



2019–2020 Handbook

Revised July 2019

This publication is for informational purposes and does not constitute a contract.

Madison and Lila Self Graduate Fellowship • The University of Kansas
Strong Hall, Room 158 • 1450 Jayhawk Blvd. • Lawrence, KS 66045-7594
Phone: (785) 864-7249 • Fax: (785) 864-0394
sgf@ku.edu • www.selfgraduate.ku.edu

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INTRODUCTION

The Madison and Lila Self Graduate Fellowship (SGF) handbook provides general information about the administration, Self Graduate Fellows, current policies, and 2019–2020 activities.

The fellowship was established in 1989. The necessity of having clear and understandable policy statements, as well as a mechanism to review and amend them, became evident soon after the inception of the program. In 1993, a Board of Trustees was formed to provide oversight for the program and to act as the policy making body for the fellowship.

This handbook has been prepared to provide policy statements and answers to the most commonly asked questions about the fellowship, including enrollment, employment, and other fellowships. These policies may be revised throughout the academic year; the Self Graduate Fellowship office maintains the current policies.

The Self Graduate Fellowship is offered in collaboration with Graduate Studies, academic departments, and faculty. Information provided here supplements rules and guidelines provided in the [Graduate Studies Catalog](#) and by the [Office of the University Registrar](#).

MISSION STATEMENT

The mission of the University of Kansas Madison and Lila Self Graduate Fellowship is to identify, recruit, and provide development opportunities for exceptional Ph.D. students who demonstrate the promise to make significant contributions to their fields of study and society as a whole.

HISTORY

The Self Graduate Fellowship was established in 1989 through the generosity of Madison and Lila Self.

The first two Self Graduate Fellows entered the program in fall 1991. Two new fellows entered each year through 1994. Beginning in fall 1995, the number of fellows entering each year increased. There are 42 active fellows and 157 alumni in the 2019–2020 academic year.

The first director of the Self Graduate Fellowship was Howard E. Mossberg, Ph.D. who directed the Self Graduate Fellowship from 1991 until he retired in 2003. He held several administrative and teaching appointments at KU, including dean of the School of Pharmacy, vice chancellor for research, dean of the Graduate School, and director of technology transfer. Jimmy D. Morrison, Ph.D. was director and managing trustee of the Self Graduate Fellowship from 2003 to 2007. Howard E. Mossberg, Ph.D. returned as director and managing trustee in fall 2007 and served until fall 2012. The dean of Graduate Studies has served as director and managing trustee of the Self Graduate Fellowship since fall 2012. Thomas W. Heilke, Ph.D. was dean, and director and managing trustee, from 2012 through 2013. Michael C. Roberts, Ph.D. was dean of Graduate Studies, and director and managing trustee of the Self Graduate Fellowship, from January 2014 through 2018. Audrey Lamb, Ph.D. became interim dean of Graduate Studies, and director and managing trustee of the Self Graduate Fellowship in January 2019.

MADISON AND LILA SELF

The late Madison “Al” and Lila Self launched and permanently endowed the Self Graduate Fellowship in 1989, motivated by their strong belief in the vital importance of developing leadership for tomorrow. Kansas natives, Madison and Lila met at the University of Kansas.

Madison, who graduated from the University of Kansas in 1943 with a degree in chemical engineering, became an owner and CEO of Bee Chemical Co. in Lansing, Illinois, in 1947. When he sold the company 37 years later, it had grown from a staff of three to a sizable corporation with five manufacturing locations in the United States and international operations in Japan and England.

In 1985, Madison founded Allen Financial, a private investment firm, and in 1989, with three associates, established Tioga International, Inc., a diversified research, development, and manufacturing company. After achieving planned objectives, the group sold Tioga in 1999. In 1997, Madison was awarded a Distinguished Service Citation by the University of Kansas and the KU Alumni Association, the University’s highest honor. He received an Honorary Degree of Doctor of Humane Letters and Science from the Illinois Institute of Technology in 1998. The University of Kansas School of Engineering recognized Madison’s contributions to the engineering profession and society by giving him its Distinguished Engineering Service Award in 2000. In 2009, Madison was named a Life Trustee of the KU Endowment Association. He was elected to this position in recognition of exceptional support of the University of Kansas through tireless efforts and philanthropic support. He was one of the first three members of this prestigious group, along with Senator Robert Dole and Christina Hixson.

Madison maintained a lifelong interest in education and leadership development. He was a past international president of the Young Presidents’ Organization, served as chairman of the Chief Executives Organization, and was a founding member of the World Presidents’ Organization—professional associations that provide their members with opportunities for education and idea exchange. He also served as a life trustee of the Illinois Institute of Technology. Madison passed away in January 2013.

Lila’s interests included community organizations, family genealogy, and gardening. She also conducted extensive research on the work of R. Harold Zook, a noted Chicago area architect. Lila passed away in November 2013.

BOARD OF TRUSTEES

Julie Carlsten Christianson, Ph.D., Associate Professor, Anatomy and Cell Biology, KU Medical Center

James Clarke, Senior Vice President for Investments and Treasurer, KU Endowment

Audrey Lamb, Ph.D., Professor, Molecular Biosciences, and Interim Dean of Graduate Studies

Carl Lejuez, Ph.D., Interim Provost and Executive Vice Chancellor

Susan Lunte, Ph.D., Distinguished Professor, Chemistry and Pharmaceutical Chemistry

Gregory Rudnick, Ph.D., Professor, Physics and Astronomy

Kyle Wetzel, Ph.D., Board of Governors, Society of Self Fellows

Mike Wilkins, Ph.D., Professor, KU School of Business

STAFF

Audrey Lamb, Ph.D., Interim Director and Managing Trustee

Stefani Buchwitz, Ed.D., Program Manager

Christine Cain, Program Coordinator

Tammie Zordel, Administrative Associate Sr.

SELF GRADUATE FELLOWSHIP OFFICE**Mailing Address**

Campus	Self Graduate Fellowship Strong Hall, Room 158	U.S. Mail	Self Graduate Fellowship The University of Kansas Strong Hall, Room 158 1450 Jayhawk Blvd. Lawrence, KS 66045-7594
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Phone	(785) 864-7249	Website	www.selfgraduate.ku.edu
Fax	(785) 864-0394	E-mail	sgf@ku.edu

Hours 8:00a.m.–12:00p.m. and 1:00p.m.–5:00p.m., Monday–Friday
Closed on state holidays.

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the University's programs and activities. The following offices have been designated to handle inquiries regarding the non-discrimination policies: KU Institutional Opportunity and Access, 1246 W. Campus Road, Room 153, Lawrence, KS 66045, (785) 864-6414; KUMC Equal Opportunity Office, 3901 Rainbow Blvd., Kansas City, KS 66160, (913) 588-8011.

