

Application process

Sign into FFF system

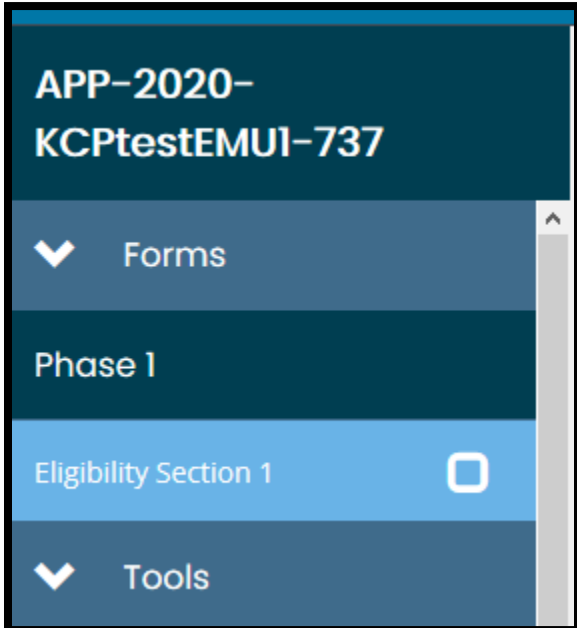


The image shows a web application window titled "KCP FFF Application 2020-21". The window contains a form with the following fields:

Provided By:	MILEO KCP Initiative
Provided To:	KCPtestEMU1
Application/Contract Availability Dates:	12/1/2019 12:00:00 AM - 12/1/2021 12:00:00 AM
Due Date:	N/A
Description	This document is for applicants that do not already have a Future Faculty Fellowship or for previous recipients of a Master's or Specialist FFF Award that have completed their degree requirement and are eligible to apply for a Doctoral FFF Award. If you are applying for an expansion to a current FFF award, click Decline. Then access the Expansion Award Application under Initiate Related Document.
Agreement Language:	I understand that completion and submission of this application does not guarantee that I will be selected to receive a Future Faculty Fellowship.

At the bottom right of the form, there are two buttons: "Agree" (orange) and "Decline" (red).

Complete Phase 1 – Eligibility Section (far left of page)



The image shows a navigation sidebar for the application "APP-2020-KCPtestEMU1-737". The sidebar has a dark blue header with the application ID. Below the header, there are four main sections:

- Forms** (indicated by a white checkmark icon)
- Phase 1** (indicated by a white checkmark icon)
- Eligibility Section 1** (indicated by a white checkmark icon and a white square icon)
- Tools** (indicated by a white checkmark icon)

Complete the required questions in Phase 1 (section 1). If you answer any questions wrong, a red error message will pop up. If you answer all questions correctly, the system will open up Phase 2 for your competition.

APP-2020-KCPtestEMUI-737

▼ Forms

Phase 1

Eligibility Section 1 □

▼ Tools

Landing Page

Attachment Repository

Document Validation

Print Document

▼ Status Options

Application Submitted

Cancel Application

▼ Related Documents

Initiate Related Doc

You must be able to answer "Yes" to the following questions to be eligible.

- * Are you a citizen of the United States?
- * Are a resident of Michigan?
- * Are you applying for a fellowship for a graduate degree program into which you have been accepted at Eastern Michigan University?
- * Do you intend to begin a career in postsecondary teaching following the completion of this degree program?
- * Do you understand that you must meet the university's definition of good academic standing to qualify for this fellowship?

You must be able to answer "No" to the following questions to be eligible.

- * Are you currently in default on any student loan?
- * Have you previously received another FFF Award for the same degree level (Master's/Specialist or Doctorate)?
- * Are you currently a recipient of an FFF Award at another university for a degree that has not been completed?
- * Have you previously had an FFF Award converted to a KCP Loan?

Click "Save" in the the upper right-hand corner to save your responses. If your responses have not resulted in any error warnings, select "Eligibility Section 2" in the column on the left to proceed to the next section.

