail themselves of this valuable resource.

## Liability

Neither the National Academy of Sciences nor the Ford Foundation assume any liability or responsibility whatsoever for the payment of any compensation with regard to a Fellow's possible involvement in any accident or incident causing injury to other persons or damage to property.

Neither the National Academy of Sciences nor the Ford Foundation assume any responsibility to the Fellow or their dependents for any compensation for injury, disability, or death of the Fellow during the tenure of the fellowship or travel to and from the fellowship institution.

## Program and Award Administration

The Fellowships Office of the National Academies of Sciences, Engineering, and Medicine administers the Ford Foundation Fellowship programs and follows the progress of Fellowship alumni's professional careers. Inquiries concerning all aspects of program and award administration should be directed to:

The Fellowships Office  
The National Academies of Sciences, Engineering, and Medicine  
500 Fifth Street, N.W., Keck 576  
Washington, D.C. 20001  
Tel: (202) 334-2860  
Email: [FordAwards@nas.edu](mailto:FordAwards@nas.edu)