RECRUITING SELF GRADUATE FELLOWS

The Self Graduate Fellowship assists the University of Kansas in efforts to recruit talented prospective Ph.D. students. The recruitment goal is to ensure a strong pool of exceptionally well-qualified candidates is available from which to select new Self Graduate Fellows. In collaboration with eligible departments and schools, we proactively identify and recruit prospective fellows. Efforts are ongoing to expand and increase awareness of the Self Graduate Fellowship and graduate education at the University of Kansas. Departments make admissions decisions after students have been admitted by Graduate Studies, and then identify those students who possess the attributes of a Self Graduate Fellow for nomination. First-year Ph.D. students may also be nominated.

SELECTING SELF GRADUATE FELLOWS

After academic departments and programs nominate applicants for Self Graduate Fellowships, a faculty evaluation committee and the Self Graduate Fellowship Board of Trustees review and rank the nominations. Selected nominees are invited for a campus visit to meet department representatives and interview with an interview team. The Self Graduate Fellowship Board of Trustees considers evaluation and interview results to select the awardees.

Interviews take place in early March and awards are offered in late March. The University of Kansas follows the Council of Graduate Schools' resolution to honor fellowship offers through April 15. Offers are only valid until April 15 of the year offered. Self Graduate Fellowship offers to prospective fellows cannot be deferred to future years.

SELF GRADUATE FELLOWS

2019-2023

Timothy Burnette, ecology and evolutionary biology; Joy Ward, mentor
Katie Childers, bioengineering; Ken Fischer, mentor
Travis Edwards, economics; Tsvetan Tsvetanov, mentor
Jenna Frick, interdisciplinary graduate program in biomedical sciences, KUMC; Julie Christianson, mentor
Jordan Gamble, mechanical engineering; Chris Depcik, mentor
Eryn Gerber, bioengineering; Carl Luchies, mentor
Dalton Hahn, electrical engineering and computer science; Alexandru Gavril Bardas, mentor
Jacob Immel, medicinal chemistry; Steven Bloom, mentor
Shaun Kelsey, chemistry; James Blakemore, mentor
Margaret Lazarovits, physics and astronomy; Chris Rogan, mentor
David Maldonado, chemistry; Mikhail Barybin, mentor
Kathleen Rust, ecology and evolutionary biology; Chris Beard, mentor
Tristan Yount, civil, environmental, and architectural engineering; William Collins, mentor

2018–2022

Nadia Alissa, cancer biology, KUMC; Nikki Cheng, mentor
Brae Bigge, anatomy and cell biology, KUMC; Prachee Avasthi, mentor
Christine Chan, geology; Noah McLean, mentor
Devon DeRaad, ecology and evolutionary biology; Robert Moyle, mentor
Grace McMonagle, mathematics; Weishi Liu, mentor
Jennifer Robinson, bioengineering; Jennifer Robinson, mentor
Christopher Tacca, bioengineering; Elizabeth Friis, mentor
Kristina Tirol-Carmody, organizational behavior; Catherine Schwoerer, mentor
Brett Whorley, bioengineering; Carl Luchies, mentor
Alexander Wilson, mechanical engineering; Carl Luchies, mentor
Michael Wrigley, chemistry; David Weis, mentor

2017–2021

Diana Acevedo, pathology and laboratory medicine, KUMC; Nikki Cheng, mentor
Clay Campbell, geology; Michael Taylor, mentor
Jennifer Cooper, physics and astronomy; Gregory Rudnick, mentor
Camille Delavaux, ecology and evolutionary biology; James Bever, mentor
Max Fairlamb, biochemistry and molecular biology, KUMC; Bret Freudenthal, mentor
Kaylee Herzog, ecology and evolutionary biology; Kirsten Jensen, mentor
Sarah Mullinax, molecular biosciences; Robert Unckless, mentor
S. Mukui Mutunga, bioengineering; Sara Wilson and Carl Luchies, mentors
Chase Stucky, chemistry; Michael Johnson, mentor
Alex Von Schulze, molecular and integrative physiology, KUMC; John Thyfault and Paige Geiger, mentors

2016–2020

Isaac Allred, geology; Michael Blum, mentor

Bailey Banach, bioengineering; Brandon DeKosky, mentor

J. Daniel Griffin, bioengineering; Cory Berkland, mentor

Ember Krech, bioengineering; Elizabeth Friis, mentor

David Menager, electrical engineering and computer science; Arvin Agah and Dongkyu Choi,
mentors

Matthew Schaich, biochemistry and molecular biology, KUMC; Bret Freudenthal, mentor

Bailey Spickler, mechanical engineering; Chris Depcik, mentor

Justin Williams, physics and astronomy; Christophe Royon, mentor

SELF GRADUATE FELLOWSHIP

Financial Support

Self Graduate Fellows will be appointed in 2019–2020 as a 50 percent (.50 FTE) Graduate Research Assistant (GRA) for 12 months. 2016-2020 fellows will be appointed at the annual rate of \$30,000 for four years, maximum, or until graduation, whichever comes first. 2017-2021, 2018-2022, and 2019-2023 fellows will be appointed at the annual rate of \$30,500 for four years, maximum, or until graduation, whichever comes first. Funding cannot extend beyond graduation. The rate will hold steady during the entire period of appointment. Fellows will be appointed to begin work in early August. Paychecks are distributed bi-weekly and follow this [payroll calendar](#). Year-round, 12-month support is provided to help Self Graduate Fellows make progress to their degrees.

The Comptroller's Office requires that all fellows have their payments deposited directly into a bank account. Fellows should allow several days for processing and should verify that the funds are available in their accounts. Fellows should contact the Self Graduate Fellowship office if they have any questions about their GRA appointment or paycheck.

It is important to understand the nature of GRA employment as it relates to compliance with the Affordable Care Act. University policies include:

- [Graduate Research Assistants \(GRAs\) and Affordable Care Act \(ACA\) Compliance](#)
- [GRA, GTA, and GA Appointments: General Guidelines and Eligibility](#)
- [Student Employee Eligibility Requirements and Appointment Limits](#)
- KUMC students should refer to [this website](#)

Fellows must contact the Self Graduate Fellowship office if they are considering any other employment, outside funding, or appointment to make sure there are no conflicts with their Self Graduate Fellowship appointment and to be consistent with the University of Kansas policies and procedures. Fellows must complete an Additional Financial Support Form (see Appendix) and submit to the Self Graduate Fellowship office for consideration. The form must be submitted as early as possible to avoid conflicts. Failure to do so may jeopardize continued appointment as a Self Graduate Fellow. It is the responsibility of all Self Graduate Fellows to notify the Self Graduate Fellowship office in advance if they will not be enrolled during a semester or will be absent for an extended period, including summers. This is important because the GRA appointment is an employment contract.

