

Dear Graduate Appointment Processors,

As Provost Cynthia Barnhart and Executive Vice President Glen Shor conveyed in a [letter](#) dated April 26, 2022, the Institute will fund the entire tuition shortfall for all active NSF fellows whose appointments begin on or after Wednesday, June 1, 2022.

To cover the entire tuition shortfall, we will use the same process that previously provided the Institute's annual contribution of a \$2,000 per year per active fellow. Departments should plan to charge the entire tuition shortfall to their existing NSF tuition shortfall accounts starting on June 1, 2022, for active summer NSF fellows.

It is important to note that on March 28, 2022, the NSF revised its Graduate Research Fellowship Program Administrative Guide (replacing the previous guide), and amended Important Notice No. 113, dated July 30, 1991.

As teaching or a similar activity, such as a research assistantship, constitutes a valuable part of the education and training of many graduate students and such opportunities may arise during a tenure year, a fellow on tenure may choose to undertake a reasonable amount of such activities without NSF approval. It is expected that such activities should further the fellow's educational objectives and the gain of substantive teaching or other experience; **the activities should not constitute service to the Institute of Higher Education (IHE).**

As many of you already know, as a result of this revised guidance, on-tenure NSF fellows **can no longer hold concurrent research assistantships (RA) or teaching assistantships (TA)**. As such, as of June 1, 2022, NSF fellows should receive both their stipend and their tuition in the form of a fellowship. For the stipend, it is fine for you to use funds under your department's control and earmarked for student support, including funds to support teaching assistants, as well as gift funds and other expendable funds. Funds associated with sponsored research projects that require deliverables cannot be used.

Additionally, during FY2023, IS&T will make the following changes to the Graduate Appointment Portal (GAP):

- **New titles:** Change the system to include four new titles so that NSF fellows can be better tracked in SAP as they are paid. The new titles are:
 - NSF active fellow
 - NSF reserve RA
 - NSF reserve TA
 - NSF reserve fellow
- **Tuition distribution:** The NSF tuition shortfall cost center can only be used in conjunction with the title "NSF active fellow."
- **Funding sources:** The GAP will restrict the funding sources allowable for covering the stipend shortfall to non-sponsored sources.

By the time the fall graduate appointment submission process ensues, the GAP changes will be implemented so that students on-tenure with an NSF fellowship cannot be appointed to an additional

assistantship. Safeguards will be put in place to ensure compliance for summer 2022 appointments, even though changes to the GAP will not be made until the fall. For example, if an administrator creates an NSF fellowship appointment with a concurrent assistantship starting June 1, 2022, the administrator will be notified and asked to make a correction.

We will hold a meeting in the summer to review changes to the GAP system prior to the fall appointment submission deadline. For questions, please reach out to the [NSF Implementation Team](#), your administrative officer, or your dean's office.