

## Instructions on Applying for Scholarships and Awards Offered by the IU Department of Biology for the 2017-18 Academic Year

Applications are now being accepted for the following awards:

- Aldred Family Scholarship – \$1,000
- Avian and Wildlife Research and/or Related Endeavors Scholarship – \$1,000
- Barwe/Rexing Scholarship – \$3,000 (by invitation only and NOT available this year)
- Biology Undergraduate Research Award – \$1,500
- Blatchley Nature Study Club Scholarship – \$500
- Clark (Howard W.) Scholarship – \$750
- Crowell (Sears) Scholarship – \$2,500
- Eigenmann (Carl H.) Biology Scholarship – \$750
- Ferguson (Arlene) Internship at Hilltop Gardens – \$500
- Fox Glen Research and Education Fund Award – \$500
- Frey (Sarah Elizabeth) Indiana Daffodil, Inc. Scholarship – \$1,000
- Grossman (Rex) Scholarship – up to \$5,000
- Kindig (John R. and Wendy L.) Scholarship – \$6,243
- Malacinski (George M.) Biology Scholarship – \$1,000
- McClung (L. S.) Scholarship – \$3,500
- Microbiology Undergraduate Summer Research Program Award – \$3,500
- Mower (Alfred Parson) Scholarship – \$1,000
- Robinson (Sid) Scholarship – \$4,000 (by invitation only and NOT available this year)
- Roessler (Wm. G.) Scholarship – \$750
- Seward (Fred) Award – \$2,500
- Tatum (William J.) Scholarship – \$1,000

### Advice to Students Who Have Existing Scholarships, Grants, or Aid Packages

1. Some scholarship, fellowship, and grant agencies stipulate that you cannot accept aid from other sources while their funding is in effect.
2. Investigate this carefully before applying for a Department of Biology award or scholarship. Otherwise, there is a risk of losing your original funding or having your award amount reduced.
3. Contact Student Central on Union for advice if you think there might be a problem:
  - a. Address: 408 N. Union Street, Bloomington, IN 47408.
  - b. Phone: 812-855-6500.
  - c. Or visit their web page: [studentcentral.indiana.edu/financial-aid/index.shtml](http://studentcentral.indiana.edu/financial-aid/index.shtml). There you will be able to contact them via email using their secure contact form.

### Steps in the Application Process

1. Visit Biology's "Undergraduate Studies/Awards & Scholarships web page ([bio.indiana.edu/undergraduate/awards/index.shtml](http://bio.indiana.edu/undergraduate/awards/index.shtml)) and click on the above-named awards to determine the application criteria as well as your eligibility for each award.
  - a. These are competitive scholarships and numerous candidates apply. If you barely meet the qualifications for a given award, you might want to reconsider applying for that particular scholarship.
  - b. 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 well in advance of the deadline to give your recommender time to write the letter. (See the "Requirements for Letters of Recommendation" section for further details.

### Steps in the Application Process Continued

3. Obtain the scholarship application form from the departmental website's Undergraduate Studies/Awards & Scholarships site ([bio.indiana.edu/undergraduate/awards/index.shtml](http://bio.indiana.edu/undergraduate/awards/index.shtml)). The application form can also be found in the "How To Apply" side box for any of the above-named awards.
  - a. Save the application form to your computer.
  - b. Fill out the form using Adobe Acrobat Professional DC. (This can be downloaded for free from IUWare at: [iuware.iu.edu](http://iuware.iu.edu).)
  - c. Choose "Save as" and rename your completed form as Lastname\_firstname\_2017.pdf (Example: Wyss\_kathy\_2017.pdf).
  - d. Mac users: Please take the extra step of opening your completed form in Preview, select "print," and then use the "Save as PDF" option to resave the form.
4. **Assemble the required application materials into one document.** Applications that are not combined into one document will not be accepted. Applications should be arranged in this order:
  - a. Completed Scholarship Application Form,
  - b. Résumé,
  - c. A one-page Personal Statement describing:
    - i. Your career goals.
    - ii. Your academic interests.
    - iii. Your qualifications for the award,
    - iv. Financial need (See the "How to Demonstrate Financial Need" section for further information).
    - v. Any other information required in the award description:
      1. For example, the Biology Undergraduate Research Award and the Fox Glen Research and Education Fund Award require an applicant to include a copy of the research paper that he or she wrote. Note that a draft of the research paper is acceptable.
      2. Others ask applicants to provide a budget for field work (Crowell Scholarship) or mention any volunteer or extracurricular work they have done (Frey Indiana Daffodil, Inc. Scholarship).
5. **Save the items listed in Point 4 and combine them into a single PDF document.** The file name for the combined document should be in this format: Lastname\_firstname\_2017.pdf. Example: Wyss\_kathy\_2017.pdf.
6. Upload your combined application packet to the Development Office's drop box.
  - a. The side box for each award has a link to the "Applications" drop box.
  - b. Click on any of the links provided to access the drop box and follow the instructions on that page to upload your application.
  - c. Upload only one copy of your application packet to the drop box.
  - d. Questions? Contact Kathy Wyss at [kwyss@indiana.edu](mailto:kwyss@indiana.edu).

