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DATE: January 2, 2018

TO: Chairs, Associate Chairs,
Program Heads, School Directors
and Graduate Studies Committee Chairs

FROM: David A. Benfield, Associate Vice President for Agricultural
Administration and Director, Wooster Campus

SUBJECT: **2018 OARDC Minority Associateship Award**

The Ohio Agricultural Research and Development Center (OARDC) was originally the Ohio Agricultural Experiment Station until the name was changed in 1965. OARDC (Experiment Station) represents the major part of research programs throughout the College of Food, Agricultural and Environmental Sciences. These awards are college awards offered through OARDC the research arm of CFAES.

Important Reminder:

For 2018, two (2) OARDC Minority Associateships will be awarded.

Although applications can be submitted for both the FAES Environmental Fellowship and the OARDC Associateship programs, students will be only permitted one award from one of the programs. In addition, applications for all OARDC awards (Director's and Minority) are limited to 2 applicants per competition from any department or program.

Please Note: FAES Environmental Fellowship Program will have a limit of 6 submissions per department or program.

This memorandum announces the continuation of the 2018 Competition for the OARDC Minority Associateship program. Minority is defined by Affirmative Action as Asian/Pacific Islander, Black, Hispanic, Native American Indian. A total of two awards will be available and departments may submit up to two nominations according to the guidelines. Nominees must be U.S. citizens.



The sum of \$23,300/year for M.S. candidates and \$25,300/year for Ph.D. candidates is available. The OARDC will provide one-year funding for all awards, including any applicable tuition and fees. Funds to support awards will be available on July 1, 2018.

We are requesting that prospective faculty advisors or graduate studies chairs submit a letter of support indicating how the associateship's research will support one or more of the College strategic areas. From among applicants to the Director's Associateship (four Associateships) and Minority Associateships (two Associateships), I am asking that the OARDC Director's Associateship Committee pay close attention to applicants whose research supports one or more of the three strategic areas: Food Security, Production, and Human Health, Environmental Quality and Sustainability and Advanced Bioenergy and Biobased Products.

Please circulate this memorandum to members of your faculty having OARDC appointments who would have potential applicants and coordinate submissions with your graduate studies committee. The Director's Associateship Committee will review the candidates and select the recipient. The target date for a final announcement of the awards is approximately February 19, 2018.

Please Note: Only if an OSU Fellowship is received, the OARDC Associateship can be deferred until the following year. If a department award is received, the OARDC Associateship is to be used first and the department award deferred until the following year.

Deadline for receipt of nominations by electronic submission at <http://www.oardc.ohio-state.edu/competitions> will be on or before 5:00 p.m., Wednesday, January 31, 2018.



**The Ohio State University
Ohio Agricultural Research and Development Center
Director's Minority Associateship Program**

Stipend: \$23,300 for one-year for M.S. candidates, and \$25,300 for one-year for Ph.D. candidates, including any applicable tuition and fees. Awardees must carry a minimum of 12 graduate credit hours per semester and may not hold other appointments during the award period. Associateship recipients cannot be required to perform services in return for receiving a stipend.

Duration of Appointment: Duration of the Associateship will follow departmental (or school) guidelines. The contribution to the Associateship from the Director's Office will be limited to one-year for M. S. and Ph.D. students. Associateships who do not complete their degree in the two or three year period will continue to be funded as associateships from the normal annual allocations made available by the OARDC to academic units in which students are enrolled.

Eligibility: Awards are open to students seeking to start a M.S. or Ph.D. program at The Ohio State University. Nominees must be U.S. citizens.

Application Requirements:

1. Nomination Cover Page.
2. College transcript(s). A GPA of 3.6 or higher on a scale of 4 is desirable.
3. A Graduate Record Examination is required. A 75th percentile average on the GRE general exam's Verbal and Quantitative components, and a 4.0 on the GRE Analytical Writing component are desirable.
4. Three letters of recommendation.
5. Up to a two-page statement (typed, single spaced) from the student describing his/her research and professional goals and research accomplishments to date. Student's name should be added to the top of their personal statement.
6. A curriculum vitae outlining the applicant's educational training, relevant work experiences, honors, and other evidence of scholarly productivity and performance (e.g. publications) is recommended.
7. Letter from prospective faculty advisor or graduate studies chair on how student associateship research will contribute to one or more of the priority areas listed below.
8. OSU Admissions Application Worksheet Form

Nomination and Evaluation Procedures: Graduate Studies Committee from departments (or schools) should nominate students by electronic submission at <http://www.oardc.ohio-state.edu/competitions> on or before **5:00pm, Wednesday, January 31, 2018.**



Departments or programs can submit up to two applications but can receive a maximum of one Minority Associateship per year. The prospective faculty advisor should hold an OARDC appointment and should be specified in the letter of nomination. Also, the prospective faculty advisor or graduate studies chair should indicate how the student's research will support one or more of the following strategic areas:

1. Food Security, Production, and Human Health
2. Environmental Quality and Sustainability
3. Advanced Bioenergy and Biobased Products

Nominations will be evaluated by the Director's Associateship Committee. The target date for a final announcement for the awards is approximately **February 19, 2018**.



NOMINATION COVER PAGE
OARDC Minority Associateship Program

Nominating Department or School: _____

Nominee: _____

Requested Degree: _____ M.S. _____ Ph.D.

The nominee represents which of the following under-represented minorities:

- _____ Asian/Pacific Islander
- _____ Black
- _____ Hispanic
- _____ Native American Indian

Is the nominee a U.S. citizen? _____ Yes _____ No

Probable OARDC Faculty Advisor: _____

Checklist:

By the published deadline, this nomination must be electronically uploaded as **one pdf document** and contain the following materials to be considered complete. **Nominations with missing documents will not be considered for awards.**

_____ Nomination Cover Page

_____ College transcripts, OSU and previous institution(s)

_____ GRE scores

_____ Three letters of recommendation

Up to a two-page statement by the student describing his/her research and professional goals and research accomplishments to date (student's name should be added to the top of their personal statement).

_____ A curriculum vitae for the applicant

_____ Letter from prospective faculty advisor or graduate studies chair on how student associateship research will contribute to one or more of the College strategic areas

_____ OSU Admissions Application Worksheet Form

_____ Combine all documents into **one pdf** and upload to <http://www.oardc.ohio-state.edu/competitions>