

***Federal Funding Opportunity
Request for Applications (RFA)***

Executive Summary

Federal Agency Name: U.S. Department of Transportation
Federal Highway Administration
Office of Technical Services
1310 North Court House Road, Suite 300
Arlington, VA 22201
Attention: Henry C. Murdaugh, DTS-TP-20

Funding Opportunity Title: ***“Dwight David Eisenhower Transportation Fellowship Program”***

Announcement Type: This is the initial announcement of this funding opportunity.

Funding Opportunity Number: RFA Number DTFH64-11-RA-00001

Catalog of Federal Domestic Assistance (CFDA) Number: 20.215

Dates: RFA Issue Date is January 5, 2011
Application Due Date is February 11, 2011

Direct Questions to: Henry C. Murdaugh, Henry.Murdaugh@dot.gov
(703) 235-0536

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. STATEMENT OF PURPOSE

The **EISENHOWER GRADUATE FELLOWSHIP** (provides funding for the pursuit of Masters or Doctorate Degrees in transportation related discipline. The program objectives 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 Program is intended to bring innovation and enhance the breadth and scope of knowledge of the entire transportation community in the United States. The Eisenhower Graduate Fellowship Program encompasses all modes of transportation

B. LEGISLATIVE AUTHORITY

The authority to award a grant for this effort is found in the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Section 5204 (i)(1) (Public Law 109-59, p.119 Stat. 1795 (Aug 10, 2005)) which states, (i) Eisenhower Transportation Fellowship Program.--Of the amounts made available by section 5101(a)(2) of this Act, \$2,200,000 for each of fiscal years 2005 through 2009 shall be available to carry out section 504(c)(2) of such title. Authority is also found in 23USC504(C)(2) and 23 USC 502 (b)(3).

C. BACKGROUND

Individual students apply for Eisenhower Graduate Fellowship. If a student is selected to receive a fellowship, the student, their faculty advisor and the university* will be responsible for completing and submitting all required paperwork to execute the fellowship. Funding will be sent to the university on behalf of the student. The university will be responsible for allocating funds to the student as outlined in the budget. The university will also be responsible for submitting all required federal financial reports to FHWA.

D. STATEMENT OF WORK

The U.S. Department of Transportation, Federal Highway Administration (FHWA), is soliciting applications for the Eisenhower Transportation Fellowship Program to 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.

***University is defined as an accredited institution of higher education located in the United States.**

Section 508

While the requirements of Section 508 of the Rehabilitation Act do not apply to assistance agreements, the FHWA is subject to the Act's requirements that all documents posted on an FHWA or FHWA-hosted website comply with the accessibility standards of the Act. As such, all electronic and information technology products that are submitted under this cooperative must be Section 508-compliant so that they can be web posted without further modification.

All final deliverable electronic documents prepared under this agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View [Section 508 of the Rehabilitation Act \(http://www.access-board.gov/508/508standards.htm - PART 1194\)](http://www.access-board.gov/508/508standards.htm) and the [Federal IT Accessibility Initiative Home Page \(http://section508.gov\)](http://section508.gov) for detailed information. The following paragraphs summarize the requirements for preparing FHWA reports in conformance with Section 508 for eventual posting by FHWA to an FHWA-sponsored website.

a. Electronic documents with images

Provide a text equivalent for every non-text element (including photographs, charts and equations) in all publications prepared in electronic format. Use descriptions such as "alt" and "longdesc" for all non-text images or place them in element content. For all documents prepared, vendors must prepare one standard HTML format as described in this statement of work AND one text format that includes descriptions for all non-text images. "Text equivalent" means text sufficient to reasonably describe the image. Images that are merely decorative require only a very brief "text equivalent" description. However, images that convey information that is important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.

b. Electronic documents with complex charts or data tables

When preparing tables that are heavily designed, prepare adequate alternate information so that assistive technologies can read them out. Identify row and column headers for data tables. Provide the information in a non-linear form. Markups shall be used to associate data cells and header cells for data tables that have two or more logical levels of row and column headers.

c. Electronic documents with forms

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

SECTION II – AWARD INFORMATION

A. FUNDING

Currently, total federal funding in the amount of \$900,000 is available for up to 76 awards. Note: The Government reserves the right to award less than the anticipated number of awards and less than the estimated amount per grantee.

B. COST SHARING OR MATCHING

Although this program does not require cost sharing or matching, universities are encouraged to contribute resources to help the leverage fellowship funding.

C. NUMBER OF AWARDS ANTICIPATED

FHWA intends to award up to 76 grants as a result of this RFA.

D. PERIOD OF PERFORMANCE

The project period for this grant ranges from one to three years.

E. TYPE OF AWARD

Type of Award: Discretionary grants

Estimated Available Funds at time of Award: \$900,000.

Estimated Award per grantee: \$5,000 - \$100,000

F. DEGREE OF FEDERAL INVOLVEMENT

The Federal Highway Administration (FHWA) anticipates Federal involvement between FHWA and the Recipient during the course of this project. FHWA anticipates the Federal involvement will include:

- Technical assistance and guidance;
- Close monitoring during performance;
- Involvement in technical decisions.