Health Insurance

The University of Kansas, in coordination with the Kansas Board of Regents, offers voluntary health insurance coverage for eligible graduate students through United Healthcare Student Resources. Please note that dental coverage and vision coverage are voluntary and not provided under this health insurance plan. The University of Kansas does not contribute towards dental and vision premiums for graduate students. Self Graduate Fellows are responsible for making their own health insurance decisions and enrollments. For Self Graduate Fellows who enroll in the GRA health insurance plan offered by the Kansas Board of Regents, the Self Graduate Fellowship pays the employer's share of the student premium. Specifically, Self Graduate Fellowship pays 75 percent of the total student-only premium for eligible GRAs. GRAs are

eligible for coverage if they have appointments of 50 percent (.50 FTE) for at least eight consecutive weeks in the semester or four consecutive weeks during the summer. The plan year begins on August 1 and extends for 12 months. Applications and premiums are accepted by the semester only.

- [GRA and Affordable Care Act \(ACA\) Compliance](#)
- [GRA benefits for Lawrence-based students](#)
- [GRA information for KUMC students](#)

Employment Status

As Graduate Research Assistants, Self Graduate Fellows are employees of the University of Kansas.

Employment Eligibility

KU employees are considered a part-time employee if the appointment in a regular position is 48 percent to less than 75 percent FTE. Self Graduate Fellowship GRAs are appointed at a 50 percent FTE. GRAs are salaried student employees who perform research that is in their fields of study and is integral to the student's education (e.g. dissertation topic). The duties performed are under the direct supervision of faculty or research professionals. Details regarding GRA appointment eligibility are available within the [Graduate Research Assistant Appointment Eligibility policy](#).

Workers Compensation

GRAs are covered under State of Kansas Workers Compensation and under the Kansas Tort Claims Act. Under the Kansas Workers Compensation Act, if an employee is injured or becomes sick due to work, that employee may be eligible, as determined by the State Self Insurance Fund, to receive medical coverage and compensation for lost wages subject to a weekly maximum. If a Self Graduate Fellow has deferred funding and is not funded by the Self Graduate Fellowship, they are not considered an employee and is not covered by State of Kansas Workers Compensation.

Taxes

All students who receive payments from the Self Graduate Fellowship are responsible for declaring these payments on their tax returns. Students appointed as GRAs will receive W-2 forms from the University of Kansas. Students appointed through the Self Graduate Fellowship, using other payment mechanisms, may not receive a W-2 form or other documentation of income. All Self Graduate Fellows should inform themselves about IRS regulations and consult tax advisors if they need assistance. Fellows may find useful information through the Payroll Office on each campus. Tax assistance is available from [KU Legal Services for Students](#).

Tuition and Fees

The Self Graduate Fellowship pays full tuition and fees for Self Graduate Fellows to aid them in their pursuit of study or research. Payment of tuition and fees is made directly to the Comptroller for University of Kansas classes. The Self Graduate Fellowship pays for fall, spring, and summer tuition each year for a maximum of four years. The four-year tuition payment cycle begins in the fall and ends in the summer. The Self Graduate Fellowship does not

limit the number of credit hours supported, but enrolled hours are reviewed each semester. Tuition and fees are not waived at the University of Kansas; consequently, the Self Graduate Fellowship must pay for tuition and fees. Fellows are encouraged to review their enrollment through Enroll & Pay each semester for accuracy, to understand the expenditures, and to ensure that proper payment has been completed.

Enrollment

Fellows are responsible for knowing KU enrollment policies. Information is available from the [Office of the University Registrar](#). KUMC students should review [this website](#) for information. Students with a 50 percent (.50 FTE) GRA appointment must be enrolled for no fewer than six credit hours in the fall and spring semesters and three credit hours in the summer semester. This is considered full time enrollment. [Doctoral candidates](#) who have completed 18 post-comprehensive hours may enroll in fewer hours.

- [Graduate Studies Policy on full-time enrollment](#)
- [KUMC policy on full-time enrollment](#)

During the summer session, the GRA must be enrolled in coursework related to the graduate program. Generally, an enrollment of three credit hours is appropriate for the summer. Self Graduate Fellows must be enrolled in the summer in order to be appointed as a 12-month GRA. Doctoral candidates who have completed 18 post-comprehensive hours may enroll in fewer hours.

After passing the comprehensive oral examination for a doctoral degree, fellows must be continuously enrolled, including summer sessions, until all requirements for the degree are completed (including the filing of the dissertation). If, after 18 hours of post-comprehensive enrollment, the degree is not completed, fellows must continue to enroll each semester and each summer session until all degree requirements have been met. Typically, fellows can enroll in one credit hour. Fellows should direct questions about enrollment hours to their advisors.

- For additional [doctoral candidacy](#) information
- KUMC students can refer to [this website](#)

Degree courses

The Self Graduate Fellowship expects fellows to enroll in classes that meet the departmental course requirements for the Ph.D. and/or are recommended by advisors for the course of study. Fellows must maintain full-time graduate enrollment (as defined by the academic department) until they pass the comprehensive oral examination for a doctoral degree.

Non-degree courses

The fellowship will pay tuition for courses needed to meet deficiencies or a foreign language requirement, or for courses that are recommended by the fellow's advisor. The fellowship does not pay tuition for courses that do not meet departmental and/or school requirements for the Ph.D. While fellows may study abroad, the fellowship does not pay for courses at other colleges or universities or other additional expenses incurred due to study abroad. Students should check with the Self Graduate Fellowship office prior to enrollment if they have questions. The Self

Graduate Fellowship office will contact fellows directly when there are questions regarding enrollment decisions. Fellows may clarify in advance about enrollment.

Certificates

Pursuit of certificates must be approved by the fellow's mentor and the Self Graduate Fellowship office. The purpose is to ensure that the certificate topic and additional coursework are a match to Self Graduate Fellowship goals and to manage Self Graduate Fellowship tuition expenses.

Late enrollment

The fellowship does not pay [late enrollment fees](#). Students will be billed and responsible for paying for late fees.

Adding/Dropping classes

Penalties for [adding and/or dropping classes](#) begin on the first day of classes each semester. Fellows will be billed and responsible for costs associated with dropping classes.

ACADEMIC PROGRESS

Fellows are expected to enroll in fall, spring, and summer semesters while completing their coursework, and to make satisfactory academic progress toward their degrees while maintaining good academic standing according to the [KU policy](#). The SGF staff will check cumulative GPAs at the end of each semester to ensure good academic standing. Fellows should follow Graduate Studies and department guidelines concerning enrollment. Fellows are expected to complete an academic progress report and submit it to the Self Graduate Fellowship office in May each year. The 2019–2020 deadline is May 15, 2020. (See Appendix)

Maintaining high academic standards and high professional and student conduct is required for all Self Graduate Fellows and closely monitored in order to continuing as a Self Graduate Fellow.

