



Biden School of Public Policy & Administration

SUPPLEMENTARY INFORMATION FORM

INSTRUCTIONS

1. This form must be completed *in addition to* the University of Delaware Graduate Admission Application.
2. Upload this completed form to the on-line application managed by the Graduate College.

IDENTIFYING INFORMATION

Name: _____
 Last Name First Name Middle Name

UD application identification number
 (if known): _____

ACADEMIC PROGRAM

- | | |
|--|--|
| <input type="checkbox"/> Master of Public Administration (MPA) - On-Campus | <input type="checkbox"/> Ph.D. in Disaster Science & Management |
| <input type="checkbox"/> Master of Public Administration (MPA) - Online | <input type="checkbox"/> Ph.D. in Public Policy and Administration |
| <input type="checkbox"/> Master of Public Policy (MPP) | <input type="checkbox"/> Ph.D. in Energy & Environmental Policy |
| <input type="checkbox"/> Master of Public Health (MPH) in Health Policy & Management | |
| <input type="checkbox"/> M.A. in Urban Analytics and Policy | |
| <input type="checkbox"/> Master of Energy & Environmental Policy (MEEP) | |

AREA OF INTEREST

Please refer to the description of areas of focus/specializations in the degree program information on the Biden School website at <https://www.udel.edu/academics/colleges/biden-school/prospective-students/>

This information will assist us in assigning an academic advisor and in considering research assistantship placements. Ph.D. students may indicate their anticipated area of study for their dissertation.

Expected Area(s) of Interest: _____

FINANCIAL ASSISTANCE

Please refer to the enclosed *Appendix A: Description of Financial Assistantships* and *Appendix B: Description of Applied Research and Public Service Centers*. Please indicate below your interest in being considered for the following forms of financial assistance (subject to availability) from the Biden School. Students in the 4+1 program do not qualify for graduate financial assistance until their fifth academic year. (Check as many as apply).

- Biden School Research Assistantship, which includes stipend. (Full-time students only.)
- University Graduate Scholars, which includes tuition scholarship and stipend. (Full-time students only. UGS supports our commitment to diversity. Please see the description on page 3 for requirements and the additional essay that must be submitted.)
- Masters Tuition Scholarship. (Please see the description on page 3 for requirements and the additional essay that must be submitted.)
- I will provide my own financial support for graduate study.
- I will receive financial support from my employer, government, or other external source.

**BIDEN SCHOOL OF PUBLIC POLICY AND ADMINISTRATION
SUPPLEMENTARY INFORMATION FORM, CONTINUED**

FINANCIAL ASSISTANCE, CONTINUED

Applicants for full-time study: If you are requesting consideration for a research assistantship, please rank your interests for research/public service center affiliation below in order of preference (with 1 indicating your strongest interest). Make sure that you rank all those in which you are interested. Brief descriptions of the work of the centers can be found on pages 5-6/ Students applying for the 4+1 program have opportunities to work in the centers both years; however, payment will vary (see *Other Financial Information* on page 4).

If you are not requesting consideration for a research assistantship, you do not need to complete this section.

Preference and Rankings for Research/Public Service Assistantships:

- | | |
|---|---|
| _____ Center for Community Research & Service | _____ Institute for Public Administration |
| _____ Faculty Research Projects | _____ Biden Institute |
| _____ Disaster Research Center | _____ School administrative office or other
on-campus office |
| _____ Center for Historic Architecture & Design | _____ Other: <i>Please specify:</i>
_____ |

AFFILIATION WITH OTHER INSTITUTIONS AND PROGRAMS

If you are affiliated with any programs or institutions offering benefits or educational awards independent of the Biden School of Public Policy and Administration, please indicate them below. (*Check as many as apply.*)

- | | |
|---|---|
| <input type="checkbox"/> UD AmeriCorps programs
(VISTA, Public Allies, First State Mentor Corps) | <input type="checkbox"/> Employer or government sponsored stipend. Source
and award amount: _____ |
| <input type="checkbox"/> McNair Scholar | <input type="checkbox"/> Employer or government sponsored
tuition. Source and award
amount: _____ |
| <input type="checkbox"/> PPIA Fellow | <input type="checkbox"/> Other: Please specify:
_____ |

HOW YOU HEARD ABOUT THE BIDEN SCHOOL OF PUBLIC POLICY AND ADMINISTRATION

(*Check as many as apply.*)

