

Instructions on Applying for Scholarships and Awards Offered by the IU Department of Biology for the 2018-2019 Academic Year

Applications are now being accepted for the following awards:

- Aldred Family Scholarship – \$1,000
- Avian, Wildlife, and Habitat Studies Scholarship – \$1,000 (NOT available this year)
- Barwe/Rexing Scholarship – \$3,000 (by invitation only)
- Biology Undergraduate Research Award – \$1,500
- Blatchley Nature Study Club Scholarship – \$500
- Clark (Howard W.) Scholarship – \$750
- Crowell (Sears) Scholarship – up to \$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 \$4,000
- Kindig (John R. and Wendy L.) Scholarship – \$6,570
- 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)
- Roessler (Wm. G.) Scholarship – \$1,000
- Seward (Fred) Award – \$2,500
- Tatum (William J.) Scholarship – \$1,500

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. 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/Awards + Scholarships" web page (<https://biology.indiana.edu/undergraduate/awards-scholarships.html>) and click on the above-named awards to determine the application criteria as well as your eligibility for each award.

Steps in the Application Process Continued

- 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.

3. Obtain the scholarship application form for the above-named awards from the individual award web pages.
 - a. The award pages can be accessed from the departmental "Undergraduate/Awards + Scholarships" web page (<https://biology.indiana.edu/undergraduate/awards-scholarships.html>).
 - b. Fill out the scholarship application form and save the completed document under a new name, using this format: Lastname_firstname_2018.pdf (Example: Wyss_kathy_2018.pdf). If the document appears blank, there is a problem (usually because it was not saved under a new name).
 - c. 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_2018.pdf. Example: Wyss_kathy_2018.pdf.
6. The web page for each award has a "Submit your application" link to the "Applications" drop box.
 - a. Click on the link to access the drop box and follow the instructions on that page to upload your application.
 - b. Upload only one copy of your application packet to the drop box.
 - c. Questions? Contact Kathy Wyss at 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 for 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 2018 (e.g., Jones_Fuqua_2018.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.
4. Each letter of recommendation is due by Friday, February 16, 2018. Applicants should not see these letters.
5. **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.)
6. 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 his/her impressions with your faculty (or postdoctoral fellow) research mentor, so that those impressions can be included in the letter.

7. 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.
8. 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.
9. Be sure to request your recommendation letter well in advance of the February 16, 2018, 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

1. 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.
2. 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).
3. You may submit a separate statement of financial need with your application packet, or you may include this information in your personal statement.
4. 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

Application Deadlines and Award Notifications

1. **Applications are due by Friday, February 16, 2018.**
2. An incomplete application will result in ineligibility, so candidates and recommenders are advised to submit materials before the stated due date.
3. Award recipients will be notified by email once the selection committee has met and determined recipients.
4. Recommenders will also be notified.
5. Applicants who did not receive awards will also be notified via email, as will their recommenders.

Acknowledgments to Donors

1. Where appropriate, recipients will be expected to write notes of appreciation to the donors who established these scholarships.
2. Each recipient will be told if there is a donor to acknowledge and the procedure that must be followed to thank this individual or organization. Recipient "Instructions for Writing Thank You Letters for Department of Biology Awards," along with a sample "Undergraduate Acknowledgment to Donor" can be found at the end of this document.
3. Do NOT prepare an acknowledgment letter unless you have been informed that you received an award and that there is a donor to thank.

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 posted on the departmental website.

2. Each recipient will also be asked to provide a photograph that will be posted on the departmental website.
3. Questions or concerns: contact Kathy Wyss (kwyss@indiana.edu)

Student Award Ceremony

1. Recipients will be honored at a student award ceremony held on Friday, April 27, 2018, 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.

Instructions for Writing Thank You Letters for Department of Biology Awards

1. Using Microsoft Word, write a warm and fact-filled letter to the donor(s). Be sure to include your thanks and proofread your letter carefully. A sample letter is included for your reference.
2. If you have multiple scholarships you must write a separate letter for each award. Tailor each letter to the scholarship you received. For instance, if your award supports field work, tell the donor where you will be conducting this research, and add a brief explanation of your project, making sure that you don't get overly technical.
3. Please avoid the use of acronyms. For instance, we know that STARS stands for the Science, Technology, and Research Scholars Program, but do not assume that the donor will know this.
4. Send your letter as a Word attachment by e-mail to kwyss@indiana.edu.
5. Include your name and the name of your scholarship on the subject line of your email. Example: M. Smith, Microbiology, L. S. McClung Scholarship.
6. Do not include your address on the letter. Do not date the letter.
7. The department will forward your letter(s) to the donor(s).
8. If you have questions, contact Kathy Wyss, Development Officer for Biology, by email at kwyss@indiana.edu.

Not sure what to include in your letter?

Here are some suggested topics that you should include:

1. Your name and class year.
2. How the scholarship will assist you in pursuing your studies at Indiana University.
3. Your sincere appreciation for the financial support you receive from the scholarship.
4. Independent research experience or teaching experience.

Here are some suggested topics that you might include:

1. Where you are from.
2. Why you chose to come to Indiana University.

Some suggested topics that you might include continued:

3. Your academic pursuits, major, course of study.
4. Your career goals, plans for the future.
5. Awards or honors you have received.
6. Clubs and other campus activities in which you are involved.
7. Volunteer activities and/or community service.
8. Internships or study abroad experience.
9. Where you work during the academic year and/or over the summer.
10. Anything else your benefactor might find interesting about your life at Indiana University.

April 2015

Mr. Peter Johnson
The Microbiology Student Scholarship

Dear Mr. Johnson

Ever since I can remember, I have always wanted to attend Indiana University. My parents both graduated from IU, and I loved hearing stories about their college days. When I came for the official tour, I thought, "This is the right place for me!" I wish you could have seen how happy and proud my parents were when I received my acceptance letter.

Mom and Dad are both middle school teachers, and my older brother is already in college, so I knew family finances were going to be tight. I have been working summers at our local mall to help with expenses, and during the school year I earn extra money as a part-time science tutor. Thanks to you, my family doesn't have to worry so much about finances, and I can focus on my studies.

This is the second semester of my junior year, and I continue to work towards my degree in microbiology. It's a challenging program, but I love it. In addition to my standard coursework, I do independent research on bacterial cell adhesion with my faculty mentor, Distinguished Professor Yves Brun. This research is the basis for my honors project, which consists of designing my own experiment and writing a thesis.

Bloomington has so much to offer. When I am not studying or working in the lab, I enjoy hiking in the state parks and forests located nearby. I am also active with the Campus Garden Initiative, which oversees two edible gardening spaces on campus.

It is hard to believe that I will graduate in a year's time. My work in the Brun lab has inspired me to pursue an advanced degree in microbiology. I am visiting various graduate schools looking for the program which best meets my needs.

Thank you again for your generosity in helping to fund my education. Your kindness means so much to my family and me.

All my best,

Mary Smith