Example of ERROR message – Non Michigan residents are not eligible for the FFF Program

Eligibility Statement Section 1:

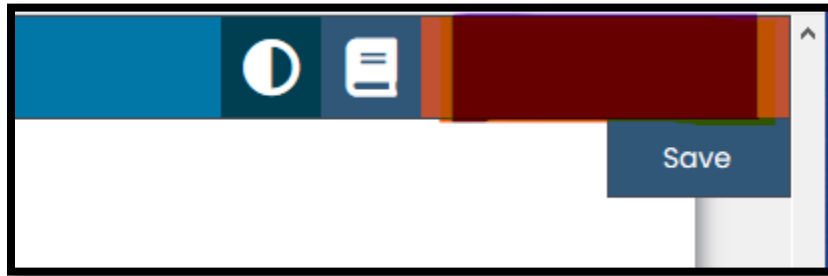
*Asterisks indicate fields that require a response to submit this section of the application.

You are not eligible for this fellowship. If you have questions regarding eligibility, please contact the office at your university that administers the Future Faculty Fellowship Program.

You must be able to answer "Yes" to the following questions to be eligible.

- * Are you a citizen of the United States?
- * Are a resident of Michigan?

Once all questions in Phase 1 are complete, click on save in the top right corner. Once you click save, this will open up Section 2 for your completion.



Section 2 Asks how you are eligible for the FFF Program – Click save in the right hand corner when done, section 3 will then open up.

Must check at least one to be eligible.

*Asterisks indicate fields that require a response to submit this section of the application.

☐ I am an adult dependent primary caregiver. I take primary responsibility for an adult who cannot fully care for him/herself.

☐ I have a physical, mental, or learning disability as defined by the Americans with Disabilities Act, that causes an educational barrier but does not prevent me from working. Additionally, it will not prevent me from completing my FFF obligations.

☐ I have limited English ability in reading, writing, speaking, or comprehending the English language and:
a) My native language is a language other than English; or
b) I live in a family or community environment where a language other than English is the dominant language.

☐ I am a first generation college graduate; no parent/guardian completed a bachelor's degree.

☐ I am a former foster child. I was a ward, placed into a group home (residential childcare community, treatment center, etc.) or private home of a state-certified caregiver.

☐ I am currently homeless. I lack fixed, regular, and adequate housing. I live in a shelter, park, motel, or car, or I am temporarily living with others.

☐ Within the past five years I've qualified for needs-based federal student financial aid, such as Pell Grant, subsidized federal student loans, or work-study.

☐ I am currently, or I have in the six months prior to this application received public assistance, such as, Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP), or, Women, Infants & Children (WIC).

☐ I have served a period of incarceration and can be considered a "Returning Citizen."

☐ I am a single parent (unmarried or separated from a spouse) and:
a) have minor child(ren) for which I have physical custody or joint custody, or
b) am pregnant.

Note: The information and documentation provided for Section 2 will not be shared with the university's Fellowship Selection Committee.

Click "Save" in the upper right-hand corner to save your responses. If you have selected a response that requires a document upload, you may return to this section at any time prior to submission to do so. Select "Eligibility Section 3" in

Section 3

Once you have been awarded funding from the university you will need to sign back into the system and complete the following steps.

1. Under Phase 3, complete the Additional Candidate Information, Service Credit Guidelines and the Doctoral Fellowship Agreement.

APP-2020-KCptestEMUI-737-DOC

Additional Candidate Information

You have been selected as a recipient of a Future Faculty Fellowship (FFF) Award. To receive this award, you must provide the following information, reread and acknowledge the current FFF Service Credit Guidelines, and digitally sign the FFF Agreement, which is a legally binding contract.

*Gender (for data reporting purposes only)
Female

*Race/ethnicity (for data reporting purposes only)
White

*Degree Program Adviser/Chair's Name
Dr. John Doe
12 of 40

*Adviser/Chair's Phone
(517) 999-9999

*Adviser/Chair Email
john.doe99@gmail.com
20 of 40

Click "Save" in the upper right-hand corner to save your responses. If your responses have not resulted in any error warnings, select "Service Credit Guidelines" in the column on the left under Phase 3.

Phase 2

- Personal Information
- Educational Information
- Application Questions

Phase 3

- Additional Candidate Information
- Service Credit Guidelines
- Doctoral Fellowship Agreement

Tools

- Landing Page
- Attachment Repository
- Document Validation
- Print Document
- Status Options

- 2.

3.

APP-2020-KCPTtestEMUI-737-DOC

Service Credit Guidelines

Doctoral Fellowship Agreement

Phase 2

Personal Information

Educational Information

Application Questions

Phase 3

Additional Candidate Information

Service Credit Guidelines

Doctoral Fellowship Agreement

Tools

Landing Page

Attachment Repository

Document Validation

Print Document

Status Options

Contract Executed

Related Documents

Initiate Related Doc

King-Chávez•Parks (KCP) Initiative

Future Faculty Fellowship (FFF) Program

Service Credit Guidelines

Three types of FFF service credit are listed and defined below:

- Teaching at the postsecondary level.
- Working in a higher education administrative role.
- Serving in a pre-approved non-traditional service role.

