



GEM Fellowship Processing Procedures

The Graduate Engineering Minority Fellowship (GEM) can be awarded with two different funding models at Clemson. To be considered a GEM Fellow, the student's tuition must be covered. With each funding model, College or Departmental funding will be required at some level.

	Package	Sponsor	Degree Program	Stipend
GEM Full Fellow	T, F, S, I	GEM Employer and GEM University	MS & PhD	Minimum \$16K (MS over length of graduate program, PhD per year up to 5 years)
GEM Associate Fellow	T, S	GEM University	MS & PhD	Minimum \$16K (MS: over length of graduate program, PhD: per year up to 5 years)*

T=Full Tuition, F=Fees, S=Living Stipend, I=Paid Internship with Sponsoring Employer

* The actual GEM Associate Fellowship stipend terms are defined in the University Support Agreement signed in eGEM.

GEM Fellowship homepage: <https://www.gemfellowship.org/students/gem-fellowship-program/>

1) Full GEM Fellow — Has an industry sponsor and receives an assistantship.

- GEMF Fellowship Code.
- Must meet the *departmental* minimum stipend.
- Tuition and all fees are covered.

2) Associate GEM Fellow — Has no external funding and receives an assistantship.

- GEAF Fellowship Code.
- Does not have to meet the departmental minimum stipend.
- The Graduate School will work with Department Deans/Program Coordinators to cover the fees for GEM Associate Fellows.

Award Process

Step 1: The notification of GEM awards will come to Graduate Admissions.

Step 2: Graduate Admissions will notify the departmental staff, CBO and any designated college liaisons involved in the process who will be receiving the GEM Fellow, share sponsor acceptance letter (when available) and verify the student has been accepted by the department. Graduate Admissions will give the department the expectations and commitments required by GEM and the University including which type of fellow the student qualifies for.

Step 3: The department will create and send an offer to the student for the appropriate type.

***For FULL Fellows Only** — Once the student accepts the offer, the college CBO will work with their Pre-Awards Office to establish the risk account (fund 20 to pay out the sponsor funds). The project needs to be established in the appropriate account codes (STUAID, GRAD and FRINGE). The Pre-Awards Office will need the PI name, budget breakdown and the sponsor acceptance letter to create the PPN number. The PPN will need to be routed and approved in InfoEd. Once approval is complete, the risk account request can be sent to GCA from the Pre-Awards Office.

Step 4: The department will enter one of the two award types determined by Graduate Admissions on the Fellowship tab and the Assistantship tab as necessary. All types of GEM fellowships must be recorded in the 61 Report each term. Please refer to the award entry section for guidance on which GS61 tabs to utilize.

- GEMF — Full Fellow
- GEAF — Associate Fellow

Step 5: Graduate Admissions and the Assistantship & Fellowship Coordinator in the Graduate School will validate the coding and ensure all students are funded and entered correctly.

Step 6: Funding is received from the Graduate Minority Foundation (GEM) and is managed by GCA, Karen Lantgios (Accounting Manager) and Frances Brown (Fiscal Management). GCA will manage funding the risk accounts.

Award Entry in GS61

Student has been accepted by the department and they have accepted the offer letter.

Type 1: Full GEM Fellow

- \$20K GEM annual commitment for tuition, stipend, and fringe.
- The total GEM commitment will be funded from a fund 20 risk project.
- The department is required to meet the departmental base annual salary.
 - \$16k for stipend and fringe and \$4k for tuition (split evenly between fall and spring) will be covered on the GEM fund 20 project.
- Ph.D. and M.S. Students are eligible.
- Hire the student on an assistantship for the *total* amount in the contract.

Ph.D. GEM Fellows — One-Year Fellowship

EXAMPLE: Snippet below is from fall 2020 — Enter the Assistantship then the Fellowship in that order so the tuition will be reduced for the Fellowship entry of total tuition due by the student.

- **Stipend is \$20k annually — Entered on the Assistantship Tab**
 - GEM pays \$16k annually for a stipend — since we hire the student on payroll through an assistantship we must account for fringe.
 - The annual stipend must be comparable to other assistantships in the department per GEM.
 - The GEM stipend and fringe is paid from the fund 20 risk accounts set up by GCA.
 - Stipend — \$15,108.59
 - Fringe — \$891.41 (FY22 Fringe Rate = 5.9%)
 - To calculate salary without fringe — (\$16k/1.059)
 - The remaining \$4,891.41 stipend amount, plus the associated fringe, must be funded from a departmental or faculty source(s).

Calculation:

$$\$15,108.59 + \$4,891.41 = \$20,000$$

Calculation:

$$\$20,000 - \$15,108.59 = \$4,891.41$$

- **Assistantship Tuition (GAD) — based on the student's type of assistantship — Entered on the Assistantship Tab**
 - If hired as a GRA — the GAD is to be paid by the research project funding the student.
 - If hired as a GTA, GLA, GGA, GAA — the GAD is to be charged to an institutional — 150-1550001.
 - The GAD is **NOT** charged to the GEM funding project.

Employee ID	Contact	Waive	Primary Dept	Program	Type	Hours C / UG / E	Stipend Acct Fund Dept Program Class Project Amount	Acct Fund Dept Program Class Project Amount	GS	FA	Status
C99358742	Diaz, Deyrel	100	0974	PHD-HCC-F	9GRA	20 11 / 0 / 29	5100 20 0974 201 247 2014135 15,384.62 5100 15 0974 101 130 1501814 4,615.38 Total: 20,000.00	5353 15 0974 101 130 1501814 4,392.00 Total: 4,392.00	A	E	Current

- **Fellowship Tuition is \$4k Annually — Entered on the Fellowship tab**
 - \$2k awarded for fall and \$2k awarded for spring.
 - This award funds the GA fee to zero out the students bill in the **tuition section**. The amount entered CANNOT exceed the actual bill per Financial Aid rules. The current contact to confirm the student total bill is Josh Moore in Student Financial Aid.
 - The remaining tuition award (total tuition award of \$2k — tuition bill added in the tuition section) is entered in the **stipend** section. The total payout on the Fellowship tab totals \$2k each semester.
 - This will post as STUAID — 7502 (stipend) or 7503 (tuition and fees).
- The student's full bill should be covered by a combination of GEM and departmental funding, leaving them with a zero balance.

XID Employee ID	Contact	Waive	Primary Dept	Program	Type	C / UG / E	Stipend Payment Fund Program Acct Dept Class Project Amount	Tuition Payment Fund Program Acct Dept Class Project Amount	GS	FA	Status
C99358742	Diaz, Deyrel	100	0974	PHD-HCC-F	GEMF	9 / 0 / 38	SP1 20 201 7502 0974 247 2014135 441.28 Total: 441.28	SP 20 201 7503 0974 247 2014135 1,558.72 Total: 1,558.72	A	E	Current

M.S. GEM Fellows — Spread over 2 years

- Same as Ph.D., but the department is not required to meet the minimum departmental stipend.
- The stipend of \$16k will be split over two academic years, **not** to include summer.
- The tuition award from GEM is only \$1k per semester for 4 semesters.
 - This will not cover the full tuition balance; the remaining amount is to be paid by a departmental or faculty project in the stipend section of the Fellowships tab.
 - The student is not responsible for paying any tuition or fees out of pocket.

Type 2: Associate GEM Fellow

- The student will receive an assistantship and the Graduate School will work with the College to cover associated tuition and fees.
- Assistantship is paid by the department and CU will not receive any sponsor funding. It will be fully funded by the department.
- The student will receive a GAD based on the assistantship type.