The following shall be reason to discontinue the Self Graduate Fellowship:

- Failure to maintain satisfactory academic progress toward meeting degree requirements, as determined by the home academic department
- Failure to maintain a cumulative graduate GPA of 3.0 or above
- Earned an NP (no progress) for research hours
- Failure to maintain eligibility for employment as a Graduate Research Assistant
- Failure to maintain high standards for academic and research conduct
- Failure to maintain high standards for professional and student conduct

ACADEMIC CONDUCT

One goal shared by the graduate programs at KU and KUMC is to provide an educational environment in which a student can master a special field of knowledge and strive to develop competence in independent scholarship and research to make original contributions to knowledge. In achieving that goal, there is an expectation by KU that graduate students will conduct themselves with high integrity and professional ethics. Such conduct by a graduate student must include adherence to the written and observed or taught guidelines for ethical standards of the profession for which the student is seeking to enter.

Academic misconduct including, but not limited to, plagiarism, fabrication of data, negligence in laboratory safety or recordkeeping, sabotage of labmates' research, disruption of classes, and giving or receiving unauthorized aid on examinations will not be tolerated and shall be reason to discontinue the Self Graduate Fellowship.

A graduate student is responsible for informing himself/ herself about these requirements and expectations of conduct as well as seeking answers to his/ her own questions about what constitutes misconduct. All KU students, including Self Graduate Fellows, are expected to comply with the [KU Code of Student Rights and Responsibilities](#). KUMC students can refer to [this website](#)

NON-ACADEMIC CONDUCT

Self Graduate Fellows are expected to maintain a respectful and supportive environment. This is demonstrated by being courteous; respecting boundaries, opinions, individual differences; ensuring equal access to opportunities; creating a positive environment; not tolerating prejudicial actions or remarks; and supporting and protecting those who report violations of departmental or university policies. Non-academic misconduct will not be tolerated and shall be reason to discontinue the Self Graduate Fellowship. More information can be found within the [Student Non-Academic Conduct Procedures](#).

LEAVE OF ABSENCE

Self Graduate Fellows may petition the Self Graduate Fellowship for a leave of absence from the fellowship to pursue full-time professional activities related to the doctoral program and long-range professional goals. Leaves of absence also may be granted because of illness or other emergency. Ordinarily a leave of absence is granted for one semester or for one year. During a leave of absence, Self Graduate Fellowship financial support, including GRA appointment and tuition and fees sponsorship, may be suspended, depending on the situation. During the leave the Self Graduate Fellow will not be required to participate in fellow development program activities. Fellows need to be aware that the fellow development program is coordinated in a four-year sequence, so their curriculum and activities will be impacted.

Self Graduate Fellows who are granted a leave of absence will be expected to complete their four-year commitment to the Self Graduate Fellowship. Ordinarily this will be accomplished by adding a semester or a year to the initial four-year award period. During this time fellows will receive full support from the Self Graduate Fellowship, or receive the additional support not provided during the leave, and will be required to participate fully in fellow development program activities.

Self Graduate Fellows who additionally wish to be granted an academic leave of absence must follow the policies and procedures of their department and [Graduate Studies](#). Fellows should submit petitions to the Self Graduate Fellowship after they have received approval from their department and must include a copy of the approval from the department of the appropriate graduate division.

If support is deferred, deferrals are limited to 12 months/26 pay periods, maximum. Deferrals can only be paid while the fellow is a full-time student (as defined by the Graduate Studies

policy). Deferrals are paid out at the Self Graduate Fellowship standard monthly support rate for the fellow's class.

Fellows should consult the Self Graduate Fellowship office in advance to determine when their inability to participate in the development program may require a leave of absence from the Self Graduate Fellowship.

POLICIES ON ADDITIONAL FINANCIAL SUPPORT

In general, we believe that the Self Graduate Fellowship financial support should be sufficient to support a student, and therefore outside employment is discouraged. All appointments must fit within University of Kansas and Self Graduate Fellowship policies. It is important to understand the nature of GRA employment as it relates to compliance with the Affordable Care Act.

- [Graduate Research Assistants \(GRAs\) and Affordable Care Act \(ACA\) Compliance](#)
- [GRA, GTA, and GA Appointments: General Guidelines and Eligibility](#)
- [Student Employee Eligibility Requirements and Appointment Limits](#)
- KUMC students should refer to [this website](#)

Fellows must contact the Self Graduate Fellowship office as soon as possible if they are considering additional financial support or conflicting appointments/employment in order to negotiate the alignment with University of Kansas and Self Graduate Fellowship policies. Self Graduate Fellows must complete the Additional Financial Support Form (see Appendix).

In most cases, the Self Graduate Fellowship must be the primary fellowship and Self Graduate Fellows may not hold other major University of Kansas fellowships. Fellows are expected to participate in Self Graduate Fellowship development activities for four consecutive years. Fellows may not hold another fellowship that includes program activity.

Graduate Teaching Assistantships (GTA)

The Self Graduate Fellowship recognizes the value of gaining teaching experience. Additionally, some academic departments require graduate students to serve as GTAs. The Self Graduate Fellowship cannot appoint Self Graduate Fellows concurrent with a GTA appointment. GTA appointments cannot overlap with a Self Graduate Fellowship GRA appointment. As such, Self Graduate Fellows must inform the Self Graduate Fellowship office as soon as possible so that support can be deferred. Self Graduate Fellowship GRA funding and tuition and fees sponsorship will be deferred to a future semester. Self Graduate Fellows may accept a GTA through their department for a maximum of two semesters during their tenure on Self Graduate Fellowship support. The two semesters do not have to be back-to-back.

University Scholarships

Due to limited funds available for graduate students at the University of Kansas, Self Graduate Fellows are discouraged from applying for additional university scholarships and professional development awards during their tenure on Self Graduate Fellowship support.

Internships

The Self Graduate Fellowship recognizes the value of gaining internship experience. Additionally, some academic departments require graduate studies to have an internship experience. To ensure internships, paid or unpaid, align with university and Self Graduate Fellowship policies, Self Graduate Fellows must inform the Self Graduate Fellowship office as soon as possible.

Research Funds

A fellow may accept research funds provided the funds support the research directly related to the fellow's doctoral studies as verified by the fellow's advisor.

External Fellowships and Training Grants

Most external fellowships and training grants (e.g., National Science Foundation, National Institutes of Health, Fulbright) have restrictions regarding additional funding. On a case-by-case basis, the Self Graduate Fellowship will consider deferring monthly payments and/or tuition payments to accommodate policies for some major external fellowships. If a fellow also holds an NSF-GRFP award, the Self Graduate Fellowship works with Graduate Studies to seek NSF-GRFP approval for supplementing the GRFP award over five years. The Self Graduate Fellowship supplement will be \$5,000/year for three years with a .10 FTE GRA, while GRFP support is provided, and full Self Graduate Fellowship support at the level established for the fellow's class for an additional two years. The Self Graduate Fellowship may support additional tuition costs not supported by the GRFP.

