

## GUIDELINES FOR SUBMISSION OF NOMINATIONS FOR FELLOWSHIPS

Please read these before submitting a nomination(s)

### Eligibility

For **all fellowships** the nominee must be admitted to a graduate degree program within Graduate Studies for the 2008-2009 academic year.

It should be noted that students who first enroll in Graduate Studies during the semester of their nomination (in this case, Spring Semester 2008) are eligible for nomination to most of the fellowship programs. However, most fellowships are used primarily to recruit new students to the university.

Students enrolled in any KU graduate program before Spring Semester 2008 are NOT eligible for the Honors/First Year Graduate Fellowship, Melik Graduate Fellowship/Scholarship, and the Graduate Teaching Assistantship for Diversity.

For the Melik Graduate Fellowship/Scholarship and the Graduate Teaching Assistantship for Diversity, the nominee must be a U.S. Citizen or permanent resident. In addition to outstanding academic credentials, one or more of the following qualifications will be considered: cultural background, ethnicity, bilingual or multilingual abilities, evidence of commitment to diversity, evidence of leadership skills, first generation college student, geographic diversity, previous career before pursuing higher education, race, service to the community, socio-economic status, urban/rural background, financial, social, family, physical or educational hardships, and other unique contributions. One of these qualifications will not be more determinative than another in the overall selection process.

A department may nominate the same student for more than one fellowship program. In all cases, each student must meet the criteria for each fellowship for which he/she is nominated. Every fellowship nomination requires its own nomination packet, which includes a cover sheet and accompanying materials.

### Cover Sheet

#### General Instructions

One copy of an appropriate cover sheet must accompany each nomination for any of the fellowships.

The cover sheet should be completed in full. Any omissions should be explained in the space at the bottom of the cover sheet. The cover sheet should be used as a checklist for the required documentation. Note with a check mark each item included. The cover sheet will serve as an aid both to the department in assembling nomination materials and to Graduate Studies in the initial screening. Graduate Studies will not seek out or provide records or other documentation. All materials to be considered must be submitted with the nomination by the February 1<sup>st</sup> deadline.

Please give students the attached form to indicate preferences on rights to access letters of reference.

On the cover sheet, we request the nominee's Social Security Number. This is required for purposes of awarding financial aid. Further, it is requested, but not mandatory under K.S.A. 76-725, for maintaining accurate records and servicing accounts.

### Transcripts

Departments may submit file copies of transcripts (with departmental verification of true copy indicated on the documents). If current transcripts are not available in department files, students should be reminded to order transcripts early enough to allow time for preparation before the nomination deadline. For work completed at KU, departments may submit an ARTS Form or a file transcript (with verification). All work taken at KU through fall 2007 must be included.

## Multiple Nominations

If a student is nominated for more than one fellowship, a separate cover sheet must be prepared for each nomination, and complete documentation must accompany the nomination for each fellowship competition. If more than one nominee is submitted to a fellowship competition, the department is responsible for ranking its nominees. If the department does not rank its nominees, they will be considered equal.

## Questions or Problems

For questions concerning all other fellowship competitions and their nomination procedures, please contact Carole Ross (864-3107, or [cross@ku.edu](mailto:cross@ku.edu)) in Graduate Studies.

## **Honors/First Year Graduate Fellowships**

### **Honors Fellowships**

The Honors Fellowships are used primarily to *recruit* outstanding students for graduate programs and provide a stipend of \$14,000 per year plus payment of up to 9 graduate credit hours of tuition and fees for the fall and spring semesters. Awards to students will be during their first and fourth or fifth year of study. For those students who are only seeking a master's degree, the award will only be for their first year of study. Departments are expected to offer a half-time teaching or research assistantship for the two or three intervening years for the doctoral student and one year for a master's student, provided the student maintains good academic standing and satisfactory employment performance. Fellows are encouraged not to accept a teaching assistantship or research assistantship while receiving fellowship support; however, departments may appeal this to Graduate Studies on behalf of the student on a case-by-case basis.

