

DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM



Guidelines

For

**Historically Black Colleges and Universities
Hispanic Serving Institutions
Tribal Colleges and Universities
People With Disabilities**

*These guidelines are in effect until further notice and were prepared for use by MIHEs (Minority Institutions of Higher Education) participating or interested in participating in the Dwight David Eisenhower Transportation Fellowship Program. Additional copies may be obtained from the Universities and Grants Programs (U&GP), Technology Partnership Programs, Office of Technical Services, Federal Highway Administration. Versions dated before **November 2010** should be destroyed.*

DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM

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BACKGROUND

The Dwight David Eisenhower Transportation Fellowship Program (DDETFP) is currently authorized by Public Law 109-59, the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The DDETFP is intermodal, interdisciplinary, and encompasses all modes of transportation. Three of the Eisenhower Fellowship categories support Executive orders to increase the participation of Minority Institutions of Higher Education (MIHE) in federally sponsored programs. The Historically Black Colleges and Universities (HBCU) Executive Order 13532 was signed on March 3, 2010. Executive order 13555, Educational Excellence for Hispanic Americans was signed October 22, 2010. The Tribal College and Universities Executive Order 13270 was signed July 3, 2002.

The DDETFP is managed by the Federal Highway Administration's (FHWA) Office of Technical Services and receives a minimum annual funding of \$2.2 million under SAFETEA-LU. Since its inception over 2,000 DDETFP fellowships totaling over \$30 million have been awarded to recipients.

OBJECTIVES

The objectives of the DDETFP are: to attract the nation's brightest minds to the field of transportation; to enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and to retain top talent in the transportation industry of the United States. To accomplish this goal, the DDETFP gives fellowship awards to students and transportation professionals pursuing transportation related disciplines.

The Fellowship awards the following categories:

Eisenhower Graduate Fellowships (GRAD) enables students to pursue Masters Degrees or Doctorates in transportation-related fields at the schools of their choice.

Eisenhower Grants for Research Fellowships (GRF) acquaints students with transportation research, development, and technology transfer activities at the U.S. Department of Transportation.

Eisenhower Historically Black Colleges and Universities (HBCU) Fellowships provide students attending HBCUs with additional opportunities to enter careers in transportation.

Eisenhower Hispanic Serving Institutions (HSI) Fellowships provide students attending HSIs with additional opportunities to enter careers in transportation.

Eisenhower Tribal College & Universities Fellowships (TCU) identify transportation activities and provide student fellowship opportunities at Tribal Colleges and Universities.

Eisenhower People with Disabilities Fellowships (PWD)

The purpose of this fellowship is to provide additional opportunities for people with disabilities to enter careers in transportation.

Eisenhower Intern Fellowships (IF) Provide students with opportunities to perform a wide range of significant transportation related activities at public and private sector organizations.

Eisenhower Community College Fellowships (CC) provides students at community colleges with opportunities to enter careers in transportation. This fellowship serves as a feeder for other Eisenhower fellowships.

PURPOSE

- To stimulate interest among MIHE students in conducting transportation-related research, pursue transportation-related degrees, to enter the transportation workforce.
- To serve as a feeder to the Eisenhower GRAD, GRF, and IF.

ELIGIBILITY REQUIREMENTS

Applicants for MIHE fellowships must be enrolled in an accredited U.S. MIHE and must be pursuing a degree in a transportation related disciplines in a full-time program. **Applicants must have at least one full academic year remaining in a program of study and must be enrolled for the entire academic year.** A list of transportation-related disciplines can be found in appendix D or on the U&GP website (<http://www.fhwa.dot.gov/ugp/#FellowshipsDiscip>). Foreign students who are not U.S. citizens must provide a certified copy of their student I-20 ID or I-551 Permanent Resident Card that is issued by the U.S. Immigration and Naturalization Service (INS).¹

Fellowships are intended for:

- Undergraduate students (juniors and seniors) pursuing transportation-related undergraduate degrees at an MIHE who plan to enter the transportation profession upon completing their higher education.
- Graduate students (Masters or Doctorate) pursuing transportation-related graduate degrees who plan to enter a transportation profession upon completing their higher education.

For **Tribal Colleges and Universities only**, fellowships may be provided at the sophomore or an equivalent level.