Outside Employment

Fellows are discouraged from accepting outside employment unrelated to their Ph.D. programs during their tenure on Self Graduate Fellowship support.

FELLOW DEVELOPMENT PROGRAM

The fellow development program is a distinctive feature of the Self Graduate Fellowship. It provides general education and training in communication, management, innovation, and leadership to assist Self Graduate Fellows in their preparation for future leadership roles, complementing the specialized education and training provided in Ph.D. programs.

Acceptance of the Self Graduate Fellowship includes a firm commitment to actively participate in the Fellow Development Program, along with a desire to learn and develop communication, management, innovation, and leadership skills. Failure to be an active participant in the fellow development program activities shall be reason to discontinue the Self Graduate Fellowship award. Fellows are expected to participate in the Fellow Development Program for four consecutive years. The development program time commitment is approximately 80 hours each year, plus preparation and travel time.

A schedule of events for the next academic year is provided in June so fellows can avoid scheduling conflicts. Attendance at the Skill Sessions, Government and Science Policy Seminar, and the Symposium is required. Attendance at luncheons and communication coaching sessions is expected, unless scheduled in conflict with a required class. Fellows should contact the Self Graduate Fellowship office in advance regarding class conflicts and with any questions about the schedule and participation in the development program.

Program changes may be made on short notice and notification will be sent only by e-mail. Fellows must check their e-mail messages regularly.

Skill Sessions

A skill session serves as a weeklong focus on professional development to expand perspectives and knowledge in communication, management, innovation, and leadership. Two skill sessions are scheduled each year. The Fall Skill Session is held in August and the Spring Skill Session is held in January.

Dates: 2019–2020: Fall, August 12–16, 2019; Spring, January 13–17, 2020
2020–2021: Fall, August 10–14, 2020; Spring, January 11–15, 2021

Communication Coaching

Communication coaching workshops with KU faculty and outside experts build skills and confidence in communication through group and individual practice. Fellows work with other members of their entering class and individually with communication instructors in the fall and spring semesters each year. The communication coaching workshops are held in progressive sequence over the four years.

Luncheons

The development program includes discussions of public policy topics that are designed to expand fellows' perspectives and knowledge on cultural trends and other matters of broad interest. The public policy topics are introduced during the Fall Skill Session and further addressed during luncheons. Approximately ten luncheons are scheduled each year, five each semester. Luncheons are held during the fall and springs semesters, typically on Tuesdays. A

buffet luncheon is held from 12:15-12:45p.m., followed by a public policy presentation from 12:45-2:00p.m. Public policy topics are identified in discussion with current fellows and one topic is selected for the annual focus. Internal (KU) and external experts are invited to present to the fellows on various facets of the selected policy topic.

Poster Session

A poster session affords current fellows the opportunity to present their research and to learn about the research of other fellows. Faculty mentors are invited to participate in this annual event typically held in November or December.

Symposium

The annual Symposium brings together Self Graduate Fellows, members of the Society of Self Fellows, and friends of the fellowship for meetings, networking, and celebration. The Symposium includes the Board of Governors annual meeting, a Society of Self Fellows luncheon, a public lecture featuring a special guest, a reception and dinner celebrating the outgoing fourth-year fellows, and an alumni panel. The Symposium is held all day Friday and Saturday morning in mid-April.

Government and Science Policy Seminar

Self Graduate Fellows travel together to Washington, D.C. for a customized government and science policy seminar. This seminar is held every other year; fellows participate in their second or third year in the fellowship. The seminar typically takes place in October, overlapping with the KU fall break. The seminar features sessions with D.C. experts on topics including political parties and leadership, Congress, public policymaking and processes, the federal budget, science policy advocacy, and policy fellowships. The seminar also includes tours of the city and monuments and a networking dinner with local Society of Self Fellows.

PROFESSIONAL DEVELOPMENT AWARD

The purpose of the Madison and Lila Self Graduate Fellowship (SGF) Professional Development Award is to encourage professional development opportunities and enhance student-to-career transitions of Self Graduate Fellows. The award supports fellow participation in national or international professional meetings of an academic or professional organization as a participant or as a presenter (paper, poster, other). Additionally, the award can support skill development through participation in seminars, workshops, short courses, and certificate programs. The opportunity must be sponsored by an established organization. The Professional Development Award continuation is subject to review by the SGF Board of Trustees and staff.

Awards of up to \$5,500 per fellow are available to third- and fourth-year Self Graduate Fellows. In consultation with the SGF staff, first- and second-year fellows may request early consideration to take advantage of special opportunities. The total award amount of \$5,500 is available for the length of the fellowship, four years. To maximize the benefits of the support, fellows are encouraged to identify three separate professional development opportunities. A complete application is required for award consideration and will be accepted on a rolling basis to allow for maximum professional development opportunities. Each application is reviewed and approved by the SGF staff. Retroactive funding will not be considered. The professional development opportunity cannot conflict with a mandatory Fellow Development Program event

(Skill Session, Government & Science Policy Seminar, Symposium); funding will not be awarded if there is a conflict. Funding must be spent during the time that the fellow is an active participant in the Fellow Development Program, ending in March of the final year. There can be no split/shared funding with department and/or other sources with this award. The award application must be submitted no later than four weeks before the date in which support is requested by email to sgf@ku.edu. Materials to be submitted include: (a) completed application form, including estimated expenditures and the faculty mentor signature; (b) copy of the professional development program meeting/activity description and schedule; (c) abstract of the presentation/poster, if applicable; and (d) proof of presentation acceptance, if applicable. Notification of the award to the fellow will be made by email within seven business days from the time the completed application is received to sgf@ku.edu. If travel is involved, fellows are responsible for contacting SGF before travel to obtain a Travel Authorization through SGF and to discuss spending plans in accordance with KU Endowment Association (KUEA) and KU travel and spending policies. Fellows are ultimately responsible for following all spending/documentation requirements. A Travel Authorization is required prior to travel. If the application is approved by SGF, upon the usage of the funds, the fellow should contact sgf@ku.edu for reimbursement within one week of fund usage. SGF will require the following for reimbursement: (a) travel expense report (excel document); (b) itemized receipts; and (c) updated W-9 from fellow. SGF will then review the exact amount of money requested and approve according to KUEA and SGF policies for reimbursement to the fellow. This SGF award cannot be combined with other department awards or support.

Fellows who receive the SGF professional development award are expected to make a brief presentation on their professional development experience at a Self Graduate Fellowship luncheon. This presentation will be scheduled in consultation with SGF.

SOCIETY OF SELF FELLOWS

The Society of Self Fellows (SSF), the Self Graduate Fellows' alumni network, was envisioned by Madison and Lila Self at the time the fellowship was established. By accepting a Self Graduate Fellowship, each Self Graduate Fellow assumes the permanent obligations of the Society of Self Fellows. Society members are expected to contribute to the program throughout their careers.

