**Life Quality Solutions Incubator**

**Fellowship**

**(2021-2022 Academic Year)**

**FELLOWSHIP OVERVIEW AND APPLICATION GUIDELINES**

Thank you for your interest in the Life Quality Solutions Incubator (LQSI) Doctoral Fellowship Opportunity. LQSI is a research and development division of the Center for Disability Services (CFDS), a major provider of programs and services for individuals with disabilities in the Capital Region of New York for the last 75 years.

A graduate stipend fellowship is being offered to outstanding graduate students who will engage in research and development efforts to improve the life quality of individuals with disabilities during a one year fellowship tenure. The ideal candidate demonstrates a sustained commitment to working on life quality solutions focused on individuals with disabilities. The selected Fellow will collaborate with staff of CFDS to conduct applied research focused on applied outcomes in the form of products and best practices to alleviate pain, prevent the occurrence of adverse medical conditions, improve mobility, reduce healthcare costs, and foster more productive and higher quality lifestyles for individuals with disabilities and for the general population.

The fellowship provides one year of support for individuals working to complete a thesis leading to a Doctor of Philosophy (Ph.D.) or Master of Science (MS) degree in any relevant discipline of engineering (i.e. biomedical, electrical, mechanical, materials, computer, etc.). Awards will be made to graduate students matriculating at an accredited US university. The most highly qualified fellowship applicants will be supported with a $35,000 stipend. The following will be considered as positive factors in choosing a successful candidate:

* Evidence of superior academic achievement.
* Degree of promise of continuing achievement.
* Capacity to contribute to the life quality of individuals with disabilities.
* Sustained personal engagement/proven track record in activities to benefit individuals with disabilities.
* Commitment to being a resource of teaching and scholarship for members of the broader community.
* Relevant research experience.

Fellows are expected to be engaged in a full-time program leading to a Ph.D. or MS degree in any relevant engineering discipline. Those who accept a fellowship must agree to the stipulations in the *Conditions for Awards* (below) for fellows. In addition, fellows must agree to participate in regular updates as well as periodic surveys designed to demonstrate the impact of this program. The selected fellow must be available to engage 20 hours per week in research and development activities at CFDS’ LQSI facility local to the Capital Region of New York.

Applications will be evaluated by a panel of experts selected by CFDS/LQSI. The panel will use academic records, letters of recommendation, and a personal statement as the basis for determining the extent to which candidates meet the eligibility requirements and the selection criteria.

All Fellowship applicants will be notified of the CFDS/LQSI action on their application by April 9, 2021. The fellowship begins July 1, 2021 and continues through June 30, 2022.

**CONDITIONS OF AWARDS:**

**Fellowship Institution:** By accepting this award, fellows are confirming that they will pursue a Ph.D. or MS at an accredited nonprofit United States institution of higher learning offering Ph.D. and MS degrees in an engineering discipline.

Prior to starting fellowship tenure, fellows must submit a letter from their thesis advisor affirming that the fellow is in good standing with the institution and that the advisor supports the fellow’s commitment to the work being undertaken with CFDS/LQSI.

Acceptance of the fellowship affirms that the information contained in the fellowship application and supporting documents is true and accurate to the best of the individual’s knowledge.

Major changes in the research or study plans or a change of fellowship institution require prior approval by the fellowship committee. Failure to notify the fellowship committee of an intended change may result in the forfeiture of fellowship.

**Tenure:** The tenure length of a fellowship will be 12 months, with tenure beginning July 1 of the year in which the award is received.

**Stipend:** Fellows will receive a stipend of $35,000 to be paid in monthly installments of $2,916.67. There is no dependency allowance, institutional grant, or travel allowance associated with the fellowship.

A fellow may not accept remuneration from another major fellowship or similar external award while on fellowship tenure; however, limited supplementation from institutional funds or educational incentive funds may be received concurrently with fellowship support.

**Health Insurance:** No health insurance is provided through the fellowship grant.

**Taxation:** The CFDS/LQSI fellowship award is considered income from a non-compensatory fellowship or scholarship. CFDS/LQSI is not required to report payments on IRS Form W-2 or 1099-MISC and will not send you an official tax form. You should contact a local Internal Revenue Service office to determine your individual tax liability.

**Reporting requirements:** Fellows will be required to submit two progress reports during the fellowship year. A mid-year progress report at the end of the fall semester, and a final report at the end of the tenure year.

**Required Application Documents:**

* The TYPED and SIGNED application, completed in full.
* Research Experience.
* Statement of Interest.
* Copy of official/unofficial transcripts.
* Updated CV or Resume.
* Two letters of recommendation.

**Questions should be directed to:**

**Kathy Bee**

**Center for Disability Services**

**bee@cfdsny.org**

**Completed applications must be submitted electronically only to:**

**Kathy Bee at bee@cfdsny.org by March 12, 5 pm in order to be considered for the 2021-22 academic year LQSI fellowship opportunity.**