SECTION III - ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Applicants of the Eisenhower Graduate Fellowship Recipients **must**:

- Possess a baccalaureate degree from an accredited U.S. Institution;
- Be enrolled in an accredited U.S. Institution of higher education
- Be pursuing a degree in a full-time program in a transportation-related discipline
- Have at least one full academic year remaining in program of study;
- Conduct ongoing research in one or more transportation-related disciplines; and
- Plan to enter the transportation profession after completing their higher level education.

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

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION FORMS

The Eisenhower Graduate Transportation Fellowship application and supporting materials must be received at the following address **by 5:00 p.m. eastern standard time Friday, February 11, 2011. Fellowship applications can be obtained from the website listed below and at www.Grants.gov.**

**Mr. Henry C. Murdaugh , Program Manager,
Universities and Grants Programs
Technology Partnership Programs, DTS-TP-20
1310 North Court House Road Drive, Suite 300
Arlington, VA 22201**

TEL: (703) 235-0538

FAX: (703) 235-0593

Website: <http://www.fhwa.dot.gov/ugp>

General Instructions: Please read the Eisenhower Graduate Fellowships Announcement and these instructions before preparing the application materials. Applicants must submit **ONE (1) original (with original signatures) and FOUR (4) copies of all materials. APPLICANTS MUST SUBMIT THE REQUESTED NUMBER OF COPIES. All materials must be typed.**

Complete Application:

- **Must** be typed;
- Eisenhower Graduate Fellowships Application, Parts 1 - 3; applicant and faculty advisor signatures are **required**;
- Academic records, including class standing, GPA and official transcripts;
- Four (4) letters of recommendation from 4 different individuals: (1) Original in a sealed envelope and (4) copies, and/or endorsement; and
- **One (1) official sealed** transcript to be sent to the above address;
- **Four (4) unsealed copies** to be sent with application materials;
- Resume/CV (Must be limited to two pages).

NOTE: It is permissible to use copies of the application forms:

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Application - Part 1: All requested information must be provided unless labeled "optional." If an item is not available, state "NA". Non-U.S. citizens **must** attach a **valid** copy of their I-20 ID or I-551 Permanent Resident Card issued by the U.S. Immigration & Naturalization Service (INS).

The application **must** have an **original signature**.

Application - Part 2: List **only** those universities where a **degree was obtained**. List only those internships/employers where a transportation function was performed. Each applicant must have **four (4)** recommendation and/or endorsement letters from 4 different individuals. If currently employed in a transportation function, it is imperative that your employer submits an endorsement letter. The recommendation and/or endorsement letters should contain:

- Length and nature of the person's relationship with the applicant;
- Comments on the applicant's overall ability, applicants suitability for graduate school; and
- Potential for major contributions in one or more areas of transportation.

Application - Part 3: The narrative should demonstrate an applicant's intent to pursue a plan of graduate study and a career in transportation. The applicant should link their graduate study, research plans to their career goals in transportation. **Part 3 must be limited to two pages.**

Note: Applications under this RFA are not subject to the State review under E.O. 12372.

The applicant is directed to review Title [2 CFR §170](#) dated September 14, 2010, and [Appendix A](#) thereto, and acknowledge in its application that it understands the requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this Request for Applications. Appendix A will be incorporated in the award document.

C. SUBMISSION DATES AND TIMES

Note: Applications must be received by 5:00 pm EST time on February 11, 2011.

The deadline cited herein is the date and time by which the agency must receive the application.

Late applications **will not** be reviewed or considered unless the Agreement Officer determines it is in the Government's best interest to consider the late application.

D. STIPEND, TUITION AND TAXES

All recipients **may not** receive a full award (i.e. tuition, stipend, and travel to Transportation Research Board (TRB) Annual Meeting). Recipient awards will be based on the rankings from the National Selection Panel. **Recipients will receive a minimum of \$5,000.00, based on the ranking from the National Selection Panel.**

Fellowship recipients should be advised that **the stipend portion of the fellowship is subject to taxation** in accordance with the U.S. Internal Revenue Service (IRS) regulations (Publication 520, revised June 2002).

The anticipated stipends for the Eisenhower Graduate Fellowship are based on academic level and are as follows:

- Master' Level - \$1,700/mo.
- Doctoral Level - \$2,000/mo.

Actual Stipend level may vary based upon available funding.

E. FUNDING RESTRICTIONS

Restrictions on the use of fellowship funds are as follows:

- No dependency allowances;
- Fellowship recipients are eligible for funding only during months of enrollment in full-time programs leading to graduate degrees;
- The recipient's university has the responsibility of administering the funds and for making periodic payments to the recipient; and

- Unused funds must be returned to the Federal Highway Administration (FHWA) within **90 days** of the termination date of the fellowship;
- There is a \$10,000 tuition cap per year of Eisenhower Funding.