PROGRAM ADMINISTRATION

Each participating MIHE shall designate an **Eisenhower Campus Program Manager and a backup Campus Manager**. **Eisenhower Campus Manager** responsibilities are to:

- Develop a plan to establish an MIHE Eisenhower Fellowship Program and submit for approval to the Program Manager, Universities and Grants Programs (U&GP). **(This is required every year of participation.)** See Appendix A for a Sample Plan Outline.
- Prepare, print, and distribute announcements to all potential applicants by **December 15th**.
- Prepare, print, and distribute applications. The application template², to be customized with the institution's name and logo, is provided in Appendix B. Institutional applications may include, in addition to the data elements from the application template, any educational and employment history, names of references, accomplishments and other information the college or university seeks for student evaluation. It is mandatory that the Institution use the application template provided in this document. **Prior year applications will not be accepted.** Fellowship application deadline should be on or before **February 1st**.
- Designate and convene a panel to evaluate and rank Eisenhower MIHE Fellowship applications. The panel shall be named the Eisenhower MIHE Fellowship Selection Panel and

¹ A Permanent Resident Card, commonly known as a Green Card, is evidence of your status as a lawful permanent resident with a right to live and work permanently in the United States. It also is evidence of your registration in accordance with United States immigration laws. The Permanent Resident Card is also called INS Form I-551.

² The template corresponds with the information collected in the U&GP database.

shall be composed of a minimum of three members, at least one of who is employed by the local division of FHWA or other modal administration in DOT, or employee of state or local DOT. The Panel should be convened no later than **March 15th**.

- Submit a ranked and rated list of proposed recipients along with their completed application files to the Program Manager, U&GP, no later than **April 1st**.³ The list of proposed recipients submitted **after** April 1st may not be considered for fellowship funding. The following items must be submitted with the ranked list:
 - Names and titles of the Eisenhower MIHE Selection Panelists including the date, time, and location of the Panel meeting.
 - A complete applicant report providing the total number of student applications reviewed. Names of all applicants must be provided. **Applicants who were not selected as recipients** should be included in the list preceded by the statement: "The following is a list of applicants who were not qualified and therefore, not ranked by the Selection Panel."
 - Applicants who are selected as recipients shall be ranked according to merit and included on one list with no distinction based on educational level.
 - Complete files shall be submitted with the ranked list for all selected recipients. These files shall include the application and all supporting documentation.
- Notify Eisenhower recipients of their selection for the fellowship within two (2) weeks of receipt of U&GP Program Manager's written notification. Ensure that all recipients meet enrollment criteria and complete all acceptance forms. The Eisenhower MIHE Fellowships will be awarded no later than **July 31st**.
- Serve as liaison to the U&GP staff, and ensure adherence of all DDETFP requirements.
- Meet with students **at least two times per quarter/semester** to discuss academic progress, Transportation Research Board (TRB) Annual Meeting participation and opportunities for broader exposure in the transportation field.
- Establish a system to manage DDETFP to include:
 - Reviewing Recipient accounts with the appropriate University financial office at the end of each quarter/semester;
 - Sending year-end reports to U&GP on or before **June 30th**;
 - Ensuring that all unused funds are returned to the U&GP office within **90 days** of completion of the Fellowships.
- Ensure that all modifications and changes are pre-approved by the Program Manager, U&GP.
- Ensure that the Program Manager, U&GP, is notified of **any** changes in the recipient's academic and/or enrollment status.
- Submit an institutional annual accomplishments report to the Program Manager, U&GP, for the preceding year no later than **June 30th**. The report should provide summaries of the academic achievements of the fellowship recipients, summaries of student research projects

³ The list of proposed recipients submitted **after** April 1st may not be considered for fellowship funding.

conducted by the recipients, and a financial accounting of funds received and report of any unused funds to be returned. Future awards are contingent upon the timely receipt of the required accomplishment report. Copies of recipients' completed research projects should be submitted along with the accomplishments report.

CRITERIA FOR SELECTION PANEL EVALUATION

MIHE Fellowships will be awarded on the basis of merit. Evidence of merit will include:

- Academic records, including class standing, grade point average (GPA), and official transcripts.
- Recommendations regarding the applicant's qualifications.
- Work experience, if any, including employers' endorsements.
- Proposed plan of study (The recipient should identify how their plan of study will enhance and impact the field of transportation.)

