**DWIGHT DAVID EISENHOWER**

**TRANSPORTATION FELLOWSHIP PROGRAM**

**Guidelines**

**For**

**Community Colleges**

*These guidelines are in effect until further notice and were prepared for use by Community Colleges participating or interested in participating in the Dwight David Eisenhower Transportation Fellowship Program. Additional copies may be obtained from the Universities and Grants Programs, Office of Technical Services, Federal Highway Administration. Versions dated before* **November 2013** *should be destroyed.*

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**BACKGROUND**

The Dwight David Eisenhower Transportation Fellowship Program (DDETFP) is currently authorized by is currently authorized by Public Law 112-141, Moving Ahead for Progress in the 21st Century (MAP-21).. The DDETFP is intermodal, interdisciplinary, and encompasses all modes of transportation. There are eight fellowship categories in DDETFP.

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. Since its inception approximately 2,000 DDETFP Fellowships totaling $33 million have been awarded to recipients at more than 800 colleges and universities.

**OBJECTIVES**

The objectives of the DDETFP are: 1) to attract the Nation's brightest minds to the field of transportation, 2) to enhance the careers of transportation professionals by encouraging them to seek advanced degrees, and 3) to retain top talent in the transportation industry of the United States.

The DDETFP awards fellowships in 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 (DOT).

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

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

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

**Eisenhower People with Disabilities Fellowships (PWD)** provides additional opportunities for people with disabilities to enter careers in transportation.

**Eisenhower Intern Fellowships (IF)** provides 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 community college students to conduct transportation-related research, pursue transportation-related degrees and enter the transportation workforce.
* To serve as a feeder to all other Eisenhower fellowships.

**ELIGIBILITY REQUIREMENTS**

Applicants for community college fellowships must be enrolled in an accredited

U.S. community college and must be pursuing a degree in a transportation-related discipline in a full-time program. **Applicants must have at least one full academic year remaining in their 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 Universities and Grants Programs (U&GP) Website ([Fellowship Disciplines](http://www.fhwa.dot.gov/ugp/#FellowshipsDiscip)). Foreign students who are not United States 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. Citizenship and Immigration Services.

Fellowships are intended for:

Students pursuing transportation-related degrees at a community college who plans to enter the transportation workforce as a technician or continue their educational pursuits at a 4-year institution and enter the transportation profession upon completing their higher education.

**PROGRAM ADMINISTRATION**

Each participating community college shall designate a **DDETFP Campus Program** **Manager and a backup Campus Manager. Eisenhower Campus Managers** responsibilities are to:

* Develop a plan to establish a community college Eisenhower Fellowship Program and submit for approval to the Program Manager, U&GP. (This is required for the first year of participation and reviewed every 3 years thereafter.) 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 template, 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. Fellowship application deadline should be on or before **February 1st**.
* Designate and convene a panel to evaluate and rank DDETFP Community College Fellowship applications. The panel shall be named the Eisenhower Community College Fellowship Selection Panel and 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 2nd.** The list of proposed recipients submitted **after** **April 2nd** may not be considered for fellowship funding. The following items must be submitted with the ranked list:
	+ Names and titles of the Eisenhower Community College 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 proceeded 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.
	+ Complete files shall be submitted with the ranked list for all selected recipients. These files shall include the application and all supporting documentation of qualifications.
* Notify Eisenhower recipients of their selection for the fellowship within 2 weeks of receipt of written notification from the Program Manager, U&GP**.** Ensure that all recipients meet enrollment criteria and complete all acceptance forms. The Eisenhower Community College Fellowships will be awarded no later than **July 31st**.
* Serve as liaison to the U&GP staff, and ensure adherence of all DDETFP requirements.
* Establish a system to manage DDETFP to include:
	+ Reviewing accounts annually;
	+ Sending year-end reports to U&GP on or before the due date; and
	+ 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.
* Campus Manager should meet with students **at least two times per** **quarter/semester** to discuss academic progress related information, Transportation Research Board (TRB) Annual Meeting participation and opportunities for broader exposure in the transportation field.
* 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 conducted by the recipients, and a financial accounting of funds received and a 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**

Community Colleges 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 degree programs, or during on-site research projects or internships with approved transportation agencies.
* During the tenure of the award, the recipient must maintain satisfactory academic performance as established by the college or university.

**FUNDING**

Fellowships may cover tuition, fees, stipend and/or program-related expenses and travel to the **TRB Annual Meeting**. Recipient awards will be based on the ranking given, and **the availability of funding.**

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

**TRANSPORTATION RESEARCH BOARD ANNUAL MEETING**

Recipients will be provided a **one-time** expenditure for travel to Washington, DC to attend the annual TRB meeting **held in January.**

The recipients are responsible for logging on to the TRB Web site at [www.trb.org](http://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. All Students should plan to arrive by Sunday, and leave **after** the Networking Reception on Tuesday. 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. **Campus Managers are responsible for students securing per diem for their trip by December, 2013**.

Recipients are also required to submit an abstract of their research (or proposed research) for review and consideration for presentation at TRB. The abstract should not exceed **300 words**. Selected recipients will be required to deliver a 10 to 15 minute presentation describing their research project at the meeting.

The following contact information shall be provided with each abstract:

* Name of Recipient;
* Name of Eisenhower Campus Manager;
* Name of Faculty Advisor;
* University/College;
* Research Title;
* Major of Recipient; and
* Name as it is to appear on the TRB Badge.