SECTION V – APPLICATION REVIEW INFORMATION

A. EVALUATION CRITERIA

The Eisenhower Graduate Fellowship 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 recommendation regarding the applicant's qualifications;
- Proposed plan of study.

B. REVIEW AND SELECTION PROCESS

The Eisenhower Graduate Fellowship National Selection Panel will evaluate all **eligible** applications. This panel will be composed of prominent national transportation professionals who will review each applicant's qualifications. The recommendations for selection will be ranked in merit order and submitted to the Program Manager, to make final selections based on the Panel's recommendation. The Program Manager is the official responsible for final award selections. The Government is not obligated to make any award as a result of this announcement. It is imperative that applicants provide an accurate and current email address for themselves and their faculty advisor.

NOTE: AWARD IS EXPRESSLY CONDITIONED UPON THE ACCEPTANCE BY THE APPLICANT'S UNIVERSITY OF THE TERMS AND CONDITIONS SET FORTH IN THE GRANT AGREEMENT.

C. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

FHWA anticipates making awards on or about May 15, 2011.

D. AWARD NOTICES

If your application is selected for award, you will be notified via email and your university will be sent an award document for signature. Applicants not selected for award will be notified via email by FHWA. Only the Agreement Officer can commit the Government. The award document, signed by the Agreement Officer, is the authorizing document.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. GOVERNING REGULATIONS

Performance under this grant shall be governed by and in compliance with the following requirements as applicable to the type of organization of the Recipient and any applicable subrecipients:

- “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations (49 CFR 19)”, [located at: www.dot.gov/ost/m60/grant/49cfr19.htm];
- “New Restrictions On Lobbying (49 CFR Part 20),” [located at www.dot.gov/ost/m60/grant/49cfr20.htm];
- 2 CFR Part 220 (OMB Circular A-21), “Cost Principles for Educational Institutions” [located at <http://edocket.access.gpo.gov/2005/05-16648.htm>].
- OMB Circular A-133, “Audits of States, Local Governments, and Non-Profits” [www.whitehouse.gov/omb/circulars/a133/a133.html];
- 2 CFR Part 215 (OMB Circular A-110), “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” [located at www.access.gpo.gov/nara/cfr/waisidx_05/2cfr215_05.html]; and
- Any other applicable Federal regulation or statute.

2. CONDITIONS OF ACCEPTANCE

All fellowship recipients must conduct original research and prepare a paper or report suitable for publication on the topic for which they are selected. Recipients must make the results of their research available to the U.S. Department of Transportation (DOT) and the Department will retain an unlimited royalty-free privilege to use the results of the research.

Student academic programs may include a reasonable amount of teaching, as deemed appropriate by the institution, as contributing to their academic progress. Fellowship recipients may only accept remuneration for tuition from another fellowship for funding the difference above the \$10,000 limitation for tuition and the actual tuition amount.

Once an award is made, the initial graduate study plan and research topic may be changed *only* after consultation between the fellowship recipient's Faculty Advisor and the Program Manager, Universities and Grants Manager.

Award funding is contingent upon the recipient's satisfactory academic progress as determined by university policies.

3. AGREEMENT OFFICER'S TECHNICAL REPRESENTATIVE (AOTR)

The AO has designated Henry C. Murdaugh as Technical Representative to assist in monitoring the work under this grant. The AOTR will oversee the technical administration of this grant and act as technical liaison with the performing organization. The AOTR is not authorized to change the scope of work or specifications as stated in the agreement, to make any commitments or otherwise obligate the Government or authorize any changes which affect the grant funding, delivery schedule, period of performance or other terms or conditions.

The AO is the only individual who can legally commit or obligate the Government for the expenditure of public funds. The technical administration of this agreement shall not be construed to authorize the revision of the terms and conditions of performance. The Agreement Officer shall authorize any such revision in writing.

4. OBLIGATION CEILING RATIO

Pursuant to Section 1102 of SAFETEA-LU, the FHWA is required to annually redistribute a portion of allocated program authorization. Funds available for subsequent years of this agreement shall be adjusted for each fiscal year, which may increase or decrease the total estimated funding available.

5. DATA RIGHTS

The Recipient shall make available to the Government copies of all work developed in performance with this cooperative agreement, including but not limited to software and data. The Government and others acting on its behalf shall have unlimited rights to obtain, reproduce, publish or otherwise use the data developed in the performance of this cooperative agreement pursuant to 49 CFR Part 19.

6. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of FHWA support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under the grant, in the following terms:

“This material is based upon work supported by the Federal Highway Administration under grant No. DTFH64-11-(to be filled in)”.

All materials must also contain the following:

"Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the Author(s) and do not necessarily reflect the view of the Federal Highway Administration."

7. SITE VISITS

The Federal Government, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the Federal Government on the premises of the Performing Organization under this agreement, the Performing Organization shall provide all reasonable facilities and assistance for the safety and convenience of the Government representative in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay work.