- | | |
|---|--|
| <input type="checkbox"/> Friend or acquaintance | <input type="checkbox"/> Biden School Web site: <i>www.bidenschool.udel.edu</i> |
| <input type="checkbox"/> Faculty advisor | <input type="checkbox"/> Mailing or publication from the Biden School |
| <input type="checkbox"/> Biden School alumnus | <input type="checkbox"/> Graduate or professional school fair |
| <input type="checkbox"/> Peterson's <i>Guide to Graduate Programs</i> or
Peterson's Web site | <input type="checkbox"/> Visit by Biden School students, alumni or faculty to
your campus |
| <input type="checkbox"/> <i>U.S. News & World Report</i> | <input type="checkbox"/> Biden School Information Session/Open House |
| <input type="checkbox"/> GradSchools.com | <input type="checkbox"/> Other: <i>Please specify:</i> _____ |

Have you visited the University of Delaware campus? Yes No

Please upload this completed form to your online application managed by Graduate Admissions.

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Supplementary Information Form

Appendix A: Description of Financial Assistance, Tuition Costs, and General Application Information

Financial Assistance Request from the Biden School of Public Policy and Administration

Various forms of financial assistance are available to students in the school's degree programs. Although there is keen competition for financial assistance, the school is able to provide support for many of its students.

Financial assistance categories include:

1. Biden School Masters Tuition Scholarships.

If you are an applicant to a master's program, you may apply for a tuition scholarship. A Biden School Tuition Scholarship covers a portion of a student's tuition, typically 30%. The Biden School awards scholarships to students in master's programs in pursuit of its goals related to:

1. Recognizing exceptional student achievement and merit.
2. Increasing social mobility by supporting first-generation college students.
3. Expanding the diversity of our student body by encouraging applicants who bring unique perspectives shaped by life experiences, such as overcoming significant barriers, navigating systemic inequities, or contributing to underrepresented perspectives.
4. Expanding our cultural and experiential diversity by enrolling individuals with significant work experience, applied expertise, international perspectives, or military service.

In order to apply for a tuition scholarship, you are invited to write an essay of no more than 500 words. Please upload this essay to your application in the supplemental documents sections. In your essay, please address one or more of the following questions:

1. Have you earned any exceptional academic achievements?
2. Have you earned any exceptional professional achievements?
3. Have you overcome significant challenges or barriers in your personal, educational, or professional life?
4. Are you a first-generation college student?
5. Do you have a financial need that is a potential barrier to graduate study?
6. How do you believe your background and experiences will contribute to the diversity of perspectives in your prospective program?

Master Tuition awards are provided for two years and any awards beyond that time period are not guaranteed. This tuition award is independent of other offers made to you by School Centers or individual faculty members. Tuition scholarships are awarded on a rolling basis until funds are no longer available. If you have questions about this request, please reach out to bidenschool@udel.edu.

- 2. Graduate Research Assistantships.** Financial assistance from the Biden School of Public Policy and Administration may also be provided in the form of research assistantships generated by the School's affiliated research centers. Research assistantships are competitively awarded to full-time students. A graduate research assistantship provides a stipend paid semi-monthly over the nine-month period from September through May. Tuition scholarships are considered separately from research assistantship positions for master's students. If you are put on-contract for your assistantship, the University also pays a portion of health insurance through the graduate student Accident and Sickness Insurance Plan. Students in the 4+1 program may work as undergraduate research assistants in their first year and be paid hourly.

Graduate research assistants are required to work 20 hours per week, including during the January winter session. We make every effort to assign students to projects that are related to their research areas, but assignments are also based on the availability of funding. Research assistantships may be renewable in subsequent years, subject to funding availability and provided the student remains in good academic standing and satisfactorily completes project requirements. U.S. and non-U.S. citizens are eligible.

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3. **University Graduate Scholars¹.** The Biden School of Public Policy and Administration receives several University Graduate Scholars (UGS) awards each year for graduate students. University Graduate Scholars awards consist of full tuition scholarships for fall and spring semesters and an academic-year stipend. University Graduate Scholars are expected to work in one of the Biden School's affiliated research centers for 20 hours per week during the academic year.

Awards are competitive and are based on many criteria including challenging social, economic, educational, cultural, or other life circumstances; academic achievements; first-generation graduate student status; and/or need as determined by federal income guidelines (FAFSA). Awards are granted for one year. Additional information is available at <https://www.udel.edu/academics/colleges/grad/current-students/funding/>. Students may be nominated by the program for the award. Only U.S. citizens are eligible for UGS awards.

