

## GENERAL INSTRUCTIONS

### NATIONAL SCIENCE FOUNDATION GRADUATE RESEARCH FELLOWSHIPS

NSF Graduate Fellowships . NSF Minority Graduate Fellowships

**Read the *Program Announcement, Inventory List*, and these instructions carefully before completing the forms.**

**IMPORTANT:** Deadline dates relevant to the NSF Graduate Research Fellowship Program are stipulated below and on the *Inventory List*. These dates have been established to allow for the orderly processing and review of applications and for timely notification to fellowship candidates of the disposition of their applications. It is therefore of the utmost importance that these deadlines be met. Since a postmark date is required, applicants may wish to obtain a record of the mailing date by requesting a "Certificate of Mailing" from the post office. **Applicants should retain copies of materials they submit.**

The information requested on the application materials is solicited pursuant to the National Science Foundation Act of 1950, as amended, and is of three types. Information related to citizenship, ethnic minority group status (to determine eligibility for NSF Minority Graduate Fellowships), field of study, and prior educational experience is used to determine the eligibility of applicants to apply in these competitions. Personal data, such as Social Security Number and date of birth, are used in correlating application materials, transcripts, and Graduate Record Examination (GRE) scores, particularly for applicants with similar names. The remaining information, such as course grades, honors received, statements of study and career plans, and educational background, assists reviewers in evaluating the qualifications of applicants for fellowships. The information you supply will be used and disclosed only in connection with the selection of NSF Fellows and the administration of NSF Fellowships; this information will not be disclosed for any other purpose, except as part of statistical reports in a form which would not allow identification of individual applicants. Although provision of any of the requested information is voluntary, failure to provide full and complete information necessary for eligibility determination or for evaluation of qualifications may reduce the possibility of your receiving a fellowship award.

Persons eligible to apply in both the NSF Graduate Fellowship competition and the NSF Minority Graduate Fellowship competition, and who choose to apply in both, should submit only one set of application materials to be used in both competitions.

All application materials must be typed or legibly printed. Photocopies or excessively small or indistinct computer print-outs should not be submitted. Type size should be no smaller than 10-point. The formatting, order of questions, and specific wording on these application forms may not be changed.

**The applicant's name and Social Security Number must be on all additional sheets required to complete any of the forms.**

Application forms of an earlier year, those used in other National Science Foundation programs, or for programs not affiliated with the National Science Foundation, may not be used.

Papers submitted in support of an application will not be returned to the applicant.

NOTE: All application materials must be submitted to:

Mailing address:

NSF Graduate Research Fellowship Program  
Oak Ridge Associated Universities  
P.O. Box 3010  
Oak Ridge, Tennessee 37831-3010

Special messenger or courier address:

NSF Graduate Research Fellowship Program  
Oak Ridge Associated Universities  
702 S. Illinois Avenue, Suite B-102  
Oak Ridge, Tennessee 37830 Telephone: (423) 241-4300

The following application materials must be mailed together and unfolded in a large envelope postmarked, submitted electronically on the NSF FastLane, or delivered in person, no later than November 7, 1996: *Inventory List, Information Form, Application Form, Proposed Plan of Study or Research Form, Previous Research Experience Form, and Course Report Forms*. Applicants are encouraged to submit the *Undergraduate GPA Form* and *Official Academic Transcripts* with the above items.

The following application materials should be received by ORAU no later than December 12, 1996: *Reference Report Forms*.

The GRE General and Subject Tests should be taken by December 14, 1996.

**SUBMIT EARLY:** Submit your materials early to avoid delay in processing your application.

**ELIGIBILITY:** Before completing any of these materials, read the *Program Announcement* carefully to determine your eligibility to apply for an NSF Graduate Research Fellowship. Be sure that you meet the eligibility requirements before you apply.

**APPLICATION MATERIALS:** Prospective fellowship applicants may obtain application materials via the following methods:

1. Individuals may submit an application electronically using NSF's FastLane.
2. Via the NSF electronic publishing system, STIS--the Science and Technology Information System. With access to a modem, you can download and print this document and all necessary application forms. To get more information about the STIS system in general, send an Internet e-mail message to stisinfo@nsf.gov or call the NSF Forms and Publications Unit at (703) 306-1130, and request a copy of the STIS Brochure, NSF 95-64.
3. By written request: NSF Graduate Research Fellowship Program, Oak Ridge Associated Universities (ORAU), P.O. Box 3010, Oak Ridge, TN 37831-3010 or telephone (423) 241-4300 or fax (423) 241-4513 or Internet e-mail, nsfgrfp@orau.gov

THE FOLLOWING ARE INSTRUCTIONS FOR COMPLETING THESE APPLICATION MATERIALS; WITH THE EXCEPTION OF THE GRE SCORES AND REFERENCE REPORT FORMS, THESE APPLICATION MATERIALS MUST BE MAILED TOGETHER AND UNFOLDED IN A LARGE ENVELOPE POSTMARKED, SUBMITTED ELECTRONICALLY ON NSF'S FASTLANE, OR DELIVERED IN PERSON, NO LATER THAN NOVEMBER 7, 1996.