8. TERMINATION AND SUSPENSION

The Government may terminate this agreement in whole or in part in accordance with 49 CFR Part 19.

9. BUDGET REVISION/REALLOCATION OF AMOUNTS

The Recipient is required to report deviations from budget and program plans, and request prior approval for budget and program plan revisions in accordance with 49 CFR Part 19.4

Note: The Recipient must obtain prior written approval from the Program Manager to transfer amounts budgeted for direct cost categories when the cumulative value of such transfers will exceed 10% of the value of Federal share of this agreement. When requesting such approval, an E-mail request suffices.

10. FINANCIAL MANAGEMENT SYSTEM

By signing this agreement, the Recipient's university verifies that it has, or will implement, a financial management system adequate for monitoring the accumulation of costs and that it complies with the financial management system requirements of 49 CFR Part 19. The Recipient's failure to comply with these requirements may result in agreement termination.

11. ALLOWABILITY OF COSTS

Allowable costs will be determined in accordance with the applicable Federal cost principles, e.g. Educational Institutions - 2 CFR Part 220.

12. AVAILABLE FUNDING

The total not-to-exceed amount of Federal funding that may be provided for up to 76 grants is \$1,100,000 for the entire period of performance, subject to the limitations shown below:

- (1) Currently, Federal funds in the amount of \$900,000 (to be filled in at award), are obligated to this grant.
- (2) Subject to availability of funds, and an executed document by the Agreement Officer, \$900,000 (to be filled in at award) may be obligated to this grant.

The Government's liability to make payments to the Recipient is limited to those funds obligated under this agreement as indicated above and any subsequent amendments.

13. CENTRAL CONTRACTOR REGISTRY (CCR)

The Recipient's university must be registered in the CCR in order to receive payments under this agreement. Use of the CCR is to provide one location for applicants and Recipients to change information about their organization and enter information on where government payments should be made. The registry will enable Recipient universities to make a change in one place and one time for all Federal agencies to use. Information for registering in the CCR and online documents can be found at www.ccr.gov.

14 DEBARMENT AND SUSPENSION REQUIREMENTS

The Recipient's university shall comply with the Subpart C of 49 CFR Part 29, Government Debarment and Suspension (Nonprocurement). See 49 CFR Part 29 for detail of the requirement. (Note: 49 CFR Part 29 is available online at <http://www.dot.gov/ost/m60/agreement/regs.html>).

15. DRUG FREE WORKPLACE

The Recipient's university shall comply with Subpart B of 49 CFR Part 32, Government-wide Requirements for a Drug-Free Workplace (Financial Assistance). See 49 CFR Part 32 for details of the requirement. (Note:49 CFR Part 32 is available online at <http://www.dot.gov/ost/m60/agreement/regs.html>).

16. DISPUTES

The parties to this agreement shall communicate with one another in good faith and in a timely and cooperative manner when raising issues under this Disputes provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the recipient concerning questions of fact or law arising from or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties shall attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event shall a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party shall document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from the Agreement Officer. The other party shall submit a written position on the matters in dispute within thirty calendar days after being notified that a decision has been requested. The Agreement Officer shall conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written position. Any decision of the Agreement Officer is final and binding unless a party shall, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition Management or designee, made within thirty calendar days after the Agreement Officer's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute shall be further reviewed. This review shall be conducted by the Director, Office of Acquisition Management. Following the review, the Director, Office of Acquisition Management, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, shall be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction."

17. OMB PAPERWORK REDUCTION ACT

If the Recipient intends to perform survey(s) of any kind, the Recipient shall coordinate with the AOTR to ensure compliance with OMB Paperwork Reduction Act requirements as applicable.

B. REPORTING

1. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

The Recipient' university shall submit all required reports and documents, under transmittal letter referencing the grant number, as follows:

Submit one hard copy to the Agreement Specialist at the following address:

Federal Highway Administration
Universities and Grants Programs
1310 North Courthouse Road, Suite 300
Arlington, Va. 22201

Attention: (to be filled in at award)

2. QUARTERLY PROGRESS REPORT

The Recipient shall submit one electronic copy of the SF-PPR, in PDF format, to the AOTR and the Agreement Specialist, on or before the 30th of the month following the calendar quarter being reported. Final PPRs are due 90 calendar days after the end of the agreement period of performance.

Calendar Quarters are:

- (1) January -March
- (2) April-June
- (3) July-September
- (4) October-December

The SF-PPR is available online at
http://www.whitehouse.gov/omb/grants/grants_forms.html.