TENURE

- The duration of the fellowship will be 9 to 12 months for each academic year.
- Fellowship recipients are eligible for funding only during the months of **full-time** enrollment in undergraduate or graduate degree programs, or during on-site research projects or internships with approved transportation agencies.
- Recipients are only allowed to receive the MIHE fellowship for a maximum of two consecutive years.
- During the tenure of the award, the recipient must maintain satisfactory academic performance as established by the college or university.

FUNDING

Eisenhower Campus Program Managers will determine stipends based on the local cost of living figures and shall be calculated as follows:

Monthly

- | | |
|-----------------------|---------------|
| • Undergraduate Level | Up to \$1,450 |
| • Masters Level | Up to \$1,700 |
| • Doctoral Level | Up to \$2,000 |

The fellowship, if applicable will cover tuition, fees, and/or program-related expenses. All recipients **may not** receive a full award (i.e. tuition, stipend, and travel to the Transportation Research Board (TRB) Annual Meeting.) Recipient awards will be based on the ranking given and available funding.

- Recipients shall be advised that **the stipend portion of the award is taxable.**⁴
- All program-related expenses must be supported by receipts/invoices.
- **All unused funds must be returned to the Federal Highway Administration (FHWA) within 90 days of the conclusion of the fellowship, early departure, or graduation.**

⁴ Refer to the Internal Revenue Service Publication 970 – Tax Benefits For Education

TRANSPORTATION RESEARCH BOARD ANNUAL MEETING (TRB)

Recipients will be provided a **one-time** expenditure (up to \$1,500) for travel to Washington, D.C. to attend the annual TRB meeting held in January.

The recipients are responsible for logging on to www.trb.org and registering themselves and for arranging travel and hotel accommodations through the university to obtain the most cost-efficient rates. **Since funding is provided, attendance at TRB is mandatory.** In addition to attendance at TRB, it is also required that students attend **ALL** Eisenhower Events. If students have other commitments (i.e., presentations or poster sessions) during TRB they **must** notify the U&GP Program Manager in advance and get approval.

Recipients are also required, regardless of funding level, to submit an abstract of their research (or proposed research) for review and consideration for presentation at TRB. The abstract will contain **300 words** maximum. Selected recipients will be required to deliver a 10 – 15 minute presentation describing their research project at the meeting.

The following contact information shall be provided with each abstract:

- a. Name of Recipient;
- b. Name of Eisenhower Campus Manager;
- c. Name of Faculty Advisor;
- d. University / College;
- e. Research Title;
- f. Major of Recipient; and
- g. Name as it is to appear on the TRB Badge.

The abstract should be submitted electronically through the Eisenhower Transportation Fellowship Campus Manager no later than **September 16th** to gerald.hill@dot.gov.

Presentations should be submitted electronically through the Eisenhower Transportation Fellowship Campus Manager no later than **January 5th** to camron.ranje@dot.gov. (For selected abstracts only)

Internships

Recipients may study or participate in research at transportation organizations during their tenure if, in the judgment of the faculty advisor and the Eisenhower Campus Program Manager, such study will enhance their knowledge in transportation. The Program Manager, U&GP **must** approve all internships. The stipend rate will remain the same.

PROJECT REQUIREMENTS

- Undergraduate and graduate recipients shall prepare a thesis/dissertation, or research paper on a topic directly related to a relevant transportation problem or issue. The Faculty Advisor should approve topics.
- Recipients are required to attend TRB held in January in Washington, D.C. and be prepared to present on their research project.
- The results of all research will be the property of FHWA and a copy must be made available to FHWA on an unlimited, royalty-free basis.
- **Upon completion of the fellowship, a copy of each student's thesis/dissertation, or research paper and any other related research must be submitted to the Program**

Manager, U&GP, along with the university's year end DDETFP report.

RESTRICTIONS

- Reimbursements of university administrative or overhead costs are prohibited.
- Recipients are eligible for funding only during the months of full-time enrollment in a degree program, or during on-site research projects or internships at federal, state, or local government agencies.
- **All unused funds must be returned to the Federal Highway Administration within 90 days of the conclusion of the fellowship, early departure or graduation.**
- Fellowships do not cover dependents of DDETFP recipients.
- Recipients must notify the Program Manager immediately on the acceptance of any additional Federal funded fellowships or similar scholarships. Receipt of additional funding may impact funding provided via the Eisenhower Fellowship Program.
- **Any changes to the grant agreement must be approved, in writing, by the Program Manager, U&GP.**
- If a recipient declines or departs early from the DDETFP fellowship award, only the Program Manager, U&GP, has the discretion to approve selection of the next applicant on the ranked list.