The Society of Self Fellows began formal activities in 2000, with 17 alumni. This year there are 157 SSF members. The first Board of Governors was appointed in 1999, and the elections for new governors are held each fall.

Self Graduate Fellows become associate members of the SSF when they complete their four years of fellowship support. Upon conferral of the Ph.D. degree, associate members become lifetime members.

The Society of Self Fellows offers opportunities to connect with fellows and alumni. Society members also have the opportunity to give back through an annual fundraising campaign to support the University of Kansas, graduate studies, and/or their academic department.

2019 Board of Governors, Society of Self Fellows

Heather York, Ph.D., Governor, 2016-2019, President

Mark Bailey, Ph.D., Governor, 2017-2020

Mary Krause, Ph.D., Governor, 2018-2021

Kyle Wetzell, Ph.D., Governor, 2019–2022

Charles Svoboda, Jr., Ph.D., Governor, 2015-2018, Past President

2015–2019

Lance Frazer, bioengineering; Kenneth J. Fischer, mentor

Leila Joyce Seals, geology; Rolfe D. Mandel, mentor

Cassidy Krause, mathematics; Erik Van Vleck, mentor

Samuel Lane, physics and astronomy; Ian Lewis, mentor

Alexandra Machen, biochemistry and molecular biology, KUMC; Mark Fisher and Aron Fenton, mentors

Lauren Schumacher, aerospace engineering; Ronald Barrett, mentor

Stephen Shannon, anatomy and cell biology, KUMC; Paul Trainor, mentor

Ian Weidling, neuroscience, KUMC; Russell Swerdlow, mentor

2014–2018

Ashley Archer, molecular and integrative physiology, KUMC; Paige Geiger, mentor

Eileen Cadel, bioengineering; Elizabeth A. Friis, mentor

Michael Cooper, neuroscience, KUMC; Doug Wright, mentor

Mackenzie Cremeans, geology; J. F. Devlin, mentor

Doug Orsi, medicinal chemistry; Ryan Altman, mentor

Alyssa Rollando, bioengineering; Sara Wilson and Stephen Waller, mentors

2013–2017

Andrea Freemyer, neuroscience, KUMC; Dianne Durham, mentor
Theodore Harris, ecology and evolutionary biology; Val H. Smith and Jerry deNoyelles, mentors
Michelle McWilliams, molecular and integrative physiology, KUMC; Vargheese M. Chennathukuzhi, mentor
Joseph Siegel, chemistry; Susan M. Lunte, mentor
Michael Stees, electrical engineering and computer science; Suzanne M. Shontz, mentor

2012–2016

Kathryn Denning, ecology and evolutionary biology; Bryan Foster, mentor
Regis Dowd Jr., chemical and petroleum engineering; Trung Van Nguyen, mentor
Jeffrey Hirst, pathology and laboratory medicine, KUMC; Andrew K. Godwin, mentor
David Minnick, chemical and petroleum engineering; Aaron M. Scurto, mentor
Christopher Neal, neuroscience, KUMC; Dianne Durham, mentor
Zach Raff, economics; Dietrich Earnhart, mentor
Blair Benson Schneider, geology; Rolfe D. Mandel and Don W. Steeples, mentors
Emily “Cate” Wisdom, bioengineering; Candan Tamerler, mentor

2011–2015

S. Nicole “Nikki” Galvis, bioengineering; Elizabeth A. Friis, mentor
Brittany Hartwell, bioengineering; Cory J. Berkland, mentor
Matthew Josephson, molecular biosciences; Erik A. Lundquist, mentor
Karl Kammerer, business - strategic management; Laura Poppo, mentor
Angela Pierce, neuroscience; Julie A. Carlsten Christianson, mentor
Lei Shi, electrical engineering and computer science; Christopher T. Allen, mentor
Sarah Wildgen, chemistry; Robert C. Dunn, mentor

2010–2014

Annaria Barnds, bioengineering; Carl W. Luchies, mentor
Jodi Gentry, civil, environmental, and architectural engineering; Belinda S. M. Sturm, mentor
William Gilbert, chemical and petroleum engineering; Jenn-Tai Liang, mentor
Erin Mannen, mechanical engineering; Elizabeth A. Friis, mentor
Julie Mitchell, microbiology, molecular genetics, and immunology, KUMC; Thomas M. Yankee, mentor
Patricia Sprouse, bioengineering; Stevin H. Gehrke, mentor
Erik Van Kampen, chemical and petroleum engineering; Stevin H. Gehrke, mentor

2009–2013

Amy Newton, molecular biosciences; Stephen H. Benedict, mentor
Amanda Renth, bioengineering; Michael Detamore, mentor
Erin Saupe, geology; Paul A. Selden and Bruce S. Lieberman, mentors
Leslie Smith, aerospace engineering; Saeed Farokhi, mentor

2008–2012

Sommer Amundsen, bioengineering; Carl W. Luchies, mentor

Heather Eilers, civil, environmental, and architectural engineering; Thomas E. Glavinich and Oswald Chong, mentors
Laci Gerhart Barley, ecology and evolutionary biology; Joy K. Ward, mentor
Katrina Legursky, aerospace engineering; Richard D. Hale and Shahriar Keshmiri, mentors
Corinne Myers, geology; Bruce S. Lieberman, mentor
Griffin Roberts, chemical and petroleum engineering; Susan M. Williams, mentor
Clayton Wauneka, bioengineering; Wen Liu, mentor

2007–2011

D. Fernando Estrada, molecular biosciences; Roberto N. De Guzman, mentor
Steven Hart, pharmacology, toxicology, and therapeutics, KUMC; Xiao-bo Zhong, mentor
Talia Martin, pharmaceutical chemistry; Jennifer S. Laurence, mentor
Annalise Nawrocki, ecology and evolutionary biology; Pauly Cartwright, mentor
Sarah Pyszczynski, pharmaceutical chemistry; Valentino Stella and Eric J. Munson, mentors
Andrea Romero, ecology and evolutionary biology; Robert M. Timm, mentor
Peter Schillig, geology; John F. Devlin, mentor
Joshua Sestak, pharmaceutical chemistry; Cory J. Berkland, mentor
John Shelley; civil, environmental, and architectural engineering; Bruce M. McEnroe, mentor

2006–2010

Mark Bailey, bioengineering; Cory J. Berkland, mentor
Stephanie Bishop; pharmacology, toxicology, and therapeutics, KUMC; James Luyendyk, mentor
Gary Brandt, medicinal chemistry; Brian S. J. Blagg, mentor
Natalie Ciaccio, pharmaceutical chemistry; Jennifer S. Laurence, mentor
Adam Duerfeldt, medicinal chemistry; Brian S. J. Blagg, mentor
Molly McVey, mechanical engineering; Carl W. Luchies, mentor
Jay Sarthy, molecular biosciences, 2006–2009; Michael H. Crawford, mentor
Cameron Siler, ecology and evolutionary biology; Rafe M. Brown, mentor