### **First Year Graduate Fellowship**

Those students nominated and not awarded an Honors Fellowship will be eligible for a First Year Graduate Fellowship. Nominees who are chosen as an alternate for the Honors Fellowship will be considered for a First Year Graduate Fellowship. This one-year award includes a stipend of \$12,000 plus payment of up to 9 graduate credit hours of tuition and fees for the fall and spring semesters. The nominating department must guarantee that the recipient will be supported for at least three succeeding years by teaching or research assistantships for doctoral students and one year for master's students, provided the student makes satisfactory academic progress and employment performance. Students awarded the First Year Graduate Fellowship must have been admitted to Graduate Studies to begin graduate work no earlier than the spring semester 2008. Fellows are encouraged not to accept a teaching assistantship or research assistantship while receiving fellowship support; however, departments may appeal this to Graduate Studies on behalf of the student on a case-by-case basis. *Preference will be given to nominees who would profit significantly from the released time from teaching or other duties during their fellowship period.*

The following must be submitted with the nomination: completed nomination coversheet; nomination statement by department; student's personal essay; student's curriculum vitae; transcripts of all college or university work; copy of GRE scores; evidence of admission to KU Graduate School; three letters of reference; signed form indicating student's access to files or recommendations.

**Departments may nominate no more than two individuals for the Honors/First Year Doctoral Fellowship. The department is expected to rank nominees**

### **Dissertation Fellowship**

This one-year award includes a stipend payment of \$14,000, plus payment of up to six graduate credit hours of tuition and fees. Factors considered favorably in awarding the fellowship are service as a teaching or research assistant, previous awards or scholarships, superior academic performance, good departmental evaluation, and a clearly stated proposal from the nominee. Preference will be given to students who are expected to complete their dissertations during

the award year, those who completed their comprehensive examinations and especially those who have been supported by teaching assistantships during all or most of their graduate study, and those who would profit significantly from the released time from teaching or other duties offered by the fellowship.

If for some unexpected reason a Dissertation Fellow has not passed the comprehensive examination before the beginning of the Fall 2008 semester, the fellowship will pay fall semester tuition and fees, but will not begin the stipend payments until the comprehensive examination is successfully completed, from which time to the end of the academic year, the Fellow will receive a prorated stipend at the standard monthly rate. If a successful nominee has not met all requirements for candidacy before the beginning of Spring Semester 2009, the remainder of the award (tuition/fees and stipend) will be canceled. Fellows are encouraged not to accept a teaching assistantship or research assistantship while receiving fellowship support; however, departments may appeal this to Graduate Studies on behalf of the student on a case-by-case basis.

The following must be submitted with the nomination: completed nomination coversheet; nomination statement by department; the student's dissertation plan with a statement concerning the significance of the fellowship to completion of the dissertation; student's curriculum vitae; transcripts of all college or university work; three current letters of reference, and signed form indicating student's access to files or recommendations.

Departments may nominate no more than two individuals for the Dissertation Fellowship. The department is expected to rank nominees.

### **Melik Graduate Fellowship/Melik Graduate Scholarship for Diversity**

This Fellowship, supported by the KU Endowment Association, is used to achieve a multicultural community and provide funds to US citizens and permanent residents admitted to our graduate programs no earlier than the spring semester of 2008. In addition to an outstanding academic record, the applicant must have one or more of the following qualifications: cultural background, ethnicity, bilingual or multilingual abilities, evidence of commitment to diversity, evidence of leadership skills, first generation college student, geographic diversity, previous career before pursuing higher education, race, service to the community, socio-economic status, urban/rural background, financial, social, family, physical or educational hardships, and other unique contributions. The Melik Graduate Fellowships provide a stipend of \$10,000 per year plus payment of up to 9 graduate credit hours of tuition and fees for the fall and spring semesters. Awards to students will be during their first and fourth or fifth year of study. For those students who are only seeking a master's degree, the award will only be for their first year of study. Departments are expected to offer a half-time teaching or research assistantship for the two or three intervening years for the doctoral student and one year for the master's student, provided the student maintains good academic standing and satisfactory employment performance. Students awarded the Melik Fellowship must have been admitted to Graduate Studies to begin graduate study no earlier than the spring semester 2008. Fellows are encouraged not to accept a teaching assistantship or research assistantship while receiving fellowship support; however, departments may appeal this to Graduate Studies on behalf of the student on a case-by-case basis.

The following must be submitted with the nomination: completed nomination coversheet; nomination statement by department; student's personal essay; statement on how student adds diversity to the campus community; student's curriculum vitae; transcripts of all college or university work; copy of GRE scores; evidence of admission to KU Graduate School; three letters of reference, and signed form indicating student's access to files or recommendations.

If your department is nominating a student for both the Melik Graduate Fellowship and another fellowship, please submit a nomination packet for each fellowship, with the appropriate cover sheet. Departments may nominate no more than two individuals for the Melik Graduate Fellowship/Scholarship. The department is expected to rank the nominees.