### Do NOT Do the Following:

1. Do NOT email your application to Kathy Wyss.
2. Do NOT email your social security number or other confidential information to Kathy Wyss.
3. Do NOT include your Social Security Number on your application form.
4. Do NOT include a copy of the Free Application for Federal Student Aid (FAFSA) form with your application.

### Requirements for Letters of Recommendation

1. Each applicant should arrange for one letter of recommendation from a **science** faculty member or postdoctoral fellow. **Exception:** the Frey Indiana Daffodil, Inc. Scholarship requires that applicants provide two letters of recommendation. See the Frey web page has further details.
2. The recommender's letter should be **saved as a .pdf document** in this format: student's last name recommender's last name and the year 2017 (e.g., Jones\_Fuqua\_2017.pdf).
3. If a student is applying for more than one award, the recommender should address the student's qualifications for each award in one letter. The recommender should NOT submit a separate letter for each award.

### Requirements for Letters of Recommendation Continued

- Each letter of recommendation is due by Monday, February 20, 2017. Applicants should not see these letters.
- Graduate students and associate instructors cannot write recommendations for these awards.** (Exception: the Frey Indiana Daffodil Society Inc. Scholarship asks for two letters. The first letter should be from a science member or postdoctoral fellow, but the second letter does not have to be.)
- If you are applying for an award that requires previous research experience, you must ask your faculty research mentor to write your recommendation. If you worked closely with a postdoctoral fellow you can ask that person to write the letter. If you worked closely with a graduate student or other lab member, ask that person to share their impressions with your faculty (or postdoctoral fellow) research mentor, so that those impressions can be included in the letter.
- The Biology Undergraduate Research Award and the Fox Glen Research and Education Fund Award require that a research paper be submitted with your application. In these cases, your letter of recommendation must be from your faculty research mentor AND the letter must describe your contribution to the paper (including what percent of the research is yours). The application deadline is such that you might not have finalized your research paper. You may submit a draft of the paper. Submitting lab notes is not acceptable.
- Because these are science awards, an applicant should ask a **science faculty member or postdoctoral fellow** who knows the student well to write the recommendation.
- Be sure to request your recommendation letter well in advance of the February 20, 2017, deadline. **Recommendations received after the deadline will not be accepted and the applicant's application packet will be considered incomplete and ineligible.**

### How to Demonstrate Financial Need

- If financial need is a criterion to be eligible for an award for which you are applying, you should include a financial need statement in your application packet.
- Make sure to include information regarding:
  - Percentage of your education funded through work, parents, scholarships, grants, loans, etc.
  - Any financial hardships that you are experiencing (such as illness, divorce, or loss of a job).
- You may submit a separate statement of financial need with your application packet, or you may include this information in your personal statement.
- Even if an award does not require financial need, it is always useful to state your financial need, if any.

### Residency Status

Not sure if IU considers you an in-state or a U.S. resident? See the Rules Determining Resident and Nonresident Status on the Registrar's website: [policies.iu.edu/policies/categories/academic-faculty-students/university-student-services-systems/USSS-07-rules-determining-resident-nonresident-student-status.shtml](http://policies.iu.edu/policies/categories/academic-faculty-students/university-student-services-systems/USSS-07-rules-determining-resident-nonresident-student-status.shtml)

### Application Deadlines and Award Notifications

- Applications are due by Monday, February 20, 2017.**
- An incomplete application will result in ineligibility, so candidates and recommenders are advised to submit materials before the stated due date.
- Award recipients will be notified by email once the selection committee has met and determined recipients.
- Recommenders will also be notified.
- Applicants who did not receive awards will also be notified via email, as will their recommenders.

### Acknowledgments to Donors

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

### Recipients Will Be Asked to Provide a Photo and a Biographical Sketch

1. Recipients will be asked to provide a brief biographical sketch of themselves (4 or 5 sentences long) that will be included in the Student Award Ceremony program. The sketch will also be posted on the departmental web site.
2. Each recipient will also be asked to provide a photograph that will be posted on the departmental web site.
3. Questions or concerns: contact Kathy Wyss ([kwyss@indiana.edu](mailto:kwyss@indiana.edu))

### Student Award Ceremony

1. Recipients will be honored at a student award ceremony held on Friday, April 28, 2017, at 3:30 p.m., in Jordan Hall A100.
2. Recipients and their recommenders are expected to attend the ceremony.
3. A reception will follow in the Jordan Hall Atrium.
4. Recipients may invite their families and lab mates to attend the ceremony and reception.
5. Dress is business casual.