2005–2009

Martha Carletti, physiology, KUMC; Lane K. Christenson, mentor
Maria Feeney, pharmaceutical chemistry; Christian Schoeneich, mentor
Kristin Lichti-Kaiser, pharmacology and toxicology; Jeffrey L. Staudinger, mentor
Mary Krause, chemistry; Jennifer S. Laurence, mentor
Brian Platt, geology; Stephen T. Hasiotis, mentor
Diana Sperger, pharmaceutical chemistry; Eric J. Munson, mentor

2004–2008

Robert Berendt II, pharmaceutical chemistry; Eric J. Munson, mentor
Chadd Clary, mechanical engineering; Lorin P. Maletsky, mentor
Megan Johnson, anatomy and cell biology, KUMC; Douglas R. Wright, mentor
Quinn Long, ecology and evolutionary biology; Kelly Kindscher, mentor
Joseph Soltys, mechanical engineering; Sara E. Wilson, mentor
Christopher Taylor, electrical engineering and computer science; Arvin Agah, mentor

2003–2007

Heather Amthauer, electrical engineering and computer science; Costas Tsatsoulis, mentor
M. Danielle Barker, chemistry; Joseph A. Heppert, mentor
Heather McLeod, civil, environmental, and architectural engineering; David Darwin and
JoAnn Browning, mentors
Kristin Price, chemistry; Craig E. Lunte, mentor

2002–2006

Efugbaike Ajayi, American studies; William M. Tuttle Jr., mentor
Sophie Ambrose, speech/language/hearing; Marc E. Fey, mentor
Robin Aupperle, psychology; Douglas R. Denney, mentor
Bryce Baker, mechanical engineering; Terry N. Faddis, mentor
Shannon DeVaney, ecology and evolutionary biology; Edward O. Wiley, mentor
Erin Burger-Dunn, chemistry; Jon A. Tunge, mentor
Jaime Gassmann, American studies; Brian L. Donovan, mentor
Scott Grecian, medicinal chemistry; Jeffrey Aubé, mentor
Joseph Lubach, pharmaceutical chemistry; Eric J. Munson, mentor
Timothy Nelson, clinical child psychology; Ric G. Steele Jr., mentor
Laura Peek, pharmaceutical chemistry; C. Russell Middaugh, mentor
Julie Sergeant, gerontology; David J. Ekerdt, mentor
Emily Stamey, history of art; David C. Cateforis, mentor
Oliver Zeltner, history; Jeffrey P. Moran, mentor

2001–2005

Carla Berg, psychology; C. Richard Snyder, mentor
M. Elizabeth Burns Kramer, psychology and research in education; James W. Lichtenberg,
mentor
Monica Flask, social welfare; Marianne Berry, mentor
Carrie Hohl, civil, environmental, and architectural engineering; Dennis D. Lane, mentor
J. Erik Rytting, pharmaceutical chemistry; Kenneth L. Audus, mentor
Hal Shorey, psychology; C. Richard Snyder, mentor
Sarah Smiley, geography; Garth A. Myers, mentor
Alycia Stigall, geology, 2001–2004; Bruce S. Lieberman, mentor
Heather York, ecology and evolutionary biology; Robert M. Timm, mentor

2000–2004

Daniel Hoyt, English; Thomas D. Lorenz, mentor
Lon Mitchell, mathematics; William L. Paschke, mentor
Matthew Ramspott, geography; Kevin P. Price, mentor
Rachel Robson, pathology and laboratory medicine, KUMC; Rebecca T. Horvat, mentor
Lisa Castle Walker, ecology and evolutionary biology; Kelly Kindscher, mentor
Matthew Zart, chemistry; Andrew S. Borovik, mentor

1999–2003

Jennifer Austenfeld, psychology; Annette L. Stanton, mentor
Jason Botz, entomology; Catherine Loudon, mentor

Resha Cardone, Spanish and Portuguese; Katherine V. Unruh, mentor
Adrienne Harris, Slavic languages and literatures; Edith W. Clowes, mentor
Stephanie Krogmeier, pharmaceutical chemistry; Elizabeth M. Topp, mentor
Adam Powell, psychology; C. Daniel Batson, mentor
Brian Thomas, physics and astronomy; Adrian L. Melott, mentor
Katie Wilkinson, political science; Philip A. Schrodtt, mentor

1998–2002

Nathan Berg, economics, 1998–2001; D. Donald Lien, mentor
Anna Carlson, ecology and evolutionary biology; Edward O. Wiley, mentor
Bridgett Chapin, ecology and evolutionary biology; F. Jerry deNoyelles, mentor
Allyson Tubaugh Charbonnet, chemistry; Craig E. Lunte, mentor
Nathan Goodman, electrical engineering and computer science; James M. Stiles, mentor
Nancy Holcroft Benson, ecology and evolutionary biology; Edward O. Wiley, mentor
Christy McCain, ecology and evolutionary biology; Norman A. Slade and Robert M. Timm,
mentors
Karen Beckman Pace, nursing; Carol E. Smith, mentor
Noel Rasor, American studies; Garth A. Myers and Norman R. Yetman, mentors
Carol Stotz, pharmaceutical chemistry; Elizabeth M. Topp, mentor
Charles Svoboda Jr., aerospace engineering; Jan Roskam and David R. Downing, mentors

1997–2001

Matt Ackermann, biochemistry and molecular biology, KUMC; Radhakris Padmanabhan,
mentor
Richard Baldauf, civil and environmental engineering, 1997–2000; Dennis D. Lane, mentor
Oliver Komar, ecology and evolutionary biology; A. Townsend Peterson, mentor
Brian Lobo, pharmaceutical chemistry; C. Russell Middaugh, mentor
Sheldon Moss, pharmacology and toxicology; Stephen C. Fowler, mentor
Sarah Vickery, chemistry; Robert C. Dunn, mentor
Chris Wiethoff, pharmaceutical chemistry; C. Russell Middaugh, mentor

1996–2000

Amy Blackmarr, English; Elizabeth A. Schultz, mentor
Karl Brooks, history; Donald E. Worster, mentor
Jennifer Forsee Golden, medicinal chemistry; Jeffrey Aubé, mentor
Jill Story, speech/language/hearing; Diane F. Loeb, mentor

1995–1999

Cory Beard, electrical engineering; Victor S. Frost, mentor
Timothy Hubin, chemistry; Daryle H. Busch, mentor
Karyl Leggio, business, 1995–1998; Paul D. Koch, mentor
Julie Mach, pharmacology and toxicology; Elias K. Michaelis, mentor
Elizabeth Smith, entomology; Deborah Smith, mentor
Shari Baron Sokol, hearing and speech; Marc E. Fey, mentor

1991–1998

Christine Cameron, psychology, 1991–1995; Annette L. Stanton, mentor

Kristine Frank, medicinal chemistry, 1994–1998; Lester A. Mitscher and Jeffrey Aubé,
mentors

Michael Handley, geography, 1991–1995; James R. Shortridge, mentor

Brian Miller, pharmaceutical chemistry, 1993–1997; Christian Schoeneich, mentor

Dana Price, ecology and evolutionary biology, 1992–1996; Kelly Kindscher, mentor

Andrew Vance, chemistry, 1993–1997; Daryle H. Busch, mentor

Kyle Wetzel, aerospace engineering, 1994–1995; Saeed Farokhi, mentor

University of Kansas
Madison and Lila Self Graduate Fellowship
Additional Financial Support Form

Details regarding additional financial support policies can be found in the SGF Handbook.

