

Applying for merit-based graduate fellowships and awards offered by the IU Department of Biology for 2019

Applications are being accepted for the following merit-based awards open to graduate students:

Avian, Wildlife, and Habitat Studies Scholarship—\$3,250
Blatchley Nature Study Club Scholarship—\$500
Brackenridge (George W.) Fellowship—\$2,500
Crowell (Sears) Scholarship for Graduate Students—up to \$2,500
Fraser (Dean) Fellowship—\$1,300
Frey (Sarah Elizabeth) Indiana Daffodil, Inc. Scholarship—\$1,000
Heiser (Charles) Fellowship in Plant Evolution—\$2,000
Hoover (Louise Constable) Fellowship—\$2,000
Hudock (George) Fellowship—\$2,000
Konetzka (Walter A.) Fellowship—\$3,500
Mower (Alfred Parson) Fellowship—\$2,000
Putnam (Frank W.) Research Fellowship—\$3,000
Roessler (William G.) Microbiology Scholarship—\$1,000
Seward (Fred) Award—\$2,500

Steps in the application process and tips to consider

1. Visit Biology's Graduate Awards + Scholarships web page (<https://biology.indiana.edu/graduate/awardsscholarships.html>) and click on the links to the above-named awards to determine the application criteria as well as your eligibility for each award. **You can apply for no more than three of these awards.**
 - These are competitive fellowships and numerous candidates apply. If you barely meet the qualifications for a given award, do not apply for that particular fellowship.
 - If you aren't sure you are eligible to apply for a given award, inquire immediately. The criteria stated is based on legally-binding gift agreements or conversations with a donor, so if you think you have a valid case be sure to allow us time to investigate the matter.
2. Request your recommendation letter(s) in advance to give each recommender time to write the letter.
 - The student's major research professor will provide the research recommendation. For those applying for the Walter A. Konetzka Fellowship, the applicant should request a recommendation from the major research professor and one from the instructor who oversaw the applicant's teaching.
 - Refer your recommender to the Graduate/Awards + Scholarships web page. He/she can find the application criteria there and the web page for each award has a link for the submission of recommendation letters. Remind the recommender to submit your letter as a PDF document in this format: student's last name recommender's last name and the year 2019 (e.g., Jones_Demas_2019.pdf).
 - The applicant's P.I. (major research professor) should submit one letter that addresses, among other things, how the student is qualified for each of the awards for which the student is applying.
 - If a student is also applying for the Konetzka Fellowship, the instructor who oversaw the applicant's teaching only has to evaluate the student's teaching abilities.

3. Obtain the fellowship application form for any of the above-named awards from the individual award web pages.
 - The award pages can be accessed from the departmental Graduate/Awards + Scholarships web page (<https://biology.indiana.edu/graduate/awards-scholarships.html>).
 - Fill out the fellowship application form and save the completed document under a new name. See point 4.c. for what to name your document. If the document appears blank, there is a problem (usually because it was not saved under a new name).
4. **Assemble the required application materials into one document.** If an application packet is not combined into one document, it will not be accepted. Arrange the document in this order:
 - Completed fellowship application form.
 - Curriculum vitae. If you list classes you taught on your CV, include the official course number and title.
 - Personal statement, no more than 2 pages in length, describing your:
 - Research experience and career goals: for each project, include a brief description of your research; indicate the faculty member with whom you worked; and at which institution you did the research.
 - Teaching experience: Should only be included if you are applying for the Konetzka Fellowship where teaching is a criterion for application. Be sure to note your required duties and any special projects undertaken.
 - Special use of funds: If you are applying for an award that finances a field experience, arrangements for specialized training, or funds to attend a seminar (for example, Crowell Scholarship), please detail the proposed use of the funds and include a budget to explain costs of the field experience, specialized training, or seminar. Budgets should include any other sources of revenue the applicant has received to help fund the experience.

The above are guidelines. Visit (<https://biology.indiana.edu/graduate/awards-scholarships.html>) and read each award description carefully to be sure your personal statement addresses any required criteria for a specific award. For instance, since the Blatchley Nature Study Club Scholarship has financial need as a criterion, you would want to briefly note any unexpected expenses (such as medical bills or an unexpected rent hike) in your personal statement.

 - Completed authorization form.

Save the combined document as a PDF file. The file name for the application should be in this format: Lastname_firstname_2019.pdf. Example: Wyss_kathy_2019.pdf.

The web page for each award has a “Submit your application” link to the “Applications” drop box. Click on the link to access the drop box and follow the instructions on that page in order to upload your application. If you have successfully uploaded your application packet after entering the name of the file to be uploaded (e.g., Jones_jennifer_2019.pdf), a description (2019 graduate student fellowship application to Kathy Wyss), your email address (jennygjones@indiana.edu), and pressing the “Upload” button, the “Applications” box will add a note that reads, **“Success. Your file has been uploaded, and the folder owner has been notified.”** This is your only confirmation; you will NOT receive a separate email confirming receipt of your application.

Do NOT:

- Do NOT email your application form to Kathy Wyss.
- Do NOT email your social security number to Kathy Wyss.
- Do NOT include your social security number on your application form.
- Do NOT include a copy of the Free Application for Federal Student Aid (FAFSA) document with your application.

Application deadlines and award notifications

- Applications are due by on Friday, February 15, 2019.
- An incomplete application will result in ineligibility, so candidates and recommenders MUST submit materials on or before the stated due date. There are no exceptions.
- Award recipients and recommenders will be notified by email once the selection committee makes its decisions.
- Applicants who did not receive awards will also be notified via email, as will their recommenders.

Acknowledgments to donors

- When appropriate, recipients will be expected to write notes of appreciation to the donors who established these fellowships.
- Each recipient will be told if there is a donor to acknowledge and the procedure that must be followed to thank the donor.

Photo and biographical sketch

- Recipients will be asked to provide a brief (4 or 5 sentences long) biographical sketch of themselves that will be posted on the departmental website.
- Each recipient will also be asked to provide a photograph that will also be posted on the departmental website.

Student award ceremony

- Recipients will be honored at a student award ceremony held on Friday, April 26, 2019, at 3:30 p.m., in Jordan Hall A100. A reception will follow in the Jordan Hall Atrium.
- Recipients and their recommenders are expected to attend the ceremony.
- Recipients may invite their families and lab mates to attend the ceremony and reception.
- Dress is business casual.

Questions or concerns: contact Kathy Wyss (kwyss@indiana.edu).