

## **GUIDELINES FOR THE PREPARATION OF NOMINATIONS FOR DOCTORAL RESEARCH FELLOWSHIPS**

### **Doctoral Research Fellowships -- Stipend and Tenure of Awards**

The Doctoral Research Fellowship will receive a monthly stipend. Fellowship stipends will be awarded for two semesters and one summer session, a total of eleven (11) months (summer intersession May 16-June 15 excluded). Students receiving an offer will begin the fellowship award in the fall semester.

Fellowship recipients will be assigned a ten-hour per week research assignment that will provide professional development opportunities for the student and be of value to the department. The research assignment will be consistent with the student's educational objectives. The Department Chair will determine the research assignment and monitor the student's progress. A fellowship covers full tuition (nine hours maximum in summer) and provides a stipend for living expenses. Fellowship recipients are required to register for a minimum of nine (9) graduate credit hours for fall and spring semesters and three (3) graduate credit hours for summer. Please note that 601 or audit courses do not count toward the registration requirement for fellows. Fellowship recipients may not accept employment inside or outside of the University.

### **Tax Information**

Fellowship stipends are paid through the university's payroll system which requires income taxes to be withheld. Fellows will fill out the Employee's W-4 Withholding Allowance Certificate form (W-4 form) as part of the research fellowship award packet. International students on temporary visas should contact the International Tax Office, Miles Hall, or phone for an appointment at (618) 453-5275. Information on taxation of fellowship awards can be found in [IRS Publication 970: Tax Benefits for Education](#) (PDF).

### **Eligibility for Doctoral Level Fellowships**

Although a student who has not yet completed all steps in the admission process to the Graduate School and the Department may be nominated, there must be sufficient documentation (transcripts, letters of recommendation, test scores—***required***) to ensure the student is fully admissible into a doctoral program in the Graduate School and fully qualified for the fellowship. The nominee must meet the following eligibility criteria\*:

1. An overall undergraduate grade point average of at least 3.0 (A=4) ***or*** a grade point average for the last two years of work in the bachelor's degree of 3.5 (A=4); ***and***
2. An overall graduate grade point of average of at least 3.7 (A=4) ***or*** a score in the 75th percentile or higher on a standard test such as the GRE, MAT, or GMAT (copy ***must*** be attached).

*\*At least one standardized test score is **required** for nomination and **must** be submitted as part of the nomination packet regardless of eligibility criteria met.*

Doctoral students who have previously held a doctoral-level fellowship are eligible to be

nominated for another year of fellowship support. However, doctoral students are limited to two years of support of any combination of Doctoral Fellowship or Dissertation Research Assistantship (*Morris fellows are ineligible to apply for a Doctoral fellowship award.*). Also note that a doctoral student cannot receive more than four calendar years (48 months) of financial support of all types (*support limits may vary*) unless granted an exception by the Graduate School.

### **Criteria for Awarding Doctoral Level Fellowships**

Doctoral-Level awards will be offered to the nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines. It is expected that both undergraduate and graduate grade point averages will be high, and in particular, that the nominee's graduate work will have been of very high caliber. The following criteria will be employed as indices of promise:

1. The assessment by the department of the nominee's abilities and achievements including honors and publications.
2. Overall undergraduate and graduate grade point averages.
3. Strength of letters of recommendation.
4. Personal statement of the student.
5. Standardized Test scores (**required**).

For more details in preparing the fellowship nomination packet, please follow the instructions in the section below entitled "Required Nomination Materials for Fellowships":

### **Deadlines**

**Friday, 4:00 p.m., January 20, 2017:**      **Deadline for submission of fellowship nomination materials to the Graduate School.**  
**Friday, February 10, 2017:**                      **Fellowship offers are to be announced.**  
**Saturday, April 15, 2017:**                      **Deadline for acceptance of offers.**

### **Submission Process**

The fellowship nomination packet should be submitted via email (in .pdf format) to [cmarlow@siu.edu](mailto:cmarlow@siu.edu) AND in hard copy to the Assistantship/Fellowship office by the deadline date above.

Departments submitting multiple nomination packets should create a .pdf file for each individual nomination packet.

## **Required Nomination Materials for Doctoral-Level Fellowships**

The nomination materials are routed among the members of an evaluation committee; therefore, each set of materials for each student should be complete in and of itself. Only nominees whose nomination materials are complete will be considered in the competition. A completed nomination dossier will include the following in the **order listed**:

### 1. FELLOWSHIP PACKET CHECKLIST

- a. Completed by the Department

### 2. APPLICATION FOR FELLOWSHIP AWARD

- a. Completed by the student or by the Department; please check to make sure data is up-to-date.
- b. Department completes section "For Department Signature":
  - 1) Indicate the specific award for which the student is being nominated.
  - 2) Provide signature of Department Chair or Director of Graduate Studies, date, and name of department making the nomination.

### 3. PERSONAL STATEMENT

- a. Completed by the student.
- b. Three-page (maximum) personal statement indicating personal experiences, educational goals, and professional interests and how these items can contribute to a more reflective, responsive environment in the program, the discipline, and the larger university community. The statement should also address academic qualifications in regards to academic excellence which should include, but not be limited to the following: academics achievements, honors, awards, publications, and extracurricular activities.

### 4. CURRICULUM VITAE

- a. Completed by the student.

### 5. DEPARTMENTAL FELLOWSHIPS NOMINATION FORM

- a. Completed by the Department.
- b. Undergraduate GPA. Overall undergraduate GPA or GPA for last two years of bachelor's degree.
- c. Graduate GPA, if any.
- d. Required Test scores. (Attach a copy of the report of scores for the GRE, MAT, or GMAT.)
- e. Departmental Ranking. The rankings of the nominee relative to all other

doctoral fellowship nominees from the department. For example, a department might submit 5 Ph.D. fellowship nominees. In this case, it would state for each nominee that he or she was '1 of 5' or '2 of 5', etc.

- f. Define the reasons this student is being nominated and the basis for the department's ranking. Include such factors as the academic quality of the program from which the student received his or her degrees, and information concerning any special accomplishments, which qualify him or her for a doctoral-level award. Also include any information supporting the student's commitment to advanced study and a summary of any experience since being awarded the master's degree. PLEASE TYPE.

## 6. THREE (3) LETTERS OF RECOMMENDATION

- a. These should be from persons who are familiar with the nominee's academic record and who are qualified to judge his or her promise for success in graduate studies. These letters may be copies of those already received in the department in support of the nominee's application for admission to the program; however, it may be preferable to have new letters specifically written to support the fellowship nomination.
- b. These letters should make reference to one or more of the following characteristics/skills: communication, creativity, explanation (a reason or cause for some phenomena or finding), motivation, planning, professionalism and synthesis (those skills that facilitate the development of an expert domain of knowledge structures). The letters should accompany the nomination; they should not be sent separately to the Graduate School.

## 7. STANDARDIZED TESTS SCORES (required)

- a. Please attach AT LEAST ONE official standardized test score transcript.
  - i. Acceptable standardized tests are: GRE, MAT, or GMAT
  - ii. Official standardized test score transcripts can be originals or copies
  - iii. A missing standardized test score transcript will result in automatic rejection of fellowship application

## 8. OFFICIAL TRANSCRIPTS

- a. Please attach official transcripts for ALL schools attended.
  - i. Transcripts from SIU can be unofficial
  - ii. Official transcripts can be originals or copies
  - iii. A missing transcript will result in automatic rejection of fellowship application