Other Financial Aid Information

Students in the 4+1 program are eligible for research assistantships in both years and are eligible to apply for a tuition scholarship when they have graduated from undergrad and are classified as a graduate level student.

Students remain classified as undergraduate through their first eight semesters of study and are subject to undergraduate tuition policies, rates, and financial aid requirements. Fourth year students are eligible to work in a research/public service center or other Biden School project and will be paid hourly at an undergraduate student rate. Students in their fifth academic year of study are classified as graduate students and are subject to graduate tuition policies, rates, and related assistantship and scholarship opportunities. Fifth year students who work in a research/public service center or other Biden School project will be paid at the graduate funding rate.

Master tuition scholarship awards are for a 2-year commitment, or other time period as specified in your funding letter.

Tuition awards are independent of other offers made to students by School Centers or individual faculty members. Tuition commitments are given for the length of time stated in the letter only. Typically, this will be for 2 years for a master's student, which is the expected length to complete a master's program. All expiring commitments must undergo the same process for consideration as new requests. Renewals beyond two years are not guaranteed. Student must remain in good academic standing each semester (a minimum cumulative grade point average of 3.0, make adequate program progress, and pass all required exams), and meet assistantship expectations. You can find descriptions of these requirements in the Academic Policies of the Graduate College: <http://www.udel.edu/008214>.

PhD funding packages include *financial support guaranteed for five years*, provided the student remains a full-time student and remains in good academic standing each semester (a minimum cumulative grade point average of 3.0, make adequate program progress, and pass all required exams), and meet assistantship expectations. You can find descriptions of these requirements in the Academic Policies of the Graduate College: <http://www.udel.edu/008214>.

Eligibility for research assistantships is renewable, subject to availability of funds, satisfactory academic progress, and completion of any required project work. Master's level financial assistance awards generally do not exceed two years; doctoral awards do not exceed five years. Eligibility for continued funding is contingent upon academic progress as evaluated by the graduate program directors and faculty and satisfactory performance in the research assistantship as evaluated by the supervisor and Center Director.

¹ To be considered for a University Graduate Scholar award, applicants must submit an additional essay (two pages absolute maximum) entitled "The issues or experiences in my background that have been challenging or have presented other life circumstances." The essay should be submitted as a Supporting Document. Applicants should also indicate interest on page 1 of the Supplementary Information Form. A completed application (including test scores and all other credentials) MUST be submitted by the December 15 deadline (January 15 for MPH) in order to have priority consideration.

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Students on research assistantships or fellowships must be enrolled full-time (at least six credits for assistantships and at least nine graduate level credit hours for fellowships) during the fall and spring semesters.

Students receiving a research assistantship, fellowship or scholarship are eligible for coverage by the University's graduate student Accident and Sickness Insurance Plan at a reduced cost. The University requires full-time students to pay the Student Health Fee, which is different than the basic health insurance, and entitles them to certain medical care at Student Health Services. Part-time students may elect to pay the fee for Student Health Services. For more information, visit <https://sites.udel.edu/vpfinance/departments/risk-management/insurance-for-students>

To guarantee consideration for financial assistance, applications for fall semester should be completed by December 15 (January 15 for MPH). Those who apply later are not guaranteed consideration for financial assistance. Applications are accepted after December 15 (January 15 for MPH) and admission continues on a rolling basis until the final application deadline of August 15*, or until the class fills. Most financial assistance commitments are awarded during the fall semester. There is no guarantee, implied or otherwise, that financial assistance will be available for any semester or for any applicant.

Additional financial aid and/or student loans are available through federal, state, and private programs. Contact the Student Financial Services for details at <https://www.udel.edu/students/student-financial-services/> phone 302-831-2126 or email sfs-mail@udel.edu.

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**Supplementary Information Form
Appendix B: Description of Applied Research and Public Service Centers**

Institute for Public Administration (IPA)

<https://www.udel.edu/academics/colleges/biden-school/research-public-service/ipa/>

The Institute for Public Administration provides applied research and public service opportunities for students in a variety of policy areas, including education, health, transportation, economic development, conflict resolution, and water resources. Working alongside faculty and professional staff, students link the research and resources of the University of Delaware with the needs of the public sector to provide in-depth analysis and evaluation, program facilitation, outreach, and professional training opportunities to local and state government agencies.