The Melik Graduate Scholarship is provided by the Kansas University Endowment Association and KU Student Senate and is available for new US citizens and permanent residents. Nominees who are chosen as an alternate for the Melik Graduate Fellowship will be considered for a Melik Graduate Scholarship. Students awarded a Melik Graduate Scholarship must have been admitted to Graduate Studies no earlier than the spring semester of 2008. This one-year award consists of a stipend payment of \$4,000. Departments are encouraged to supplement this award with a teaching or research assistantship. The applicant must have the same qualifications as those listed above under the Melik Graduate Fellowship.

## **Graduate Teaching Assistantship for Diversity**

Funding is available to support GTA positions for new (enrolled at KU not earlier than the Spring Semester of 2008) U.S. citizens and permanent residents. The nominee must have outstanding academic credentials, and one or more of the following qualifications: cultural background, ethnicity, bilingual or multilingual abilities, evidence of commitment to diversity, evidence of leadership skills, first generation college student, geographic diversity, previous career before pursuing higher education, race, service, to the community, socio-economic status, urban/rural background, financial, social, family, physical or educational hardships, and other unique contributions. One of these qualifications will not be more determinative than another in the overall selection process. The Graduate Studies Fellowship Committee will review nominations for this award. Graduate Studies and the department share in the funding of a four-year appointment, authorized by the department, and the student must maintain good academic standing and satisfactory performance for the appointment to continue. The amount will compensate at the normal rate for such appointments. The student will receive a tuition waiver or in-state fee status in accordance with his/her research or teaching appointment.

The following must be submitted with the nomination: completed nomination coversheet; nomination statement; student's personal essay; statement on how student adds diversity to the campus community; student's curriculum vitae; transcripts of all college or university work; copy of GRE scores or other means of testing and/or evaluating quality; evidence of admission to KU Graduate School; three concurrent letters of reference, and signed form indicating student's access to files or recommendations. If your department is nominating a student for both the Graduate Teaching Assistantship for Diversity and another fellowship, please submit a nomination packet for each fellowship or assistantship, with the appropriate cover sheet.

Departments may nominate no more than two individuals for the Graduate Teaching Assistantship for Diversity. The department is expected to rank nominees.

## **Dwight Eisenhower/Clifford Roberts Graduate Fellowship**

The Eisenhower Institute has invited the University of Kansas to screen nominations for the Dwight Eisenhower/Clifford Roberts Graduate Fellowships, which the institute will award in late April. They help scholars of exceptional leadership complete work for the doctoral degree in such areas as government, history, economics, business administration, and international affairs.

Nominees should be preparing their dissertations. Research topics relating to President Eisenhower, the Eisenhower Administration, and issues that were of major concern to him command special attention. The award carries a stipend of \$7,500.

The following must be submitted with the nomination: completed nomination coversheet; nomination statement; student's statement of career aspirations and research interests; student's curriculum vitae; transcripts of all college or university work; copy of GRE scores; three letters of reference, one of which should be from the doctoral candidate's dissertation advisor, and signed form indicating student's access to files or recommendations.

## **Harry S. Truman Good Neighbor Awards:**

Jerry Smith Scholarship for International Studies

Eddie Jacobsen Memorial Foundation Scholarship

Sherman and Irene Dreiseszun Scholarship

The Harry S. Truman Good Neighbor Award Foundation has invited the University of Kansas to screen nominations for the Jerry Smith Scholarship for International Studies, the Eddie Jacobsen Memorial Foundation, and the Sherman and Irene Dreiseszun Scholarship. The foundation announces these awards at their annual banquet each May. Nominees must

be KU undergraduate or graduate students pursuing courses of study in the general areas of international relations and diplomacy. The foundation places special emphasis on conflict resolution.

Nominees may be either U.S. citizens or foreign nationals and must demonstrate potential for a career in or contribution to international service. U.S. students should plan to study abroad during the fellowship period and must be available to participate in at least one Good Neighbor Award Foundation function after they conclude their study abroad program. International students are expected to return to their home countries at the conclusion of their formal studies and should be available to attend at least one Good Neighbor Award Foundation function during their studies at KU. Six non-renewable scholarships of \$2,500 are available for the 2008-2009 academic year.

The following must be submitted with the nomination: completed nomination coversheet; nomination statement; student's statement of purpose; student's curriculum vitae; transcripts of all college or university work; copy of GRE scores; three letters of reference, and signed form indicating student's access to files or recommendations.

**THE DEADLINE FOR ALL AWARD SUBMISSIONS IS WEDNESDAY, FEBRUARY 1, 2008 AT 5:00 P.M. IN 222 STRONG HALL.**