The abstract should be submitted electronically through the DDETFP Campus Manager no later than **September 16th to Mr. Gerald Hill** at Gerald.Hill@dot.gov.

Presentations should be submitted electronically through the DDETFP Campus Manager **no later than January 5th to Mr. Camron Ranje** at Camron.Ranje@dot.gov. (For selected abstracts only).

**Note: All student travel arrangement (registration, lodging, per diem and airfare) should be completed by December, 2013.**

**Specific deadline dates will be provided each year by the Program Manager, U&GP.**

**INTERNSHIPS**

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

**PROJECT REQUIREMENTS**

* Community College recipients shall prepare a 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, DC 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 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 college 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 FHWA 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 Federal 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**

This 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 if the application is not completed. 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: The U&GP staff will provide all participating Community Colleges with program guidelines when the institutions enter the program and when new guidelines are issued. The 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: The 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.

**Appendix A**

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM 2013 COMMUNITY COLLEGES TRANSPORTATION FELLOWSHIP PLAN**

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

**CAMPUS RECRUITMENT PLAN:**

(Briefly describe how the DDETFP will be advertised, announcements and application distributed, panels convened, and recipient(s) 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 COMMUNITY COLLEGE Selection Panel Meeting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Attach a list 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.**

**Appendix B-1**

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM**

**2013 COMMUNITY COLLEGE TRANSPORTATION FELLOWSHIP**

**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 3 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 to indicate your status as of 9/1/2013:** ❑ Community College  1st yr 2nd yr  | **RACE (optional)** ❑ American Indian❑ Alaskan Native❑ Asian❑ African American❑ Native Hawaiian/Other Pacific Islander❑ White❑ Other**ETHNICITY (optional)**❑ Hispanic or Latino❑ Not Hispanic or Latino❑ Hispanic or Latino in Puerto Rico❑ Not Hispanic or Latino in Puerto Rico  |
| U.S. Citizen ❑ Yes ❑ No  If no, please attach a certified copy of your I-20 or I-551 ID issued by the I.N.S.  |
| **Gender:**❑ Male ❑ Female | **Experience in Other Transportation Educations Programs**❑ ENO Fellow Yr \_\_\_\_\_\_ ❑ NSTI Yr\_\_\_\_\_\_❑ UTC Award Yr \_\_\_\_\_\_\_ ❑ STIPDG Yr \_\_\_\_\_❑ DDETFP Yr \_\_\_\_\_\_\_  |
| **College or University** | **Academic Department** |
| **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)** |

**Appendix B-2**

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM**

**2013 COMMUNITY COLLEGE TRANSPORTATION FELLOWSHIP**

**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.

(Maximum - 750 words)

**Appendix C**

**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 COMMUNITY COLLEGE TRANSPORTATION FELLOWSHIP** **PROGRAM** provides funding for the pursuit of an Associate’s Degree or specialized training in transportation related fields. The program objective is to attract qualified students to the fields of transportation education and research, and advance transportation workforce development. The Dwight David Eisenhower Transportation Fellowship Program encompasses all modes of transportation. The program is intended to help upgrade the scope of knowledge of the entire transportation community in the United States and encompasses all modes of transportation.

**ELIGIBILITY REQUIREMENTS**

All applicants must: be enrolled in an accredited United States institution of higher education, must be pursuing a degree in a full-time program, 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 education.

Non United States citizens ***must*** attach a copy of their I-20 ID or I-551 issued by the

U.S. Citizenship and Immigration Services.

**CRITERIA FOR EVALUATION**

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

* Class standing, GPA, and official College Transcripts.
* Transportation work experience, if any, including employer's endorsement
* Letters of Recommendation regarding the applicant's qualifications. (minimum 4), and
* Proposed plan of study.

**Appendix D**

**Dwight David Eisenhower Transportation Fellowship**

**Transportation-Related Disciplines \***

|  |  |
| --- | --- |
| **Arts and Sciences**ArchitectureChemistryCommunicationComputer ScienceCriminal JusticeEnvironmentalScience InformationSystems LogisticsMathematicsPublic AdministrationPhysics**Aviation**Aeronautical StudiesAirway ScienceAviation Flight Management Science**Business**AccountingBusiness AdministrationBusiness ManagementFinanceEconomicsManagementMarketing **Education and Human Development**EducationHuman FactorsHuman ResourcesPsychology | **Engineering**Chemical EngineeringCivil EngineeringConstruction EngineeringElectrical EngineeringElectronic EngineeringEngineering (General)Environmental EngineeringGeotechnical EngineeringManufacturing EngineeringMechanical EngineeringStructural EngineeringTransportation Engineering **Law**Law**Public Policy and Planning**Public Policy & AnalysisPolitical Science/GovernmentUrban and Regional PlanningUrban Studies**Transportation**Pavement and MaterialsTransportation (General)Transportation (Infrastructure)Transportation (Traffic Operations)Transportation LogisticsTransportation Planning & ManagementTransportation PolicyTransportation Studies |

\***Other transportation-related disciplines may be approved by the Program Manager, U&GP on a case-by-case basi**s.

**U&GP STAFF**

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Universities and Grants Programs (DTS-TP-20)

Technology Partnership Programs

Federal Highway Administration

1310 North Courthouse Road, Suite 300

Arlington, VA 22201

FAX (703) 235-0593

Web Site: <http://www.fhwa.dot.gov/tpp/ugp.htm>

E-mail: transportationedu@fhwa.dot.gov