Highlighted Student Opportunities with the Institute for Public Administration

Legislative Fellows

<https://www.udel.edu/academics/colleges/biden-school/research-public-service/ipa/students/legislative-fellows-program/>

Begun as a partnership between the University of Delaware and the Delaware General Assembly in 1982, the Legislative Fellows Program is now sponsored in cooperation with Delaware State University and Wesley College. Through non-partisan, in-depth research, Fellows assist Delaware General Assembly legislators in addressing critical issues facing the state. In recent years, Fellows have worked on areas as diverse as land-use planning, education reform, and juvenile justice. Legislative Fellowships are granted in the spring semesters, which coincide with the legislative session. Students interested in Legislative Fellows typically apply during their first year for a fellowship the following year. The Institute for Public Administration manages the Legislative Fellows Program.

Judicial Fellows

<https://www.udel.edu/academics/colleges/biden-school/research-public-service/ipa/students/>

The Judicial Fellows Program provides full-time graduate students with the opportunity to gain valuable on-the-job experience working closely with Administrative Office of the Courts (AOC) administrators and staff for the State of Delaware. Judicial Fellows observe the court-management process, perform court-related research, offer technical support to judicial committees and subcommittees, and contribute to written reports and data analysis for the Judicial Branch's strategic planning efforts. The Institute for Public Administration manages the Judicial Fellows Program.

Center for Community Research and Service (CCRS)

<https://www.udel.edu/academics/colleges/biden-school/research-public-service/ccrs/>

The Center for Community Research and Service provides usable knowledge, education, training, and services that enhance the ability of communities and their nonprofit and philanthropic organizations to promote social and economic justice. CCRS research and service initiatives are focused on four key areas: community and economic development; nonprofit sector research and capacity building; civic engagement and leadership; and social policy research.

The Biden Institute

<https://www.udel.edu/academics/colleges/biden-school/research-public-service/biden-institute/>

The Biden Institute is focused on the domestic policy issues that have animated Vice President Biden's public career and is rooted in two guiding principles he has long embraced: Economic opportunity and social justice. Student researchers will work alongside professional staff on issues ranging from gender-based violence, LGBTQ equality, middle class revitalization, and military issues, and will engage with practitioners from a wide range of policy areas through the programming of the Institute.

Disaster Research Center (DRC)

<https://www.drc.udel.edu/>

DRC has a well-established research tradition, built on strong foundation in the social sciences; a capacity for quick response field research; and a culture of collaboration between faculty, staff, graduate students and undergraduate students. Building on this rich history, DRC is working to enhance its research activities and broaden the existing program. DRC has become a university level center and hopes to help meet the demands for both traditional "DRC expertise" and multidisciplinary work.

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Center for Historic Architecture and Design (CHAD)

<https://www.udel.edu/academics/colleges/biden-school/research-public-service/chad/>

The Center supports research and graduate education in historic preservation planning and policy. The first federally recognized regional university center, CHAD focuses on four areas of research, instruction, and public service: shaping historic preservation planning and policy, reconstructing historic landscapes, documenting threatened historic properties, and advocating for the preservation of historic resources.

Center for Applied Demography and Survey Research (CADSR)

<https://www.udel.edu/academics/colleges/biden-school/research-public-service/cadsr/>

CADSR's primary mission is to ensure that the best possible data and information on important public issues are developed and made available to policy-makers. CADSR acts as a clearinghouse for large data sets supplied by local, state, regional, and federal agencies; maintains an active survey research capability; develops and designs custom databases of text, graphical information, drawn from client files; and uses an array of information system technologies. CADSR research assistantships are only available to a small number of second year doctoral candidates.

Center for Energy and Environmental Policy (CEEP)

<https://sites.udel.edu/ceep/>

Established in 1980 at the University of Delaware, CEEP is a leading institution for interdisciplinary graduate research, in energy, environmental and climate policy. CEEP's internationally-diverse faculty and research staff have backgrounds in economics, sociology, geography, political science, philosophy, engineering, urban planning, energy policy analysis and environmental studies.

Faculty Research and Public Service Projects

See *Biden School Faculty – Search by interest area*: <https://www.udel.edu/academics/colleges/biden-school/people/>

See *Biden School News*: <https://www.udel.edu/academics/colleges/biden-school/mission-history/news/>

Some faculty members are not affiliated with a center but are conducting important research. Areas vary from year to year and often include projects related to environmental policy, planning, education, health, and other areas of policy, practice, and research.