

SJSU Research Foundation NSF Graduate Research Fellowships Program Policy

Office of Sponsored Programs

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1.0 Purpose

The NSF Graduate Research Fellowship Program (GRFP) recognizes and supports outstanding graduate students who are pursuing full-time research-based master's and doctoral degrees in science, technology, engineering, and mathematics (STEM) or in STEM education. The NSF GRFP provides for three Tenure years of financial support over a five-year period.

This policy is to assist current and prospective San José State University NSF Fellows and their mentors in understanding the stipend allocation and the use of Cost of Education (COE) funds.

This prestigious award provides graduate students with the academic freedom and the expert network community necessary to accelerate and complete cutting-edge research. Among the benefits of the award, fellows can expect:

\$37,000 annual stipend for 3 years

Tuition and fees paid for 3 years

Health insurance paid for 3 years

More time to accelerate your research without work obligation

No post-graduate study service requirement

2.0 Responsibility

Oversight and implementation of this policy is the responsibility of the Office of Sponsored Programs (OSP) director and associate directors, and the director of Finance and Accounting. All SJSU Research Foundation employees responsible for managing sponsored projects, principal investigators, co-principal investigators, other research personnel, SJSU faculty, and staff are required to comply with this policy.

3.0 Scope

This policy applies to:

- NSF GRFP Fellows
- NSF GRFP Mentors

4.0 Definitions

This table provides definitions for special terms, acronyms, and abbreviations used in this policy

Terms, Acronyms, or Abbreviations	Description of Use
COE	Cost of Education
GRFP	Graduate Research Fellowship Program
NSF	National Science Foundation
Reserve	Reserve means the Fellow is not receiving any NSF funding, and can pursue GRA, GTA, or other fellowship funds. Also, referred to as "On Reserve."
Tenure	Active Fellow receiving GRFP financial support during the Fellowship year, certified by the IHE to be making satisfactory progress; also referred to as "On Tenure."

5.0 Policy

NSF provides funds to support the fellow (stipend) and the Institution (COE). Below are the approved use(s) for these funds at San José State University.

Stipend

- The NSF stipend is awarded to the Fellow, but managed by the San José State University Research Foundation (SJSURF), and paid to the fellow via the SJSU Financial Aid Office where it is applied to the student account. The use of these funds is not restricted and may be used to offset personal expenses. Please note that if there is an outstanding balance on the student account, funds will offset the deficit.
- The stipend is pro-rated in monthly increments.
- SJSURF defines the NSF stipend as service-free. As such, fellows are not considered salaried employees of either NSF or SJSURF and no taxes are withheld from stipend payments.
- Fellows are not permitted to receive more than 12 months of GRFP stipend support during a single Fellowship Year.
- No Fellow is eligible to receive more than 36 months of cumulative GRFP stipend support.
- While on Tenure, Fellows are exempt from paying required tuition and fees normally charged to graduate students of similar academic standing; however, all living expenses are the responsibility of the Fellow.

Cost of Education (COE)

- NSF provides these to SJSURF, not the fellow. The use of these funds is at SJSURF's discretion in order to comply with NSF and 2CFR200 guidelines.
- The COE is a \$12,000 per Tenure (stipend) year, typically paid in two installments (fall and spring).
- SJSURF uses the COE to pay a Fellow's health insurance (unless waived by the fellow), typically in two installments: fall and spring.
- Use of COE funds at SJSURF
 - o COE funds may be used for tuition-related fees, travel to conferences, seminars and workshops/professional development, and any other approved education and research expenses.
 - o COE funds may be used for application fees to higher education courses, certifications, and programs.
 - o Consumables that won't reasonably be returned to the University (i.e. specialized lab/field work clothing or equivalent gear that is user-specific) is allowable to the threshold of \$500 per fellowship year. Any request for apparel or user-specific gear must be accompanied by a justification as to how these items are not a personal expense. Please submit the request via the Institutional Internal Approval Form (link below).
- Personal items (e.g., electronics the fellow intends to keep and not relinquish, etc.) are not allowable expenditures for the COE. Personal items are supported by the Fellowship Stipend.
- COE funds are to be used to support the Fellow's research and education endeavors, and are not to be used to support the research activities of the mentor.
- With the exception of the above-stated consumables, any item(s) purchased from the COE belongs to the University and is returned to the University at the end of the fellowship.

6.0 Related Policy Information

N/A

7.0 Required Forms

This table contains a list of forms and special tools referenced in this document.

Form	Description of Use
Requisition Form	is used to process Stipend payments and COE expenses
Institutional Internal Approval Form	is used to submit a prior approval justification

8.0 References and Related Information

Key Websites

[NSF GRFP](#)

[Administrative Guide for Fellows and COs](#)

[FAQ for Applicant to GRFP](#)

9.0 Record Retention

All documents and records are maintained in accordance with SJSU Research Foundation *Record Retention* requirements.

Record	Retention
NSF GRFP Policy	This document is effective until further revised or updated. Outdated or revised documents will be maintained in accordance with Research Foundation Record Retention requirements. The Research Foundation will maintain the signed original and electronic copies of the approved policy and all updates and replacements.