

Dear NSF Fellow,

This message specifies required information for those who received their NSF GRFP this past Spring or are just beginning tenure this year. *It also includes good to know information, tips and resources for all NSF GRF Fellows at Stanford University.* Please retain this message for your records.

### **REQUIRED: Responsible and Ethical Conduct of Research Training (RECR)**

Responsible and Ethical Conduct of Research Training is required by the NSF and will need to be completed by all new NSF awardees by January 1, 2025. Information about Stanford courses or training that will satisfy this NSF requirement is listed at [DoResearch](#). Upon completion of your training, please submit your completion certificate to [nssfellow@stanford.edu](mailto:nssfellow@stanford.edu).

For more information, please review the [RCR Frequently Asked Questions](#).

### **WHILE ON TENURE: Payment of Tuition, Fees and Stipend**

Please note you are not likely to see NSF funding disbursed to your student account any earlier than 10 days before the quarter starts.

**Tuition** pays for:

- Enrollment in 8, 9 or 10 units for Autumn, Winter and Spring Quarters.
- Up to 3 units of enrollment in Summer Quarter, unless your department or program requires enrollment in 8-10 units.
- The TGR rate (terminal graduate rate) for students who have completed all degree requirements except the thesis and are eligible for this reduced tuition rate.
- Tuition typically is paid through a combination of NSF, institutional and departmental funds. For enrollment beyond 10 units, work with your department to determine if additional funding is available.

### **Fees**

- The quarterly campus health services fee and the one-time document fee are covered by your school, department or other university funds.
- Cardinal Care health insurance, if not waived, is fully covered by the [University Health Insurance Subsidy](#)

\*Note that these fee payments may be included within your department's funding commitment to you, not an addition to that commitment. If you have questions, please refer to the award letter from your department, or ask your department's student services officer.

### **Stipend**

Your quarterly NSF stipend of \$9,250 is disbursed at the beginning of each quarter provided you are enrolled as described in the tuition section, there are no holds on your Stanford account, and data has been entered and approved by your department in Stanford's Graduate Financial System (GFS).

Stipend funds will first be applied to any housing expenses on your student account and to the student activities fee. The remainder of the stipend will be refunded to you directly. **Sign up for direct deposit through Axess** for faster delivery of your stipend. Students often get the stipend direct deposit on the Saturday before the quarter starts. If you do not have direct deposit, a check will need to be printed and sent to your MAILING ADDRESS as listed in Axess. Mailed stipends are received by students several days later than those sent via direct deposit.

Your NSF stipend will be reflected on your student account in two ways. One will indicate the total deducted from your stipend to pay charges on your bill and the other will equal the refund given to you. Your NSF stipend lines will be labeled as "FAO Standard Charges." You'll be able to find other information such as when the refund was processed on the refund section of your student account.

### **SUPPLEMENTAL EMPLOYMENT**

The NSF guidelines indicate, "Fellows on tenure may have a paid teaching or research position if the activity focuses on the Fellow's own education and training, and not on service to the University."

If your NSF stipend-and-fees payment has been supplemented to Stanford's full-fellowship level, Stanford restrictions apply. Because full fellowships are intended to enable students to work exclusively on their studies, concurrent hourly employment is limited to eight hours per week or 25% assistantship, but not both. In summer, the maximum hourly employment is 16 hours per week or a 50% assistantship, but not both. Your department may have policies that are more restrictive.

If you will have paid employment at the same time you are receiving an NSF stipend you must complete and submit the **NSF Supplemental Work Form** available at <https://vpgeapps.stanford.edu/app/NSF/login.asp>

### **INCOME TAXES**

Your stipend is generally taxable income. Stanford does not withhold taxes from the stipend. Please review the information and documents referenced at [http://financialaid.stanford.edu/aid/tax\\_info/index.html](http://financialaid.stanford.edu/aid/tax_info/index.html). Do not wait until Winter Quarter to review this information.

### **IMPORTANT INFORMATION TO KNOW ABOUT YOUR NSF GRFP**

- You have five years in which to use three years of funding.
- Reserve status can only be used in 12 month increments.
- Monthly increments are allowed for military and medical deferral.
- If you choose to be on tenure for less than 12 months each year, (e.g. you wish to use funding from another source or hold a summer internship), you forfeit the stipend for the months in that fellowship year during which you are not on tenure.
- NSF requires you to submit an activities report to them each spring by **April 29** for continued funding regardless of your fellowship status.

- Tenure/Reserve must be declared by **April 29** each year.
- You must be on either reserve or tenure status to be eligible for GROW funding. *Tip:* If you declare tenure for years 1-3, you can declare reserve in years 4 and 5 if you want to have access to NSF Fellow benefits such as the GROW or GRIP programs.
- Completing/terminating the fellowship at any time will require an activities report to be submitted within 30 days of completion/termination.

## RESOURCES

### NSF Graduate Research Fellowship Program Resources

- [Administrative Guide for Fellows \(NSF 16-104\)](#) To be sure you are using the most current version, you can access the Admin Guide from the Quick Links navigation on the left side on [research.gov](http://research.gov).
- **Frequently Asked Questions:** <http://www.nsf.gov/pubs/2013/nsf13084/nsf13084.jsp>

### Stanford Resources

- [nsffellow@stanford.edu](mailto:nsffellow@stanford.edu). The NSF GRF program at Stanford is jointly administered by the Financial Aid Office, the Vice Provost for Graduate Education Office and the Office of Sponsored Research. All coordinating officials have access to this email account. Writing to this email address is the best way for you to get assistance and answers about your NSF fellowship.
- Your **student services administrator** in your degree department: Not only are these staff members knowledgeable about many things, including the NSF, they can provide answers in the context of your department and its policies and procedures that may be more restrictive than NSF or University policy.
- **Student Services Center (SSC):** The SSC @ Tresidder staff is able to help you with billing, refund and tax questions. You may submit questions at [https://stanford.servicenow.com/student\\_services](https://stanford.servicenow.com/student_services) using the category "student services" and request type "Student Services Center."
- **Frequently Asked Questions:** <https://financialaid.stanford.edu/nsf/fags.html>
- **Other Stanford Resources:** <https://financialaid.stanford.edu/nsf/index.html>

Sincerely,

Stanford NSF Administrators