PRIVACY ACT STATEMENT

The information is required under the authority of the Privacy Act of 1974, as amended and Title 49 U.S.C. 332(b) (3) (4) (5). Your request cannot be processed unless the data below is complete. Disclosure of your race and ethnicity are optional. Refusal to furnish your race and/or ethnicity will not result in the denial of any right, benefit or privilege provided by law. Records maintained in the system are routinely used to determine eligibility/qualifications for fellowships, and for program evaluation and analysis purposes.

U&GP Staff Responsibilities

Guidelines: U&GP staff will provide all participating MIHEs with program guidelines when the institutions enter the program and when new guidelines are issued. U&GP staff is available to respond to programmatic questions and schedule site visits when requested. The Program Manager, U&GP, will make final decisions on any requests for program changes.

Recipient Selection: The Program Manager, U&GP, will make the final selection of recipients. Participating institutions will be notified of the selection and funding decisions by **May 1st**.

Fellowship Awards: U&GP staff will send all recipient forms to the Eisenhower Campus Program Manager for processing. Grant agreements will be sent to the campus grant official upon receipt of the completed recipient forms.

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
2011 EISENHOWER MIHE/PWD TRANSPORTATION FELLOWSHIP PLAN**

University Name _____	City/State/Zip _____
Campus Manager _____	University Title _____
Phone _____	Fax _____
Email _____	

CAMPUS RECRUITMENT PLAN:

(Briefly describe how the Eisenhower Program will be advertised, announcements and application distributed, panels convened, and recipient selected and notified.)

PLAN TIMELINE /SCHEDULE:

- **Planned Announcement Posting Date:** _____
(attach a copy of campus announcement or provide web address)
- **Institutional Application Due Date:** _____
(Attach a copy of application)
- **Eisenhower MIHE/PWD Selection Panel Meeting Date:** _____
(Attach a listing of all panelists)
- **Submission of Proposed Recipient Due Date:** _____
- **Submission of Annual Accomplishments Report Due Date:** _____

(Please provide a current copy of school catalog with this plan)

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
2011 EISENHOWER MIHE/PWD TRANSPORTATION FELLOWSHIPS
Application Form - Part 1**

BURDEN STATEMENT

This collection of information is voluntary and will be used to determine the applicant's qualifications for the DDETFP. Public reporting burden is estimated to average three hours per response, including the time for reviewing instructions and completing the application. All information collected is confidential and will be used by program staff for program administration purposes only. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2125-0617. **Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Highway Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.**

Must be typed

Name		Official Use only
Current Address		Telephone No.: E-mail Address:
Permanent Address		Telephone No.:
Check one box and circle year to indicate your current status: <input type="checkbox"/> Undergraduate (Junior) <input type="checkbox"/> Undergraduate (Senior) <input type="checkbox"/> Master's Student 1 st yr 2 nd yr <input type="checkbox"/> Doctoral Student 1 st yr 2 nd yr 3 rd yr		RACE (optional) <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> African/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other
U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please attach a certified copy of your I-20 or I-551 ID issued by the I.N.S.		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Experience in Other Transportation Educations Programs <input type="checkbox"/> ENO Fellow Yr _____ <input type="checkbox"/> NSTI Yr _____ <input type="checkbox"/> UTC Award Yr _____ <input type="checkbox"/> STIPDG Yr _____ <input type="checkbox"/> DDETFP Yr _____	
College or University	Academic Dept.	
Name, Title and Address of Faculty Advisor	Telephone No.: Fax Number: E-mail Address:	
Name, Title and Address of Campus Program Manager (if different than Faculty Advisor)	Telephone No.: Fax Number: E-mail Address:	
Applicant's Major	Applicant's Field of Study	
Date	* Signature of Applicant (Required)	
Date	* Signature of Faculty Advisor (Required)	

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM
2011 EISENHOWER MIHE/PWD TRANSPORTATION FELLOWSHIPS**

Application Form - Part 2
Must be typed

Proposed Plan of Study

Please provide a summary of how your plan of study will impact and enhance the field of transportation and what role transportation takes in your professional goals. Incorporate educational, personal and work experiences, accomplishments, volunteer activities and/or events that support your plan of study. (max 750 words)

SAMPLE ANNOUNCEMENT INFORMATION

When announcing your Fellowship on campus the information below may be helpful in constructing your announcement on your campus.

