

## ***DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM***

### ***EISENHOWER FACULTY FELLOWSHIPS ANNOUNCEMENT***

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#### **OBJECTIVES OF THE PROGRAM**

This announcement is for the **EISENHOWER FACULTY FELLOWSHIPS** which is one of six award categories of the DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM. The objectives of the overall Program are to attract the nation's brightest minds to the field of transportation, to enhance the careers of transportation professionals by encouraging them to seek advanced degrees, and to retain top talent in the transportation industry of the United States. The Program is intended to help upgrade the scope of knowledge of the entire transportation community in the United States and encompasses all modes of transportation.

The six fellowship award categories are:

**Eisenhower Graduate Fellowships** to enable students to pursue Master's Degrees or Doctorates in transportation-related fields.

**Eisenhower Grants for Research Fellowships** to acquaint undergraduate and graduate students with transportation research, development and technology transfer activities at the U.S. Department of Transportation.

**Eisenhower Historically Black Colleges and Universities (HBCU) Fellowships** to provide HBCU students with additional opportunities to enter careers in transportation.

**Eisenhower Hispanic Serving Institutions (HSI) Fellowships** to provide HSI students with additional opportunities to enter careers in transportation.

**Eisenhower Faculty Fellowships** to provide talented faculty in transportation fields with opportunities to improve their transportation expertise by attending conferences, courses, seminars or workshops.

**Eisenhower Tribal Colleges Fellowships** whose purpose is to identify transportation-related activities and provide student and faculty fellowship opportunities at Tribal Colleges.

The purpose of the **Eisenhower Faculty Fellowships** is to provide talented faculty in transportation-related fields an opportunity to improve their transportation expertise. The Eisenhower Faculty Fellowships are intended for faculty at colleges or universities that have established or are in the process of establishing transportation programs. Grants are generally in the range of \$1,000 to \$3,000 and cover costs such as travel and per diem, course books, and event registration. Each year there will be two review and selection periods for the Eisenhower Faculty Fellowships, April and October. Approximately five to ten applicants may be selected during each review process.

## **ELIGIBILITY REQUIREMENTS**

**Applicants for the Eisenhower Faculty Fellowships must be U.S. citizens.** Applicants must be full-time faculty at an accredited U.S. college/university which offers baccalaureate and/or graduate degrees in transportation-related disciplines. Applicants must hold the position of Assistant Professor, Associate Professor or Professor at their college/university, must possess an advanced degree and be teaching in a transportation-related field. Applicants are eligible for one grant per calendar year; however, the applicant may request to attend more than one event. If multiple events are

requested, each event must be prioritized and itemized since partial funding may be granted. All selections are limited to events in the United States.

## **SELECTION**

The applicant will be evaluated by an Eisenhower Faculty Fellowships Panel. The Panel will be composed of transportation professionals and will be convened in the Washington, D.C. area. The top candidates will be recommended for selection by the panel. Priority consideration may be given to first time applicants. Final selection will be made by the Director of the National Highway Institute.

## **CRITERIA FOR EVALUATION**

Eisenhower Faculty Fellowships will be selected on the basis of merit. Evidence of merit will include:

- The intellectual value of the conference, course, seminar or workshop;
- Qualifications of the applicant; and
- Letters of recommendation.

The letters of recommendation should explain the length and nature of the person's relationship with the applicant. The letters should contain comments on the applicant's overall ability and qualifications to attend the conference, course, seminar or workshop. A letter from the applicant's supervisor should explain the need for the applicant to attend the requested event and the likelihood that the knowledge gained at the event will aid the applicant in establishing a transportation course, curriculum or program at his or her institution or the benefit to students after the applicant's return to his or her institution.

## SCHEDULE

There will be two review and selection periods each year for the Eisenhower Faculty Fellowships. After each review period is complete, the candidate's university will be contacted as soon as possible since the processing period for a grant agreement can last up to eight weeks. Once the grant agreement has been signed by both parties, the faculty member must attend the conference, course, seminar or workshop within one year. The schedule for the two review and selection periods are:

- C **APRIL:** Applications for events held May through December will be considered and must be received by 4:00pm on **April 15**. Send the application to the address in the section on "How to Apply." Candidates for Eisenhower Faculty Fellowships will be contacted by phone, followed by a written confirmation by **May 14**.
  
- C **OCTOBER:** Applications for events held January through April will be considered and must be received by 4:00pm on **October 15**. Send the application to the address in the section on "How to Apply." Candidates for Eisenhower Faculty Fellowships will be contacted by phone, followed by a written confirmation by **November 14**.

It is important to mail the application so that it will be received on or before one of the above due dates.

