GUIDELINES FOR USE, ALLOCATION AND TRANSFER OF MCMULLEN FUNDS FOR GRADUATE FELLOWSHIPS

APPROPRIATE USE OF THE FUNDS

The McMullen graduate fellowships include a 9-month stipend, full tuition, and student health insurance. If awarded to incoming students the fellowship includes an additional stipend supplement. The amounts of the stipend and the supplement are determined in February each year. The McMullen fellowship is paid over 9 months and is administered by the fields.

A student who holds a McMullen fellowship may be concurrently appointed as a full-time TA or GRA at 50% or less effort. Any additional appointment must be accompanied by compensation paid in addition to the fellowship. Summer support is the responsibility of the field. Fields are strongly encouraged to use the McMullen fellowship as a recruitment incentive during the admissions process to attract outstanding applicants to their program.

CHANGES IN THE ALLOCATION OF MCMULLEN FUNDS

Rationale

In fiscal year 2013, approx. $1M of McMullen funds remained unspent across individual departmental accounts. This amount is equivalent to ~16 full PhD fellowships. If invested appropriately, these unused funds could have generated interest income. These considerations motivated the following changes in the allocation process:

Allocating Graduate McMullen Fellowships

Starting in 2014, in January the college will allocate one full fellowship to the graduate fields whose carry forward balance from the current year is less than an amount equivalent to two fellowships.

New allocations to fields whose carry forward balance exceeds two fellowships require prior approval by the Associate Dean for Research and Graduate Studies. To request an approval for a new allocation, the field’s DGS must submit a justification for the carry forward and a spending plan to the Associate Dean by November 1 starting in 2013.

Transferring McMullen Funds from the College of Engineering to the Departmental Accounts

Starting in 2013, the funds for all fields will be maintained in a single college account and transferred to the fields when appointments are processed. In July graduate field/department coordinators will submit a request for transfer of funds to the college Finance Coordinator. This request must include (1) the names of the student(s) to be appointed on a McMullen fellowship for that academic year, (2) the amount of the award(s) and (3) the term of appointment if less than 9 months. The amount of the transfer will equal the requested amount less any residual funds that may have remained on the departmental account from the previous year.

Transition period

The changes in the allocation process will go into effect on July 1, 2013.

For fiscal year 2014, each graduate field will receive an allocation of one full fellowship, regardless of any carry forward balance, as announced on January 10, 2013.