Teaching service credit may be granted for serving as the instructor of record for credit-earning courses at an accredited, public or private, two- or four-year postsecondary education institution. Teaching assistantships do not qualify for traditional teaching service credit but may qualify for non-traditional service credit if pre-approved by the KCP Initiative.

Administrative service credit may be granted for positions at an accredited postsecondary education institution that requires a **minimum of a master's/specialist degree** and must satisfy one of the following categories:

- Working directly with postsecondary students in an academic advising or student affairs role (e.g. student success counselor, ombudsperson).
- Directing programs designed to support the retention and academic success of postsecondary students (e.g. student success coordinator, director of student engagement).
- Providing supervision and direction of the curricular and instructional affairs of a specific academic unit (e.g. dean, department chair, provost).

It is highly recommended that fellows seek pre-approval from the KCP Initiative for an administrative position to ensure that the position qualifies.

Non-traditional service credit may be granted for similar roles requiring less than a master's/specialist degree. Non-traditional service proposals:

- Should be reviewed with a university FFF Representative prior to submission.
- Must** receive pre-approval from the KCP Initiative prior to the start of the service.
- Only non-traditional service completed after the approval date may qualify for service credit.
- Can only be approved for a maximum of one-third of the FFF service obligation.

Qualifying non-traditional service roles must work directly with postsecondary students and satisfy one of the following categories:

- Working as a Graduate Teaching Assistant in the instruction of courses, labs, or seminars.
- Tutoring, mentoring, counseling, or advising in a campus- or community-based program designed to support postsecondary retention and academic success.

Pre-approval requests should be submitted at least 30 days prior to the start of the position to allow sufficient time for processing.

General FFF Service Credit Policies:

- Fellows must submit verification of qualifying employment within one calendar year after degree conferral.
- Fellows must continue to submit verification of qualifying service annually following degree conferral until the obligation has been satisfied.
- Fellows may submit a request for an additional successive year extension to secure and commence qualifying postsecondary employment. A maximum of three additional successive years may be granted under the following conditions:
 - 1st extension -- for any reason, if requested prior to the one-year deadline.
 - 2nd extension -- for a documented academic, personal or professional circumstance disrupting service progress.
 - 3rd extension -- for a documented medical disability temporarily preventing employment.
- Service credit may only be earned for service occurring after the signature date of the FFF Program Agreement.
- A maximum of 0.5 year of service credit may be earned per academic term.
- A maximum of 1.0 year of service credit may be earned per academic year.
- A maximum of 1.0 year of service credit may be accrued prior to degree attainment.
- Submitted service is credited in accordance with the guidelines in effect at the time of submission.

Selecting "I Accept" below certifies that I have read the current FFF Service Credit Guidelines and understand that they are subject to change.

I Accept

I Decline

Applicant Signature

Christel Smith

Date

11/01/2021

Click "Save" in the upper right-hand corner to save your response. If your response has not resulted in any error warnings, select "Fellowship Agreement" in the column on the left underneath Phase 3 to proceed to the next section.

APP-2020-KCPTesTEMUI-737-DOC

▼ Forms

Phase 1

Eligibility Section 1

Eligibility Section 2

Eligibility Section 3

Service Credit Guidelines

Doctoral Fellowship Agreement

Phase 2

Personal Information

Educational Information

Application Questions

Phase 3

Additional Candidate Information

Service Credit Guidelines

Doctoral Fellowship Agreement

▼ Tools

Landing Page

Attachment Repository

Document Validation

Print Document

▼ Status Options

Contract Executed

II. Repayment By Default:

A. I agree that I shall be in default of this Agreement if either of the following occurs:

1. I fail to meet any condition, requirement, or obligation described in the Agreement.
2. During the application stage, during my pursuit of the degree required by the Agreement, and during any time I am fulfilling the requirements of this Agreement, I engage in any conduct which is a felony or other serious criminal act, or which involves fraud or false representation.