Name: _____ SGF class: _____

Department: _____

Sponsoring Organization: _____

Type of Additional Financial Support:

Note, documentation detailing the additional financial support offer will be required with the completion of this form.

Graduate Teaching Assistantship

Department _____

Internship

Paid

Unpaid

Other (describe) _____

Additional Financial Support Start Date: _____

Additional Financial Support End Date: _____

How will participation in this opportunity contribute to your academic goals and progress to degree?

How will participation in this opportunity contribute to your professional development?

Requesting Self Graduate Fellowship deferred support (GRA/tuition and fees):

Yes

No

If no, please describe why Self Graduate Fellowship funding should continue.

Will you be able to continue participating in the Fellow Development Program?

Yes

No

Applicant Signature _____ Date _____

Faculty Mentor Name _____

Faculty Mentor Signature _____ Date _____

**Send the completed form and additional financial support documentation
(offer letter, funding confirmation, appointment confirmation, etc.) by email to sgf@ku.edu.**

Madison and Lila Self Graduate Fellowship 2019-2020 Professional Development Award Application

The purpose of the Madison and Lila Self Graduate Fellowship (SGF) Professional Development Award is to encourage professional development opportunities and enhance student-to-career transitions of Self Graduate Fellows. The award supports fellow participation in national or international professional meetings of an academic or professional organization as a participant or as a presenter (paper, poster, other). Additionally, the award can support skill development through participation in seminars, workshops, short courses, and certificate programs. The opportunity must be sponsored by an established organization.

The Professional Development Award continuation is subject to review by the SGF Board of Trustees and staff.

1. Awards of up to \$5,500 per fellow are available to third- and fourth-year Self Graduate Fellows. In consultation with the SGF staff, first- and second-year fellows may request early consideration to take advantage of special opportunities. The total award amount of \$5,500 is available for the length of the fellowship, four years. To maximize the benefits of the support, fellows are encouraged to identify three separate professional development opportunities.
2. A complete application is required for award consideration and will be accepted on a rolling basis to allow for maximum professional development opportunities. Each application is reviewed and approved by the SGF staff. Retroactive funding will not be considered. The professional development opportunity cannot conflict with a mandatory Fellow Development Program event (Skill Session, Government & Science Policy Seminar, Symposium); funding will not be awarded if there is a conflict. Funding must be spent during the time that the fellow is an active participant in the Fellow Development Program, ending in March of the final year. There can be no split/shared funding with department and/or other sources with this award.
3. The award application must be submitted no later than **four weeks before** the date in which support is requested by email to sgf@ku.edu. Materials to be submitted include: (a) completed application form, including estimated expenditures and the faculty mentor signature; (b) copy of the professional development program meeting/activity description and schedule; (c) abstract of the presentation/poster, if applicable; and (d) proof of presentation acceptance, if applicable. Notification of the award to the fellow will be made by email within seven business days from the time the completed application is received to sgf@ku.edu.
4. If travel is involved, fellows are responsible for contacting SGF **before** travel to obtain a Travel Authorization through SGF and to discuss spending plans in accordance with KU Endowment Association (KUEA)* and KU travel and spending policies. Fellows are ultimately responsible for following all spending/documentation requirements. **A Travel Authorization is required prior to travel.**
*<http://www.kuendowment.org/Resources/KU-Faculty-Staff/Fund-Administration-Use-Handbook/5-0-Disbursements#5.7>
5. If the application is approved by SGF, upon the usage of the funds, the fellow should contact sgf@ku.edu for reimbursement within **one week** of fund usage. SGF will require the following for reimbursement: (a) travel expense report (excel document); (b) itemized receipts; and (c) updated W-9 from fellow. SGF will then review the exact amount of money requested and approve according to KUEA and SGF policies for reimbursement to the fellow. This SGF award cannot be combined with other department awards or support.
6. Fellows who receive the SGF professional development award are expected to make a brief presentation on their professional development experience at a Self Graduate Fellowship luncheon. This presentation will be scheduled in consultation with SGF.

**Madison and Lila Self Graduate Fellowship
2019-2020 Professional Development Award Application**

Name: _____ SGF class: _____

Department: _____

Title of Meeting/Activity: _____

Sponsoring Organization: _____

Meeting/Activity Location: _____

Meeting/Activity Date(s): _____

Personal Days (if applicable): _____

Type of involvement: Attendee Presentation/Poster Workshop/Short Course
 Other (describe) _____

(If applicable) Date of presentation: _____ Presentation title: _____

How will participation in this opportunity contribute to your professional development?

How will participation in this opportunity contribute to your academic goals and progress to degree?

Please provide a detailed list of your estimated expenditures that you will request for reimbursement (airfare, lodging, transportation while at event, meals, private vehicle mileage, parking, tolls):

Total estimated cost: \$ _____
Total requested SGF Professional Development Award amount: \$ _____

Applicant Signature _____ Date _____

Faculty Mentor Name _____

Faculty Mentor Signature _____ Date _____

**Send the completed application and supplementary materials by email to sgf@ku.edu
no later than four weeks before the date in which support is requested.**

Madison and Lila Self Graduate Fellowship 2019–2020 Academic Progress Report

Name _____ Date _____

1. Departmental coursework requirements. Are you fulfilling all departmental coursework requirements? How many credit hours of required coursework are still to be completed? What other progress have you made toward your Ph.D.? (master's degree, comprehensive oral exam.)

2. Research and professional activities. Please describe your current research. Also list any publications, presentations, and attendance at national or international meetings.

3. Awards and patents. If you have received any awards, patents, or other recognition for your work, please explain.

4. Mentor interaction. Please comment on the nature and quality of your interactions with your mentor. Please also confirm your current mentor's name.

5. Degree completion date. When do you anticipate receiving your Ph.D.?

6. Please comment on your progress toward your professional and SGF goals and vision.

7. I plan to continue as a Self Graduate Fellow in 2020–2021. Yes No
Please provide a tentative list of courses for each semester, including summer, with credit hours, and include any plans for any other appointments.

Please attach a current version of your brief biography for use on the Self Graduate Fellowship website and in other publications.

This form must be received by May 15, 2020, in order for next year's appointments to be processed. Please submit electronically to sgf@ku.edu.