To Applicants for Fellowships at the Smithsonian Marine Station at Fort Port:

Thank you for your request for application materials for a Link Foundation/Smithsonian Institution Graduate Fellowship at the Smithsonian Marine Station at Fort Pierce. Please refer to the attached description of each fellowship for specific eligibility and stipend information.

The materials that follow are to be used in applying, and include the guidelines, instructions, cover sheets, letters for your referees, and a link to a list of research projects at the Marine Station. Please read all materials carefully. Applications must be sent electronically by February 15. Each referee should have one complete copy of your proposal upon which to prepare a letter in sufficient time for you to meet the deadline date. You will be notified when your application has been received and announcement of awards will be sent around April 15.

Your application will be reviewed by members of the Smithsonian's research staff. It will be evaluated on the basis of the proposal’s merit, your ability to carry out the proposed research and study, the likelihood that it can be completed in the requested time, and the extent to which the Smithsonian, through its research staff members and resources, can contribute to your proposed research.

A list of active research projects of Smithsonian scientists at the Smithsonian Marine Station at Fort Pierce can be found on this website at Specific Research Interests. In developing your proposal, you are encouraged to consult any of these scientists who are in your field of interest, particularly your potential principal advisor.

If you have any questions about completing this application, please feel free to write or call this office. We look forward to receiving your application.

Sincerely yours,

Valerie J. Paul
Head Scientist
Fellowships are offered to graduate students to conduct research in the marine sciences at the Smithsonian Marine Station at Fort Pierce, Florida. These fellowships are funded through a grant from the Link Foundation to the Smithsonian Marine Station.

Applicants must propose to conduct research at the Smithsonian Marine Station at Fort Pierce in one of its areas of research in association with a member of the Smithsonian professional research staff (see Specific Research Interests) for a period of 12 weeks at the graduate student level.

Fellows will be selected for the significance of the work they propose, their ability to carry out the proposed research and study, and the extent to which the Smithsonian, through its staff members and resources, can contribute to the proposed research.

Applicants whose native language is not English are expected to have the ability to write and converse fluently in English.

1. **Qualification for Application for 12-Week Graduate Student Fellowships**

   Students enrolled in a graduate program of study at a degree-granting institution and who have completed at least one semester before the appointment period, are eligible for 12-week graduate student fellowships.

2. **Deadline for Receipt of Applications**

   Applications should be sent electronically to Dr. Valerie Paul at paul@si.edu by February 15. No applications will be accepted after February 15. Notification of appointment will be sent from this office around April 15.

3. **Use of Information and Method of Selection**

   All information gathered for an application is circulated to appropriate staff members and research associates of the Smithsonian in order to review the application and rank it on its merits. The number of appointments to be made is determined by the availability of funds for the coming year. The Institution does not discriminate on grounds of race, creed, sex, age, marital status, condition of handicap, or national origin of any applicant.

4. **Conditions of Appointment**

   In submitting an application for a fellowship at the Smithsonian Marine Station at Fort Pierce, the applicant does not incur any obligation to accept the appointment if selected.

   Graduate student fellows are appointed for a period of 12 weeks. If fellowship is awarded, funding would be available beginning June 30. In accepting an appointment in this program, the fellow will be expected to devote full-time effort to the research proposed and to be in residence at the Smithsonian Marine Station except for approved absences.

5. **Use of Smithsonian Facilities**

   Fellows will be provided with appropriate space to conduct their research and with the equipment necessary for their work. Applicants should consult in advance with their proposed advisor(s) regarding the availability of facilities and equipment. The amount of support services available to the fellow will be determined by the workload and the policy of the Marine Station director. Fellows should correspond with their advisor(s) about these subjects before arrival at the Marine Station.
6. **Stipends and Allowances**

The total stipend for graduate student fellows is $6,000 for the 12-week period. This fellowship does not provide additional support for travel and/or research allowances.

7. **Visas**

Upon request, the Smithsonian Marine Station, through the Smithsonian Institution, will arrange for appropriate visa documentation for foreign nationals. Normally, visas arranged by the Smithsonian Institution will give the fellow the status of "Foreign Exchange Visitor" (J-visa). A spouse and minor children may travel on the same visa as the fellow.

Non-U.S. citizens must complete all parts of Item 16 on the Cover Sheet to facilitate arrangement of visa certification.

8. **Income Tax**

All funds provided under a fellowship are subject to taxes, including stipends and research and travel allowances. Payment of income tax is a personal obligation of each individual. Although the Institution cannot give authoritative advice with respect to individual tax liability, the following guidelines, based on information published by the Internal Revenue Service, are provided for your information. Questions with regard to tax liability should be addressed to the District Director of Internal Revenue for the district in which you reside, or to your own attorney.

A. **Withholding of Income Tax**

Taxes are not withheld from stipends of fellows who are citizens or permanent residents of the United States. However, in most cases, taxes are withheld from the stipends of foreign fellows.

B. **Quarterly Estimates of Tax**

Since stipends are considered to be income but are not subject to withholding, any portion of such stipend not excluded from gross income may affect the individual's obligation to file quarterly estimates of federal income tax (IRS form 1040-ES).

C. **State Income Tax**

Laws and regulations governing state income tax obligations vary according to the state of residence. Information regarding such obligations should be obtained from the appropriate state authorities.