CONTENTS

Objectives of the Program, Disciplines, Eligibility Requirements, Selection, Criteria for Evaluation, Stipend, Tuition and Taxes, Tuition Cap, Funding, Conditions of Acceptance, Schedule, How to Apply, Application Forms

OBJECTIVES OF THE PROGRAM

The **EISENHOWER _____** (HBCU, HSI, TCU, PWD) **TRANSPORTATION FELLOWSHIP PROGRAM** provides funding for the pursuit of Bachelor's (junior and senior), Master's Degrees or Doctorates in transportation related fields. The program objectives are to attract the nation's brightest minds to the field of transportation; to enhance the careers of transportation professionals by encouraging them to seek advanced degrees; and to retain top talent in the transportation industry of the United States. The Dwight David Eisenhower Transportation Fellowship Program encompasses all modes of transportation.

ELIGIBILITY REQUIREMENTS

Applicants, applying for the Eisenhower (HBCU, HSI, TCU, PWD) Fellowships **must** be at least an undergraduate junior or higher by the start of the upcoming Fall Semester. **All applicants must be enrolled in an accredited U.S. institution of higher education, must be pursuing a degree in a full-time program and be enrolled for the entire academic year**, must be in a transportation-related discipline, must conduct ongoing research in one or more transportation-related disciplines, and should be planning to enter the transportation profession after completing their higher level education.

Non-U.S. citizens **must** attach a certified copy of their I-20 ID or I-551 issued by the U.S. Immigration & Naturalization Service (INS).

CRITERIA FOR EVALUATION

The Eisenhower Fellowships will be awarded on the basis of merit. Merit includes:

- Class standing, GPA, and official University Transcripts.
- Transportation work experience, if any, including employer's endorsement
- Letters of Recommendations regarding the applicant's qualifications. (Max 4)
- Proposed plan of study.

TUITION CAP

Annually a maximum of \$10,000 in tuition and mandatory fees will be covered. All recipients **may not** receive a full award (i.e. tuition, stipend, and travel to Transportation Research Board (TRB) Annual Meeting). Recipient award will be based on the rankings from the Selection Panel. Recipients will receive a minimum of \$1,500, for attendance at the Transportation Research Board's Annual Meeting.

The stipends for the Eisenhower _____ (HBCU, HSI, TCU, and PWD) Transportation Fellowships are as follows:

Monthly

- | | |
|-----------------------|---------------|
| • Undergraduate Level | Up to \$1,450 |
| • Masters Level | Up to \$1,700 |
| • Doctorate Level | Up to \$2,000 |

Dwight David Eisenhower Transportation Fellowship Transportation-Related Disciplines *

Appendix D



UNIVERSITIES & GRANTS PROGRAMS

Arts and Sciences

Architecture
Biology
Chemistry
Communication
Computer Science
Criminal Justice
Environmental Science
Information Systems
Logistics
Mathematics
Public Administration
Physics

Aviation

Aeronautical Studies
Airway Science
Aviation Flight Management
Science

Business

Accounting
Business Administration
Business Management
Finance
Economics
Management
Marketing

Education and Human Development

Education
Human Factors
Human Resources
Psychology

Engineering

Chemical Engineering
Civil Engineering
Construction Engineering
Engineering (General)
Electrical Engineering
Electronic Engineering
Environmental Engineering
Geotechnical Engineering
Manufacturing Engineering
Mechanical Engineering
Structural Engineering
Transportation Engineering

Law

Law

Public Policy and Planning

Public Policy & Analysis
Political Science/Government
Urban and Regional Planning
Urban Studies

Transportation

Pavement and Materials
Transportation (General)
Transportation (Infrastructure)
Transportation (Traffic Operations)
Transportation Logistics
Transportation Planning & Management
Transportation Policy
Transportation Studies

* Other Transportation-Related disciplines may be approved by the Universities and Grants Programs, Program Manager on a case-by-case basis



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