## EXPENSES

A grant agreement will be developed between the Federal Highway Administration and the college or university on behalf of the faculty member. The agreement will specify one or more of the following costs: travel & per diem, course books, event registration and other costs. The faculty member is responsible for registering for the event, making travel reservations, and securing accommodations at the location of the event. Accurate expense requests must be submitted.

The faculty member's college or university shall be responsible for administering the funds and making payments to the recipient. There are no allowances for dependents and no reimbursement of university administrative costs for handling the grant agreement. Unused funds must be returned to the Federal Highway Administration within 90 days after the date of the event.

## REPORT REQUIREMENTS

After attending the conference, course, seminar or workshop, the faculty member shall prepare a short report explaining how the event helped improve his or her transportation expertise and how the event will aid him or her in establishing a transportation course, curriculum or program at his or her college or university. The report is due 45 days after attending the event and shall be transmitted to the address under the section on "How to Apply."

## HOW TO APPLY

To apply for an Eisenhower Faculty Fellowship, faculty should complete the following:

- C Eisenhower Faculty Fellowship Application (Parts 1 - 4);
- C Not less than two, but no more than three letters of recommendation; and a
- C Resume.

Applicants must be nominated by their respective universities. Applications and supporting materials should be transmitted through the applicant's Department Chairperson to the following address:

**Dr. Ilene D. Payne**  
**Director, Universities & Grants Programs**  
**National Highway Institute, HNHI-20**  
**4600 N. Fairfax Drive, Suite 800**  
**Arlington, VA 22203**

**TEL: (703) 235-0538**  
**FAX: (703) 235-0593**

**Web Page: <http://www.nhi.fhwa.dot.gov>**

Applicants who plan to apply for Eisenhower Faculty Fellowships in more than one year must submit a new application for each year. An application cannot be held over from one selection period to another.

**Instructions - Part 1:** All requested information must be provided unless labeled “optional”. If an item is not available, state “NA”. Applicants must be U.S. citizens. The application must be signed and dated in dark ink.

**Instructions - Part 2:** List only the most important jobs and items which relate to your qualifications to attend the requested event(s).

**Instructions - Part 3:** Provide the full title and number identifiers of the conference, course, seminar or workshop. Under "Location of Event" list the offering organization as well as the address. Be brief and very specific on which conference, course, seminar or workshop that you plan to attend. Supporting material should be kept to a minimum, but may be submitted in an appendix to the application. Under “Financial Assistance Requested,” list only those items which you would like the Federal Highway Administration to fund. If requesting funding for more than one event:

- C Prioritize events (it is possible that only one event may be funded),
- C Itemize costs by event

**Instructions - Part 4:** Describe your qualifications and the intellectual value of the event.

**RETURN OF MATERIALS:** Neither the application nor the supporting materials will be returned to the applicant.

**DWIGHT DAVID EISENHOWER TRANSPORTATION FELLOWSHIP PROGRAM**  
**EISENHOWER FACULTY FELLOWSHIPS**  
**U.S. DEPARTMENT OF TRANSPORTATION**  
**WASHINGTON, D.C.**

Application - Part 1

*Must be typed*

Name	Social Security Number
Date of Birth (month/day/year)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Ethnicity (optional)</b> <input type="checkbox"/> Amer. Indian/Alask. Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not of Hispanic origin <b>Puerto Rico Only</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic in Puerto Rico	
Work Address	Telephone Number: Fax Number: E-mail Address:
Home Address	Telephone Number:
Current status ( <i>check one box</i> ):  Assistant    Associate <input type="checkbox"/> Professor <input type="checkbox"/> Professor <input type="checkbox"/> Professor <input type="checkbox"/> Other _____	U.S. Citizen ( <i>Citizenship required</i> )  <input type="checkbox"/> Yes <input type="checkbox"/> No
Nominating College/University	Department Chairperson
Department	Telephone Number: Fax Number: E-mail Address:
Address of College/University	
Date	Signature of Applicant ( <i>Required</i> )
Date	Signature of Department Chairperson ( <i>Required</i> )

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**WASHINGTON, D.C.**

Application - Part 2

Colleges/Universities Attended	Dates Attended	Degrees Earned	Date Awarded

Employer	Address	Dates of Employment

Names & Addresses of person(s) submitting recommendation/endorsement.
1.
2.
3.
4.

List Awards, Honors, Offices Held in Professional Organizations, Professional Registrations, etc.
1.
2.
3.
4.
5.



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Application - Part 4

**Qualifications of the Applicant / Merit of the Event (attach a separate sheet if necessary)**

Describe your qualifications. Describe the value of the event in terms of the benefit derived from your attendance. For example, explain how this event will help you plan, develop and establish a transportation course, curriculum or program at your college/university. If you already teach a transportation course, show how your attendance at this event will help to update or improve your ongoing transportation courses, curriculum or program.