The quarterly submittal shall consist of the SF-PPR cover page and the following required attached information. Block 10 (Performance Narrative) and Block 11 (Other Attachments) of the SF-PPR shall include the following information as attached pages:

- a) A summary of work performed for the current quarter;
- b) A summary of work planned for the upcoming quarter;
- c) A description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered;
- d) A tabulation of the current and cumulative costs expended by cost element (labor, travel, indirect costs, subcontractors, etc.) by period versus budgeted costs
- e) SF 425, Federal Financial Report

Submit two hard copies and one electronic copy to the AOTR at the following address:

Federal Highway Administration
Office of Professional & Corporate Development
1310 North Court House Road
Suite 300
Arlington, VA 22201

Attention: (to be filled in at award)

3. REPORTING EXECUTIVE COMPENSATION

Appendix A to Part 170—Award term

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. *Reporting Total Compensation of Recipient Executives.*

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __ .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. *Salary and bonus*.

ii. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified.*

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

FHWA Office of Technical Services

Dwight David Eisenhower Transportation Fellowship Program 2011 Eisenhower Graduate Fellowship

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.*

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OBJECTIVES OF THE PROGRAM

The **EISENHOWER GRADUATE FELLOWSHIP (GRAD)** provides funding for the pursuit of Master's Degrees or Doctorates in transportation related fields. The program objectives 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 Program is intended to bring innovation and enhance the breadth and scope of knowledge of the entire transportation community in the United States. The Eisenhower Graduate Fellowship Program encompasses all modes of transportation.

DISCIPLINES

The Eisenhower Graduate Transportation Fellowships sponsor the pursuit of a Master's, Doctorate (or equivalent) degree in a field of study that is directly related to transportation. Recipients of the 2011 Eisenhower Graduate Fellowship must be enrolled **full time** at an accredited U.S. Institution of Higher Education not later than the Fall 2011 academic year.

The Department of Transportation encourages students from Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs) to apply for the Eisenhower Graduate Transportation Fellowships.

ELIGIBILITY REQUIREMENTS

Applicants of the Eisenhower Graduate Fellowship **must**:

- Possess an earned baccalaureate degree or be a confirmed graduating senior;
- Be enrolled in an accredited U.S. institution of higher education
- Be pursuing a degree in a full-time program in a transportation-related discipline
- Have at least one full academic year remaining in program of study;
- Conduct ongoing research in one or more transportation-related disciplines; and
- 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 or I-551 ID issued by the U.S. Immigration & Naturalization Service (INS).

SELECTION

The Eisenhower Graduate Fellowship National Review Panel will evaluate applications. This panel will be composed of prominent national transportation professionals who will review each applicant's qualifications. The recommendations for selection will be ranked in merit order and furnished to the Program Manager, Universities and Grants Programs. The Program Manager will make final selections. **It is imperative that applicants provide an accurate and current email address for themselves and their faculty advisor.** Applicants will be notified of their status via email.

CRITERIA FOR EVALUATION

The Eisenhower Graduate Fellowship 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 recommendation regarding the applicant's qualifications; and
- Proposed plan of study.

STIPEND, TUITION AND TAXES

All recipients **may not** receive a full award (i.e. tuition, stipend, and travel to Transportation Research Board (TRB) Annual Meeting). Recipient awards will be based on the rankings from the National Selection Panel. Recipients of this fellowship **will** receive a minimum of \$5,000.00, based on the ranking from the National Selection Panel and the availability of funding.

Fellowship recipients should be advised that **the stipend portion of the fellowship is subject to taxation** in accordance with the U.S. Internal Revenue Service (IRS) regulations (Publication 520, revised June 2002).

The stipends for the Eisenhower Graduate Fellowship are as follows:

- Master's Level - \$1,700/mo.
- Doctoral Level - \$2,000/mo.

Actual Stipend level may vary based upon available funding.

FUNDING

The duration of funding for Eisenhower Graduate Fellowships for Master's and Doctoral studies will be **based upon the availability of funds.**

TUITION CAP

Annually the Eisenhower Graduate Transportation Fellowships will cover a maximum of \$10,000 in tuition. Any additional tuition and fees will be the responsibility of the fellowship recipient.

Restrictions on the use of fellowship funds are as follows:

- No dependency allowances;
- Fellowship recipients are eligible for funding only during months of enrollment in full-time programs leading to graduate degrees;
- The recipient's university has the responsibility of administering the funds and for making periodic payments to the recipient; and
- **Unused funds must be returned to the Federal Highway Administration (FHWA) within 90 days of the termination date of the fellowship.**

CONDITIONS OF ACCEPTANCE

All fellowship recipients must conduct original research and prepare a paper or report suitable for publication on the topic for which they are selected. Recipients must make the results of their research available to the U.S. Department of Transportation (DOT) and the Department will retain an unlimited royalty-free privilege to use the results of the research.

Students' academic programs may include a reasonable amount of teaching as deemed appropriate by the institution as contributing to the Fellowship recipient's academic progress. Fellowship recipients may only accept remuneration for tuition from another source for funding the difference above the \$10,000 limitation for tuition or above the actual tuition amount.

Once an award is made, the initial graduate study plan and research topic may be changed *only* after consultation between the fellowship recipient's Faculty Advisor and the Universities & Grants Program Manager.

Award funding is contingent upon the recipient's satisfactory academic progress as determined by university policies.