B. I agree that a default will cause my KCP Initiative FFF Award(s) to become a KCP Loan. I understand that any undisbursed funds from my FFF Award(s) will be forfeited. My FFF Award amount(s), less any declined or forfeited funds, doctoral degree credit, or service credit, will become the principal due under the KCP Loan. I promise to pay to the KCP Initiative the full amount of the KCP Loan, plus interest. The interest will begin to accrue from the loan repayment start date stated in the Disclosure Statement and Payment Schedule. The interest will be fixed at the rate in effect on the date of default as declared by the Michigan Department of Treasury (MDT) pursuant to MCL § 205.23. The interest will be compounded daily. I will also owe late charges if I do not repay the KCP Loan in accordance with the Disclosure Statement and Payment Schedule.

C. I understand that if I pay the total amount of the KCP Loan plus interest and fees within 365 calendar days from the date of default, the KCP Initiative may waive or remit to me any interest that was assessed or collected.

D. I understand that the KCP Loan, plus interest and fees, shall be fully paid within ten (10) years of the date of default. The minimum monthly payment shall be at least one hundred dollars (\$100.00) per month.

E. I agree to the following conditions of repayment:

1. Payments are due the first day of every month. Any month in which the payment has not reached the KCP Initiative Office by the tenth day may be assessed a late fee of five percent (5%) of the payment then due, not to exceed \$15.00.
2. A \$25.00 fee may be applied to my KCP Loan balance for a check or other payment instrument that is dishonored because of insufficient funds.
3. I may submit a written request to the KCP Initiative for a reduced monthly payment amount. To be granted, I must demonstrate to the satisfaction of the KCP Initiative that I am experiencing serious financial hardship. If granted, the reduced payment period shall be determined by the KCP Initiative, not to exceed a total of thirty-six (36) months. I understand that interest will continue to accrue during this time.
4. I must submit a written request to the KCP Initiative indicating my intention to file for a cancellation of my KCP Loan obligations due to a total and permanent disability and request the required procedures and/or forms that must be completed. A licensed doctor of medicine, osteopathy, or psychiatry must certify that I am totally and permanently disabled and, as a result, unable to work/pursue degree completion. Upon certification, the KCP Initiative shall cancel the remainder of my KCP Loan.
5. If I die, the KCP Initiative shall cancel my unpaid KCP Loan amount when provided with a certified copy of my death certificate.
6. The KCP Initiative shall release to other parties or agents information regarding this obligation to verify its existence or to collect payment of this obligation.
7. I agree that all costs, expenses and attorney fees incurred by the KCP Initiative, Workforce Development (WD) and the MDT for collection of any past due KCP Loan or KCP Loan payment shall be added to the total amount of the KCP Loan amount due.

F. If I default pursuant to Section II(A)(1), the KCP Initiative may reduce the amount of my KCP Loan as follows:

The Doctoral Degree Credit will be applied if I have:

- a. Completed all the obligations under this Agreement except the obligations stated in Section II(A), Subsections 4, 5 and 6; and
- b. Obtained the agreed upon doctoral degree from a Michigan public university within the allowed time (Section II(A)(1)).

The doctoral degree credit shall be calculated by multiplying the Fellowship Award(s) amount by one-third (33.33%).

Service Credits(s) will be applied if I have:

- a. Obtained the agreed upon doctoral degree from a Michigan public university; and
- b. Successfully completed qualifying part- or full-time faculty teaching or approved administrative service at an accredited public or private two- (2) or four- (4) year postsecondary institution, in-state or out-of-state.

A service credit shall be calculated as follows:

- a. Multiply the Fellowship Award(s) amount by two-thirds (66.67%). This is the maximum total service credit reduction allowed.
- b. Divide this maximum by the number of years of service required (Section II(A)(5)).
- c. Multiply the result of Line b by the number of years or portion of years of successfully completed service detailed in Section II (F)(2)(b) of this Agreement.

III. Appeal:

I understand that I may appeal a default determination made by the KCP Initiative. The appeal process is described in the KCP Initiative's *Future Faculty Fellowship Program Administrative Handbook*, available by contacting the university's FFF Representative or the State of Michigan KCP Initiative Office.

I understand that I may print a copy of this Agreement for my records.

I Accept ☒ I Decline ☐

Applicant Signature

Christel Smith

Date

11/01/2021

- 4.
5. Lastly, under Status Options (LEFT HAND SIDE)– click on **CONTRACT EXECUTED**

▼ Status Options

Contract Executed

- 6.
7. You may now discuss disbursement of funds with your university representative.