MEMORANDUM

TO: Peabody Ph.D. Students, Graduate Faculty, and Administrative Officers

FROM: Camilla P. Benbow
       Patricia and Rodes Hart Dean of Education and Human Development

RE: Student-Initiated External Fellowship Funding for Ph.D. Students

At the time of acceptance to Peabody College, each Ph.D. student receives a letter outlining terms of their support (hereinafter called the “original award”). Students are encouraged for many reasons to apply for external funding to support their own programs of research, and Peabody College endorses these professional activities.

If a student is successful in securing external funding in the form of a grant or fellowship (hereinafter called simply the “external fellowship”), the following policies will apply and supersede the terms of the original award:

STIPEND
If the external fellowship includes a stipend of $30,000 per year or greater, the student receives the entire external fellowship plus a $5,000 annual service free stipend from the college for the duration of the original award period or the fellowship period, whichever occurs earlier.

If the external fellowship includes a stipend of less than $30,000 per year:
The student shall receive the sum of the external fellowship and the original award stipend up to a maximum of $30,000 per year. There shall be a $5000 minimum increase over the original award for the duration of the original award period or the fellowship period, whichever occurs earlier.

Note that any scholarship that was part of the original award (e.g., a Peabody or Graduate School Honor Scholarship) is not affected and will remain in place, on top of the stipend amounts discussed above, according to the specifications in the original award letter.

TUITION
If a student receives external fellowship funding for tuition that is less than full tuition at the Vanderbilt Graduate School, Peabody College will contribute the difference.

OTHER EXPENSES
If the student receives external fellowship funding for “other expenses,” including but not limited to health insurance, student fees, professional development, or other programmatic costs, those costs should be charged to the fellowship where feasible. Students who receive such funding should confer with their Administrative Officer in order to determine the most appropriate funding source for these costs.
Queries about the eligibility of any Vanderbilt fellowship awards (outside of Peabody) earned after the original Peabody award should be addressed to the Associate Dean for Graduate Education.

These awards are contingent upon any requirements or restrictions in the external fellowship program and will remain in effect for the duration of the fellowship, up to the end of the term specified in the original award.

This policy will take effect August 15, 2011, for any awards that start or continue after that date.