SCHEDULE

All applications and supporting material (official transcripts and letters of recommendation) for Eisenhower Graduate Transportation Fellowship must be received by 5:00 p.m. Friday, February 11, 2011. Send the application to the address in the section entitled "How to Apply".

Notification of Selection

Selected fellowship recipients' Faculty Advisor will be contacted by the Universities and Grants Programs via e-mail to notify of award selection.

HOW TO APPLY

The Eisenhower Graduate Transportation Fellowship application and supporting materials must be received at the following address **by 5:00 p.m. Friday, February 11, 2011.**

Mr. Henry C. Murdaugh, Program Manager
Universities & Grants Programs
Technology Partnership Programs, DTS-TP-20
1310 North Courthouse Road, Suite 300
Arlington, VA 22201
TEL: (703) 235-0538
FAX: (703) 235-0593
Website: <http://www.fhwa.dot.gov/ugp>

General Instructions: Please read the Eisenhower Graduate Fellowship Announcement and these instructions before preparing the application materials. Applicants must submit **ONE (1) original (with original signatures) and FOUR (4) copies of all materials. APPLICANTS MUST SUBMIT THE REQUESTED NUMBER OF COPIES. All materials must be typed.**

Students should request:

- **One (1) official sealed** transcript be sent to the above address;
- **Four (4) unsealed copies** to be sent with application materials.

Complete Application:

- **Must** be typed;
- Eisenhower Graduate Fellowships Application, Parts 1 - 3; applicant and faculty advisor signatures are **required**;
- Academic records, including class standing, GPA and official transcripts;
- Four (4) letters of recommendation (Original in a sealed envelope and 4 copies) and/or endorsement; and
- Resume/CV (Must be limited to two pages)

It is permissible to use copies of the application forms.

Application - Part 1: All requested information must be provided unless labeled "optional." If an item is not applicable, state "**NA**". Non-U.S. citizens **must** attach a certified copy of their I-20 ID or I-551 Permanent Resident Card issued by the U.S. Immigration & Naturalization Service (INS).

The application **must** have an original signature.

Application - Part 2: **List only those universities where a degree was obtained.** List only those internships/employers where a transportation function was performed. Each applicant must have a maximum of **four (4)** recommendation and/or endorsement letters. If currently employed in a transportation function, it is imperative that your employer submits an endorsement letter. The recommendation and endorsement letters should contain length and nature of the person's relationship with the applicant, and comments on the applicant's overall ability, and suitability for graduate school, and potential for major contributions in one or more areas of transportation. The letters of recommendation must come from four different individuals.

Application - Part 3: The narrative should demonstrate an applicant's intent to pursue a plan of graduate study and a career in transportation. The applicant should relate graduate study, research plans and career goals. **Part 3 must be limited to two pages.**

Mailing the Application: When possible, applicants are urged to submit their application and supporting documents in the same envelope. **(Incomplete application packets will not be considered).** **All applications and supporting material (official transcripts and letters of recommendation) for Eisenhower Graduate Transportation Fellowships must be received by 5:00 p.m. Friday, February 11, 2011.** When submitting the application, please package the original and all copies in sequential order. A complete packet is defined as Application Form Part 1, Application Form Part 2, Proposed Plan of Study, Transcripts, Resume, 4 Letters of Recommendation and I-20 or I-551, if applicable as one complete packet. Universities are permitted to send transcripts directly to the address shown in the "How To Apply" section. Please ensure that you provide enough time for the university to process and mail the transcripts to be received by the deadline. Unofficial copies of official transcripts may be submitted with the four copies of the application packet. For a copy of the application form **click here**.

RETURN OF MATERIAL: Applications and any supporting documents become the property of Universities and Grants Programs and **cannot** be returned to applicants.

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.

FHWA Office of Technical Services and Corporate Development

The Dwight David Eisenhower Transportation Fellowship Program 2010 Eisenhower Graduate Fellowship

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.

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OBJECTIVES OF THE PROGRAM

The **EISENHOWER GRADUATE FELLOWSHIP** (provides funding for the pursuit of Masters or Doctorate Degrees in transportation related discipline. The program objectives 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 Program is intended to bring innovation and enhance the breadth and scope of knowledge of the entire transportation community in the United States. The Eisenhower Graduate Fellowship Program encompasses all modes of transportation.

DISCIPLINES

The Eisenhower Graduate Fellowship sponsors the pursuit of a Masters and Doctorate (or equivalent) degree in a transportation related discipline. [transportation](#). Recipients of the 2010 Eisenhower Graduate Fellowship must be enrolled **full time** at an accredited U.S. Institution of Higher Education not later than the Fall 2010 academic year.

The Department of Transportation encourages students from **Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs)** to apply for the Eisenhower Graduate Transportation Fellowship.