D. **Social Security**

Non-resident aliens present in the United States under an F or J visa receiving fellowship income are not liable for social security tax. With respect to U.S. citizens and resident aliens, informal information received from the Internal Revenue Service advises that fellowship income is not considered to be income derived from a trade or business and is not, therefore, subject to self-employment (social security) tax.
INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR A
LINK FOUNDATION/SMITHSONIAN INSTITUTION GRADUATE FELLOWSHIP AT
THE SMITHSONIAN MARINE STATION AT FORT PIERCE

Parts of the Application

1. Completed cover sheet.
2. Research proposal.
3. Curriculum Vitae.
4. Transcripts of graduate academic work. Unofficial photocopies are acceptable.
5. Letters of reference from two appropriate persons selected by you.

Instructions for each part of the application

1. **Cover Sheet** complete with attached two-page form.

2. **Research Proposal**
   
   A. Abstract of the proposed research, not more than one page.

   B. The full statement of your research, **not more than 1500 words**, double-spaced (approximately 6 pages typescript). In preparing your proposal, be sure to address the following points:

   - A description of the research you plan to undertake at the Smithsonian Marine Station, including the methodology to be utilized.

   - The importance of the work both in relation to the broader discipline and to your own scholarly goals.

   - Justification for conducting your research at the Smithsonian Marine Station and utilization of research facilities.

   - Identification of the member of the Smithsonian's research staff who might serve as your principal advisor. The list of research projects of Smithsonian scientists at the Smithsonian Marine Station may be found at Specific Research Interests. It contains the necessary information on research projects of interest to help you determine which scientist is best suited to your research needs. You are strongly encouraged to correspond with your proposed advisor on your proposal.

   - Identification of any other Smithsonian staff member(s) with whom you may wish to consult.

   C. Relevant Bibliography.

3. **Curriculum Vitae**, including previous and current fellowships, grants, and awards, and a brief description of your research interests.

4. **Transcripts** from all graduate institutions you have attended.
5. **Letters of reference** evaluating your proposal from two persons familiar with your work. Following the cover sheet below is a copy of an explanatory letter which you should send to your referees, along with your proposal. Please do not ask Smithsonian staff members to act as your referees; they will have the opportunity to review your application after it is submitted.

Referee letters should be sent separately by your referees to paul@si.edu. Be sure these letters are sent before the deadline date.

You are responsible for ensuring that the application is received by February 15. The application should be sent electronically to Dr. Valerie Paul at paul@si.edu for review and evaluation.

Applicants are required to contact a member of Smithsonian Marine Station staff before submitting the application to discuss potential research projects.

As soon as your application reaches this office, you will be sent an acknowledgment. All applications with full proposal will be reviewed. If necessary, reference letters may be submitted after the deadline date, however, they may arrive too late to be included for review.

APPLICATIONS RECEIVED AFTER FEBRUARY 15 CANNOT BE ACCEPTED.
APPLICATION FOR LINK FOUNDATION/SMITHSONIAN INSTITUTION GRADUATE FELLOWSHIPS AT THE SMITHSONIAN MARINE STATION AT FORT PIERCE, FLORIDA

Please read the instructions and the information for applicants carefully, then provide information in the order and format indicated below.

1. Name in full(surname in capitals)

2. Male or Female

3. Complete residence address and telephone number:

4. Complete office address and telephone number:

5. Address to which all correspondence should be sent (Residence or Office):
   Be sure to notify this office of any address changes as soon as possible.

6. Short title of proposed research:

7. Please indicate the name of the proposed Smithsonian staff member with whom you wish to work.
   Principal advisor(s)

8. Please list other members of the Smithsonian research staff with whom you wish to consult as indicated in your proposal:
   Consultants:

9. Period and dates which you propose to work at the Smithsonian Marine Station:
   Period:          (Number of months)
   Dates: from      to

10. Current academic status:

11. All degrees held, institutions, and dates of conferment (month, year):

12. Degree(s) expected, university, and anticipated dates (month, year):

13. Institutions from which you are enclosing transcripts.

14. Names and addresses of two persons from whom you have requested letters of references:

15. Please indicate how you first learned about the Graduate Fellowships Program:

16. For non-U.S. Citizens:
   Citizenship:
   Type of visa if now in USA:
   Date of birth:
   Place of birth:
   Country of Permanent Residence:

17. Financial Statement
   I am applying for a 12-week graduate fellowship at a total stipend level of $6,000. I understand that this fellowship does not provide any additional allowances.

DEADLINE: FEBRUARY 15
To Referees for Applicants for Link Foundation/Smithsonian Institution Graduate Fellowships at the Smithsonian Marine Station at Fort Pierce:

The Link Foundation/Smithsonian Institution offers fellowships to provide opportunities for graduate students to conduct research at the Smithsonian Marine Station, in association with members of the Smithsonian research staff. You are being asked by an applicant for a fellowship to serve as a referee and to evaluate the enclosed proposal.

Please provide an evaluation of the proposal, considering the scholarly merit of the proposed research, and the likelihood of the applicant's conducting it successfully at the Smithsonian Marine Station at Fort Pierce. We also solicit your comments regarding the applicant's ability and his or her potential contribution to the field. Please send your letter electronically to Dr. Valerie Paul at the Smithsonian Marine Station at paul@si.edu in sufficient time to meet the deadline date of February 15.

The application, consisting of the proposal, academic records, and two supporting letters, will be reviewed by members of the Smithsonian's research staff. Applications will be evaluated on the basis of the proposal's merit, the ability of the applicant to carry out the proposed research and study, and the extent to which the Smithsonian, through its staff members and resources, can contribute to the student's proposed research.

Your careful assessment of this application will help us maintain high standards in our fellowship programs. We appreciate your cooperation.

Sincerely yours,

Valerie J. Paul
Head Scientist