Interoffice Communication

DATE: December 3, 2013

TO: Biotechnology Faculty
    Deans
    Department Chairs
    Directors of Graduate Education
    Research Council

FROM: James M. Reecy
      Director, Office of Biotechnology

I am pleased to inform you that the Biotechnology Graduate Fellowship Program will be offered again this year. The primary objective of the program is to provide resources for attracting high quality graduate students to Iowa State University. Subject to the availability of funds, this year the fellowship program will include a secondary objective of providing a supplement for national training grant programs in the life sciences that do not provide tuition and benefits support.

Please be advised that a student’s acceptance of a fellowship offer is not a guarantee of funds from the Office of Biotechnology. Due to budgetary constraints, fellowship funds from the Office of Biotechnology are limited and will be awarded on a first-come, first-served basis until they are expended.

Recruitment of Graduate Students
I have attached a copy of the guidelines for the program and a copy of the application form to be submitted by departments and interdisciplinary programs that choose to participate. Additional copies may be obtained online at http://www.biotech.iastate.edu/fellowship-and-training-grant-funding, from the Office of Biotechnology, or you may photocopy the attached information. There is no deadline for submitting applications. Nominations will be reviewed by the Office of Biotechnology whenever they are submitted.

To submit a student’s name for consideration, the department or interdisciplinary program should complete the attached application form and send one copy of it and the required supporting material to Lori Miller, Office of Biotechnology, 1210 Molecular Biology Building. G.R.E. scores will be required for all nominations as a common base by which to evaluate the nominees. Successful applicants have both the verbal score and the quantitative score at the 65th percentile or above, which is 154 verbal, 156 quantitative (520 verbal, 720 quantitative on the previous scale). If a 65th percentile does not exist, the next lowest percentile is used. A G.R.E. analytical writing score of 3.0 or above, and a G.P.A. of 3.5 or above also are required.

The Office of Biotechnology considers the letters of recommendation; the personal statement; reasons why the ISU department or interdepartmental program considers the applicant to be exceptional; and the applicant’s science background, research experience, and publications. On the application form, the department chair or director of graduate education will be asked to certify that applicants who are awarded fellowships (1) will perform research on a project relating to biotechnology and (2) will comply with the admission guidelines established by the department/program which may, but are not required to, include the opportunity to rotate to research projects within the department/program.
The fellowships will be of two types to provide maximum flexibility to the department or interdisciplinary program for competing effectively with other institutions in recruiting outstanding students. Each academic department or interdisciplinary program may receive up to two new awards per academic year. For qualified U.S. citizens or permanent residents, the department or interdisciplinary program can request (a) its standard stipend for a research assistantship for one fiscal year up to a total of $20,000, or (b) a fellowship supplement for up to four fiscal years that will be added to the assistantship provided by the academic unit. The supplement cannot exceed the standard stipend or a maximum of $20,000. Please do not request both the stipend and the fellowship supplement for the same student. For qualified students who are not U.S. citizens or permanent residents, the department or interdisciplinary program can request matching funds for a stipend of up to $10,000 for one fiscal year. For all students, part of the award can be used for tuition and fringe benefits, **as long as the total award amount is not exceeded**.

**Tuition and Benefits Support for Students on National Training Grants**

I have attached a copy of the guidelines for the program and a copy of the application form to be submitted by faculty members who choose to participate. Additional copies may be obtained from the Office of Biotechnology or downloaded [http://www.biotech.iastate.edu/fellowship-and-training-grant-funding](http://www.biotech.iastate.edu/fellowship-and-training-grant-funding). There is no deadline for submitting applications. Applications will be reviewed by the Office of Biotechnology whenever they are submitted.

To submit an application for consideration, the faculty member(s) applying for the national training grant should complete the attached application form and e-mail it and any required supporting material to Glenda Webber, gwebber@iastate.edu, in the Office of Biotechnology. Faculty members who want to state in their national training grant application that they have secured support from the Office of Biotechnology should allow a minimum of two weeks for the Office of Biotechnology to act on their request.

If the national training grant application is successful, the tuition and benefit support will be awarded as a lump sum not to exceed $30,000 over three fiscal years.

Best wishes in your efforts to recruit graduate students or obtain training grants for Iowa State University.

JMR/gw

Attachments

c: Interim Vice President Oliver
   Associate Vice President Bronson
   Graduate education support personnel