ELIGIBILITY REQUIREMENTS

Applicants of the Eisenhower Graduate Fellowship Recipients **must**:

- Possess a baccalaureate degree from an accredited U.S. Institution;
- Be enrolled in an accredited U.S. Institution of higher education
- Pursuing a degree in a full-time program in a transportation-related discipline
- Have at least one full academic year remaining in program of study;
- Conduct ongoing research in one or more transportation-related disciplines; and
- Be planning to enter the transportation profession after completing their higher level education.

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

SELECTION

The Eisenhower Graduate Fellowship National Selection Panel will evaluate all **eligible** applications. This panel will be composed of prominent national transportation professionals who will review each applicant's qualifications. The recommendations for selection will be ranked in merit order and submitted to the Program Manager, to make final selections based on the Panel's recommendation.

CRITERIA FOR EVALUATION

The Eisenhower Graduate 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 recommendation regarding the applicant's qualifications;
- Proposed plan of study.

STIPEND, TUITION AND TAXES

All recipients **may not** receive a full award (i.e. tuition, stipend, and travel to Transportation Research Board (TRB) Annual Meeting). Recipient awards will be based on the rankings from the National Selection Panel. **Recipients will receive a minimum of \$5,000.00, based on the ranking from the National Selection Panel.**

Fellowship recipients should be advised that **the stipend portion of the fellowship is subject to taxation** in accordance with the U.S. Internal Revenue Service (IRS) regulations (Publication 520, revised June 2002).

The stipends for the Eisenhower Graduate Fellowship are based on academic level and are as follows:

- Master' Level - \$1,700/mo.
- Doctoral Level - \$2,000/mo.

Actual Stipend level may vary based upon available funding.

FUNDING

The duration of funding for Eisenhower Graduate Fellowships for Masters and Doctoral studies will be **based upon the availability of funds.**

TUITION CAP

Annually the Eisenhower Graduate Transportation Fellowships will cover a maximum of \$10,000 in tuition. Any additional tuition and fees will be the responsibility of the fellowship recipient.

Restrictions on the use of fellowship funds are as follows:

- No dependency allowances;
- No reimbursement of university administrative/indirect costs;
- Fellowship recipients are eligible for funding only during months of enrollment in full-time programs leading to graduate degrees;
- The recipient's university has the responsibility of administering the funds and for making periodic payments to the recipient; and
- Unused funds must be returned to the Federal Highway Administration (FHWA) within **90 days** of the termination date of the fellowship.

CONDITIONS OF ACCEPTANCE

All fellowship recipients must conduct original research and prepare a paper or report suitable for publication on the topic for which they are selected. Recipients must make the results of their research available to the U.S. Department of Transportation (DOT) and the Department will retain an unlimited royalty-free privilege to use the results of the research.

Student academic programs may include a reasonable amount of teaching, as deemed appropriate by the institution, as contributing to their academic progress. Fellowship recipients may only accept remuneration for tuition from another fellowship for funding the difference above the \$10,000 limitation for tuition and the actual tuition amount.

Once an award is made, the initial graduate study plan and research topic may be changed *only* after consultation between the fellowship recipient's Faculty Advisor, the Program Manager, and the Universities and Grants Manager. .

Award funding is contingent upon the recipient's satisfactory academic progress as determined by university policies.

SCHEDULE

All applications and supporting material (official transcripts and letters of recommendation) for Eisenhower Graduate Transportation Fellowships must be received by 5:00 p.m. Friday, February 12, 2010. Send the application to the address in the section entitled "How to Apply".

NO EXTENSIONS OR EXCEPTIONS WILL BE GIVEN

Notification of Selection

Faculty advisors of selected fellowship recipients will be contacted by the Universities and Grants Programs via email.

HOW TO APPLY

The Eisenhower Graduate Transportation Fellowship application and supporting materials must be received at the following address **by 5:00 p.m. Eastern Standard Time, March 12, 2010.**

**Mr. Henry C. Murdaugh , Program Manager,
Universities and Grants Programs
Technology Partnership Programs, DTS-TP-20
4600 North Fairfax Drive, Suite 800
Arlington, VA 22203
TEL: (703) 235-0538
FAX: (703) 235-0593**

Website: <http://www.fhwa.dot.gov/opd/universitygrants.htm>

General Instructions: Please read the Eisenhower Graduate Fellowships Announcement and these instructions before preparing the application materials. Applicants must submit **ONE (1) original (with original signatures) and FOUR (4)**

copies of all materials. APPLICANTS MUST SUBMIT THE REQUESTED NUMBER OF COPIES. All materials must be typed.

Complete Application:

- **Must** be typed;
- Eisenhower Graduate Fellowships Application, Parts 1 - 3; applicant and faculty advisor signatures are **required**;
- Academic records, including class standing, GPA and official transcripts;
- Four (4) letters of recommendation from 4 different individuals: (1) Original in a sealed envelope and (4) copies, and/or endorsement; and
- **One (1) official sealed** transcript to be sent to the above address;
- **Four (4) unsealed copies** to be sent with application materials.
- Resume/CV (Must be limited to two pages)

It is permissible to use copies of the application forms:

Application - Part 1: All requested information must be provided unless labeled "optional." If an item is not available, state "**NA**". Non-U.S. citizens **must** attach a **valid** copy of their I-20 ID or I-551 Permanent Resident Card issued by the U.S. Immigration & Naturalization Service (INS).

