

## **GUIDELINES FOR THE PREPARATION OF NOMINATIONS FOR THE DELYTE AND DOROTHY MORRIS DOCTORAL FELLOWSHIP**

### **Morris Research Fellowships -- Primary Purpose**

The primary purpose of the Delyte and Dorothy Morris Doctoral (Morris Doctoral) Fellowship is the recruitment and support of **new** doctoral students of the **highest** quality. Thus, the fellowship program is not intended for students who are already enrolled in doctoral programs at SIU, although such students continue to be eligible for the regular doctoral fellowship program.

### **Stipend and Tenure of Awards**

The Morris Doctoral Fellowship is a five-year financial support package. The Graduate School provides a 12-month 50% research fellowship award for the first three years and the department provides a 12-month 50% graduate assistantship for the last two years. The Morris Fellowship pays a monthly stipend amount that is above the Doctoral Fellowship stipend rate, with an annual \$1,000 book/travel allowance for the first three years. A tuition scholarship will be awarded for fall, spring, and summer semesters for the term of the award.

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. 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. During special recruitment and graduate enhancement events held at SIU Carbondale, the Graduate School will solicit the assistance of the Fellows to participate in seminars, orientation and the Assembly of Fellows programs.

### **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. Information on taxation of fellowship awards can be found in [IRS Publication 970: Tax Benefits for Education](#) (PDF).

### **Minimum Eligibility Criteria**

1. Must have an overall undergraduate grade-point average of at least 3.25, or a grade point average for the last two years in the bachelor's degree of 3.5 (A= 4.0); **and**
2. If prior graduate study has been undertaken, must have an overall graduate grade point average of at least 3.7 (A = 4.0); **and**

3. Must have a score in the 75th percentile or higher on a standard test such as the GRE, MAT, or GMAT; **and**
4. May not already be enrolled in a doctoral program and may have no previous enrollment at SIUC.

In the competition for Morris Doctoral Fellowships, the nominees must be U.S. citizens, or permanent residents of the USA. In addition, preference will be given to those who have not previously enrolled in a graduate program (direct post-baccalaureate entry).

Students already enrolled at or having previous enrollment at SIU are not eligible for the Morris Doctoral Fellowship. This is in accord with action taken by the Graduate Council in fall of 1984. This was done in an attempt to meet the original intent of the program, which is to recruit outstanding students from outside SIU.

Students with bachelors and master's degrees are both eligible if the doctoral degree granting department which nominates the student certifies that the student is a doctoral track student in the department. What this means is that if the nominating department certifies that the student, although officially admitted to a master's program, is indeed a doctoral track student, the department may nominate such a student for a Morris Doctoral Fellowship.

Since you may be nominating some of the same people for both Morris Doctoral and regular fellowships, we ask that you prepare separate nomination dossiers—although, obviously, copies of some of the same supporting documentation may be placed in both. Also, we ask that you rank order your nominees independently within each competition.

In preparing your Morris Doctoral Fellowship nominations, please follow these guidelines:

### **Criteria for Awarding Morris Fellowships**

Morris 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**

<b>Friday, 4:00 p.m., January 17, 2020:</b>	Deadline for submission of fellowship materials to the Graduate School.
<b>Friday, February 7, 2020:</b>	Fellowship offers are to be announced.
<b>Wednesday, April 15, 2020:</b>	Deadline for acceptance of offers.

### **Submission Process**

The fellowship nomination packet should be submitted via email (in .pdf format) to [charris@siu.edu](mailto:charris@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 Morris Fellowships**

Nomination materials are routed among the members of an evaluation committee; therefore, each student’s dossier must be complete in and of itself. Although a student who has not 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 that the student is fully admissible and fully qualified. Only nominees whose materials are complete will be considered in the competition.

A completed nomination dossier consists of 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”:
  - i. Indicate the specific award for which the student is being nominated.
  - ii. Provide signature of Department Chair or Director of Graduate Studies, date, and name of department making the nomination.
  - iii. Students can’t apply on their own. They must submit all documents to the department for nomination.

### 3. PERSONAL STATEMENT

- a. Completed by the student.
- b. Two-page 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.
- c. One-page biographical statement addressing academic qualifications in regards to academic excellence which should include, but not 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. Departmental ranking. The rankings of the nominee relative to other Morris Fellowship nominees; e.g., '1 of 2,' '2 of 2.' etc.
- c. Departmental certification of doctoral level. Department must certify that the student is either:
  - 1) Officially entering the doctoral program as a direct post-baccalaureate entry, accelerated entry, or with a master's degree; or
  - 2) Entering the master's program, and is certified as a 'doctoral track' student.
- d. Undergraduate GPA. Overall undergraduate GPA or GPA for last two years of bachelor's degree.
- e. Graduate GPA, if any.
- f. GRE/MAT/GMAT results (at least one test score is required)
- g. Basis for nomination as Morris Doctoral Fellow. Give any special information regarding nominee's background, grades, test scores, evidence of scholarship, etc., which show the candidate to be an outstanding student of great promise. Include such factors as the academic quality of the program from which the student received his or her degree(s), any special accomplishments, and evidence of a commitment to advanced study and scholarship. 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 refer 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 copy of official standardized test score.
  - i. Acceptable standardized tests are: GRE, MAT, or GMAT
  - ii. A missing standardized test score will result in automatic rejection of fellowship application

8. OFFICIAL TRANSCRIPTS

- a. Please attach copies of official transcripts for ALL degree granting institutions.
  - i. Transcripts from SIU can be unofficial
  - ii. A missing transcript will result in automatic rejection of fellowship application