**INVENTORY LIST:** Read the instructions on the *Inventory List* carefully. It should be completed and submitted with the NSF Graduate Research Fellowship Application.

**INFORMATION FORM:** Read the separate instructions for the *Information Form* carefully before answering any questions.

**APPLICATION FORM:** Read the separate instructions for the *Application Form* carefully before answering any questions.

**NOTE:** Failure to respond to all items on the *Information Form* and *Application Form* may delay the processing of your application.

**PROPOSED PLAN OF STUDY OR RESEARCH FORM (NSF Form 306):** The *Proposed Plan of Study or Research Form* must be completed by all applicants in accordance with the instructions on the form. The initial plan may be modified after consultation with the adviser with whom the applicant will be associated as a Fellow. Duplicate this form if an additional page is necessary.

**PREVIOUS RESEARCH EXPERIENCE FORM (NSF Form 1259):** All applicants must complete this form in accordance with the instructions included thereon. Duplicate this form if an additional page is necessary.

**COURSE REPORT FORM (NSF Form 310):** Course Reports are important to the evaluation of your application. When completed according to the instructions outlined below, they enable the evaluators of your application to see clearly the courses you have taken and the grades you have received in your major field separate from those in supporting fields.

Before filling out the *Course Report Forms*, read carefully the instructions that follow. The six columns on the Course Report sheets are to be completed according to the information requested at the top of each column.

Use a separate *Course Report Form* for each Educational Institution attended.

List chronologically undergraduate courses applied toward your bachelor's degree, beginning with your freshman year, in the following order: 1. Undergraduate courses in your major field on one (or more if needed) Course Report sheet; 2. All other undergraduate courses on sheets separate from your major courses. Do not include in your undergraduate list any courses which may have been, or will be, taken prior to receipt of your baccalaureate degree to satisfy requirements for a graduate degree (see next paragraph).

List postbaccalaureate courses chronologically on separate Course Report sheets in the following order: 1. Graduate courses in your major field which have been, or will be during the current academic year, applied toward a graduate degree; 2. All other graduate courses which have been, or will be during the current academic year, applied toward a graduate degree; include in your graduate list any courses which have been, or will be, taken prior to receipt of your baccalaureate degree to satisfy requirements for a graduate degree; identify these courses with a footnote; 3. All unclassified postbaccalaureate courses in any field--i.e., those courses not applied toward a graduate degree. Duplicate this form if additional pages are necessary.

**TRANSCRIPT REQUEST FORM** (NSF Form 316): All applicants must submit complete **official** transcripts of their college academic records, undergraduate and graduate, excluding fall 1996. Only one copy of each transcript is required. Individuals using the FastLane for application submission may obtain a copy of the *Transcript Request Form* via STIS. Duplicate copies of this form as required and submit to the appropriate registrar. Note: The fall 1996 transcript can be submitted when available.

**UNDERGRADUATE GPA FORM** (NSF Form 314): The *Undergraduate GPA (Grade Point Average) Form* must be submitted to the registrar of the institution from which you received, or expect to receive, your bachelor's degree, even if your university cannot provide the information requested. After you complete the applicant's portion of the form, submit it to the registrar along with your transcript request.

**REFERENCE REPORT FORM** (NSF Form 299): Should be received by ORAU no later than December 12, 1996.

1. It is suggested that applicants submit four (4) *Reference Report Forms*. Scientists or faculty members who have current knowledge of the applicant's academic and/or professional experience and ability should be selected as referees, since they will be able to give meaningful answers to the questions asked. NSF suggests that at least two of the four should be persons with whom the applicant has worked in his/her present (or most recent) department, including the thesis adviser if possible.
2. All Reference Reports should be received at ORAU no later than December 12, 1996. Each applicant should enter on the report forms his/her name, provide the referee with self-addressed, return envelopes, and ensure that the completed reports are returned in time to be submitted with the rest of the fellowship application materials, or sent directly by the referee to arrive at ORAU by the December 12, 1996 receipt date.
3. If the applicant has applied before and finds it necessary to use some of the same referees, the applicant should request the referees to prepare new reports. In most cases they will be able to provide additional and more up-to-date information concerning the ability and training of the applicant. Reference Reports submitted for a prior year's application cannot be transferred to a current application.
4. Only the NSF *Reference Report Form* should be used for an NSF Graduate Research Fellowship application. The student reference statements on file at colleges and universities will not be accepted in lieu of the NSF *Reference Report Form*.

**GRADUATE RECORD EXAMINATIONS (GRE)** See the GRE Information Sheet for further information concerning the GRE.