The application **must** have an **original signature**.

Application - Part 2: List only those universities where a **degree was obtained**. List only those internships/employers where a transportation function was performed. Each applicant must have **four (4)** recommendation and/or endorsement letters from 4 different individuals. If currently employed in a transportation function, it is imperative that your employer submits an endorsement letter. The recommendation and/or endorsement letters should contain:

- Length and nature of the person's relationship with the applicant;
- Comments on the applicant's overall ability, applicants suitability for graduate school; and
- Potential for major contributions in one or more areas of transportation.

Application - Part 3: The narrative should demonstrate an applicant's intent to pursue a plan of graduate study and a career in transportation. The applicant should link their graduate study, research plans to their career goals in transportation. **Part 3 must be limited to two pages.**

Mailing the Application: When possible, applicants are urged to submit their application and supporting documents in the same envelope. **(Incomplete application packets will not be considered). All applications and supporting material (official transcripts, documents, resume and letters of recommendation from 4 different individuals) must be received by 5:00 p.m. Friday, February 12, 2010.** When submitting the application, you must package the original in **sequential** order (i.e., Application Form Part 1, Application Form Part 2, Proposed Plan of Study, Transcripts, Resume, a maximum of 4 Letters of Recommendation, and I-20 or I-551, if applicable). Universities are permitted to send transcripts directly to the address shown in the "How To Apply" section. Unofficial copies of official transcripts may be submitted with the four copies of the application packet.

RETURN OF MATERIAL: Applications and any supporting documents become the property of Universities and Grants Programs and **cannot** be returned to applicants.

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

**Dwight David Eisenhower Transportation Fellowship Program
2011 Eisenhower Graduate Fellowship**

Application Form - Part 1
Must be typed

Name (Last, First, MI)	For Official Use Only:
Current Address	Telephone No.: E-mail Address: Alt. Number:
Permanent Address	Telephone No.:
Check the box which represents your status as of 9/1/2011: <input type="checkbox"/> Masters Degree <input type="checkbox"/> Doctorate Degree Year of Study _____ (i.e. . 1 st , 2 nd) Current Grade Point Average _____	RACE (optional) <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native (Aleut or Eskimo) <input type="checkbox"/> Asian <input type="checkbox"/> African American/Black <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other ETHNICITY (optional) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Hispanic or Latino in Puerto Rico <input type="checkbox"/> Not Hispanic or Latino in Puerto Rico
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No - If no, please attach a <i>certified</i> copy of your I-20 or I-551 ID issued by the I.N.S.	

College or University (Current or Pending)	Academic Dept.
Name, Title and Address of Faculty Advisor	Telephone No.: E-mail Address:
Applicant's Major	Applicant's Field of Study
Date	Signature of Applicant (<i>Required</i>)
Date	Signature of Faculty Advisor (<i>Required</i>)

Application Form - Part 2
Must be typed

Colleges/Universities Attended	Dates Attended	Degrees Earned	Date Awarded

Employer (most recent first)	Address	Name of Supervisor and Telephone No.	Dates of Employment
			From: To:
			From: To:

List Academic Honors, Scholarships, Offices Held in Student /Professional Organizations, etc.

Community Activities/Organizations:

Experience in Transportation Education Programs	
___ ENO Fellow Year _____ ___ UTC Award Year _____ University Transportation Centers ___ DDE Fellowship Year _____ Dwight David Eisenhower Transportation Fellowship	___ STIPDG Year _____ Summer Transportation Intern Program for Diverse Groups ___ NSTI Year _____ National Summer Transportation Institute ___ Other Year _____ Name _____

Application Form - Part 3
Must be typed

Proposed Plan of Graduate 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. **Limit 2 pages.**



2011 DDETFP Applicant Checklist
(Keep This Page for Your Records)

Dear Applicant:

This letter is provided in an effort to ensure that all information is submitted in a timely manner. *Incomplete packages will NOT be considered.* Please pay attention to all deadlines and information.

Prior to sending your packet to *Universities and Grants Programs, 1310 North Courthouse Road, Suite 300, Arlington, VA 22201*, ensure that you have reviewed your application thoroughly and are confident that all materials are enclosed.

If you would like confirmation of delivery provide a Postage Paid Postcard w/ your return address.

Application Items

- Citizenship _____

- 4 Copies of Application Packet _____

- Contact Information _____

Phone Number _____

E-mail _____

Faculty Advisor Signature _____

Applicant Signature _____

Official University Transcripts _____

Letters of Recommendations
(maximum 4) _____

Resume/CV _____

Full Academic Year Remaining (See Eligibility Requirements) _____

**** Applications and all supporting materials are due by 5:00p.m. February 11, 2011 ****

NO Exception!!

Comments:
