

Instructions for Applying for Duke Graduate School Fellowships for Continuing Ph.D. Students

Follow these steps to apply for Duke Graduate School fellowships for continuing Ph.D. students.

Questions: grad-fellowships@duke.edu.

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Don't have time to read instructions? HERE'S WHAT YOU ABSOLUTELY MUST KNOW.

List of fellowships and their deadlines: <https://gradschool.duke.edu/DGSfellowships>

- **BEFORE** you submit your application, figure out which fellowships you want to apply to and get approval to apply from your director of graduate studies (DGS).
- Once you have approval, submit your application at <https://dukegradschool.awardspring.com>.
- The first time you go to the application system, log in with your NetID and password as you do most Duke systems.
- To see or apply to any fellowships in the system, you must first complete the general application by answering a handful of questions about summer and AY 2022-2023 academic plans.
- You will not request letters of recommendation until you enter the first fellowship you apply to. **This is a change from previous years, when letters of recommendation were requested while completing the general application.**
- When requesting a letter, in the Request Message field, **tell the recommender which fellowships you are applying to**, so that recommenders can tailor their letter if necessary (this is why you need to know what fellowships you are applying to BEFORE going into the application system).
- When you click Apply on a fellowship, you will be prompted to answer additional questions specific to that fellowship. Your application is not complete until you answer those questions and request your DGS and advisor letters.

1. Identify the fellowships you are interested in and get DGS approval

You can find the list of available fellowships at <https://gradschool.duke.edu/DGSfellowships>. Click on each fellowship to see eligibility criteria and application material.

Note that many of these fellowships require you to first obtain approval from your program before submitting an application. These are indicated in the list of fellowships. Check with your director of graduate studies (DGS) about your program's internal approval process.

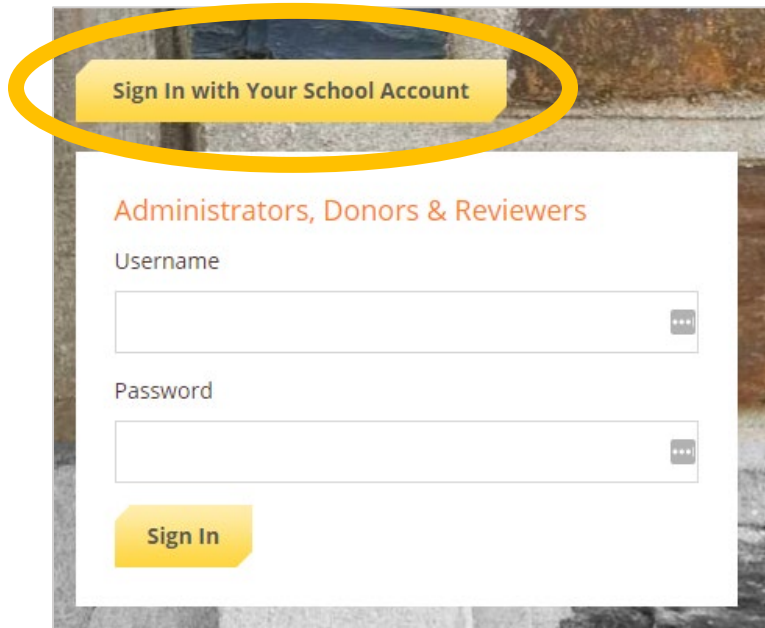
- DGS by program: <https://gradschool.duke.edu/sites/default/files/documents/DGS-DGSA.pdf>

You should know which fellowships you intend to apply to and obtain approval **BEFORE** going to The Graduate School's fellowship system to submit your application (see steps 2-5). You will need to include them in the message you will send to your DGS and dissertation committee chair to request letters of recommendation.

2. Log in to the fellowship application system

Go to the fellowship application system at <https://dukegradschool.awardspring.com>.

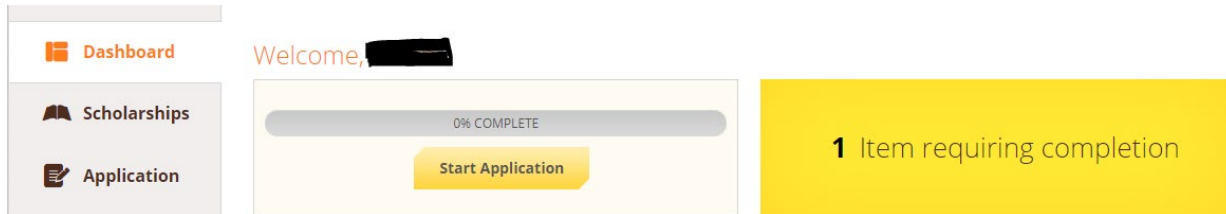
Click "Sign In With Your School Account" and log in with your NetID and password.



The image shows a login interface for "Administrators, Donors & Reviewers". At the top, there is a yellow button labeled "Sign In with Your School Account" which is circled in yellow. Below this, the text "Administrators, Donors & Reviewers" is displayed. There are two input fields: "Username" and "Password", each with a small icon to its right. At the bottom, there is a yellow "Sign In" button.

3. Complete the general application

After you sign in, you will be at your dashboard. You will see a prompt to complete your general application, Start Application.



The application is a short questionnaire that collects information to help determine your eligibility for certain awards. **You must complete this application before you can see the list of fellowships and apply.**

Click the yellow “Start Application” button or the “Application” tab on the left to go to your application. Your progress is automatically saved. You can leave and return at a later time to complete your application.

As part of the application, you will be asked to upload your CV and a copy of your current Duke transcript, which can be requested in DukeHub, and answer a series of questions regarding your plans for the upcoming summer and following academic year.

Will you (or do you expect to) have passed your preliminary exam by the end of Spring 2022 semester?

- Yes
- No

Do you plan to make any domestic or international trips to conduct dissertation research during the summer of 2022 or the 2022-2023 academic year? (Check all that apply).

- Domestic
- International
- I do not plan to travel for my dissertation research during summer 22 or the 2022-2023 academic year

Do you expect to spend the majority of your time during the 2022-2023 academic year writing your dissertation, i.e. do you anticipate you will be in your LAST year of your degree in AY 22-23?

- Yes
- No

Do you expect to spend the majority of your time during the 2022-2023 academic year conducting research for your dissertation, i.e. you anticipate you will NOT be in the last year of your degree in AY 22-23?

- Yes
- No

Do you expect to be fully funded for summer 2022 on either a research project or external fellowship or internship?

- Yes
- No

Upload a PDF of your CV.

Upload File

Upload a PDF copy of your current Duke transcript or DukeHub report.

Upload File



Once you have answered these questions and uploaded a PDF of your CV and Duke transcript, which can be downloaded from DukeHub, please submit the application by pressing this button once it has turned yellow:



4. Answer follow-up questions

After you click Submit Application, you will see a list of available fellowships on your dashboard. You can filter this list to see only what you are qualified for (based on the information pre-loaded into AwardSpring for all students and your answers on the application), what you have applied to, etc.

Scholarships

Filter ▾	Award ▾	Deadline ▾
<input checked="" type="checkbox"/> Applied	N/A	 Due Nov 12, 2021
<input checked="" type="checkbox"/> Qualified		
<input checked="" type="checkbox"/> Not Qualified		
<input checked="" type="checkbox"/> Awarded		
<input checked="" type="checkbox"/> Denied		
	N/A	 Due Nov 12, 2021

The fellowships that you are qualified for will have a “Complete Follow-Up” button. Click this button for the fellowships that you want to apply to.

Complete Follow-Up

5. Request letters of recommendation; answer follow-up questions

In the first fellowship you apply to you will be asked to indicate if you have received your DGS’s approval to apply for this award and to submit your DGS and Faculty Advisor Letter of Recommendation requests.

The letter of recommendation request, and the letters once they are uploaded, will be shared across all your applications so you only need to request your letters once.

Each recommender should write only one letter for the competitive fellowships, no matter how many fellowships you are applying to. Recommenders may, if they wish, include sections in their letter that speak to specific fellowships.

EXCEPTION: If you are applying for a COVID Funding Extension your faculty advisor is required to submit a **SEPARATE** statement of support, attesting to your circumstances and COVID impact on your degree progress. There is a separate request in that application, and any letter your advisors uploads for a competitive fellowship application will not be applied to the COVID Funding Extension application.

1. In the “DGS letter of recommendation request” tab in the application, enter a recommender’s name and email.
2. In the Message to Recipient field type a short message to the recommender. **List the fellowships you are applying to,** so that your recommender can tailor their letter to speak to those fellowships if necessary (this is why you need to know what fellowships you are applying to BEFORE going into the application system). This message will be part of the email that goes to the recommender, along with additional instructions.
3. Click the Send Request button.

4. Go to the “Faculty Advisor letter of recommendation” request form and repeat steps 1-3.
5. Your letter requests are displayed in the right column of this page. When a recommender has submitted a letter, the letter’s status will change from “Pending” to “Submitted.”

Your DGS must provide a letter of recommendation for all competitive fellowship applications.

If you are applying for a fellowship that limits the number of nominees per department, the DGS should rank you in the letter of recommendation compared to the other nominees for the fellowship in your department.

You can edit the Message to Recipient field, if you wish to send a personalized message to your recommender.

Recipient First Name

John

Recipient Last Name

Doe

Recipient Email

John.doe@duke.edu

Message to Recipient

B *I* U

Dear Dr. Doe,

I am applying for the Webb, Stern, and International Dissertation travel fellowship. Would you please provide a letter of recommendation.

Thank you.

If you have any questions of concerns, please contact grad-fellowships@duke.edu

Send Request

Each fellowship has additional questions, such as asking for fellowship-specific documents like personal statements and research travel budgets. Once you click “Complete Follow-Up”, you will see the questions specific to that fellowship. Answer them and click “Submit Application” to apply for that fellowship. **You must answer all of these questions to complete your application.**

Below are examples of the fellowship-specific questions you will see, depending on which fellowships to which you apply.

Did your director of graduate studies give you approval to apply for the Summer Research Fellowship for Third-Year Ph.D. Students and Beyond? (If you have not received approval from your DGS, you will not be considered for this award.)

Yes

No

Will you have completed your home department's required teaching or TA duties/assignments before the start of the term in which you will receive this award?

- Yes
- No
- My department does not have teaching or TA requirements.

Upload a PDF that includes, in the following order, • A brief description (no more than 3 pages, using 1-inch margins, 1.5 line spacing, and Arial 12-point font) of the dissertation project and how the time abroad will be spent • OPTIONAL: A bibliography (no more than 1 page) • A proposed budget outlining how travel funds will be spent (no more than 1 page)

Upload File

What are your proposed start and end dates for the international research travel you hope to fund with this award?

100 word(s) left

When you have completed your requests for letters of recommendation, answered all fellowship specific questions, and uploaded required documents you will receive the following message, and you can submit your application to that specific fellowship.

✓ Great! You have answered all required questions. Now click the Submit Application button.

Submit Application

Exceptions

- Summer Research Fellowships for first- and second-year Ph.D. students and sixth-year tuition scholarship applications do not need letters of recommendation.
- The Bass Instructional Fellowships ask for something a little different from the DGS's letter than other fellowships.

Both of these exceptions are noted and further explained in the instructions that recommenders will receive with the recommendation request email.

NOTE: YOU MUST REQUEST LETTERS OF RECOMMENDATION ONLY ONE TIME, THE REQUEST AND UPLOADED RECOMMENDATION LETTERS ARE SHARED ACROSS ALL FELLOWSHIPS TO WHICH YOU APPLY, WITH THE EXCEPTION OF THE COVID FUNDING EXTENSION APPLICATION.

When you apply to your second fellowship, you will see your letter of recommendation requests has already been submitted. **You do not need to resend the request.**

Your DGS must provide a letter of recommendation for all competitive fellowship applications.

If you are applying for a fellowship that limits the number of nominees per department, the DGS should rank you in the letter of recommendation compared to the other nominees for the fellowship in your department.

You can edit the Message to Recipient field, if you wish to send a personalized message to your recommender.

Requested on Sep 15, 2021

John Doe

Status: Pending

Resend Request

Send New Request

6. Award notification; accepting or declining your award

Once applications for a fellowship are reviewed, applicants will receive email notification from The Graduate School notifying them whether they have been awarded that fellowship.

If you have been awarded a fellowship, you must notify the school by a specific date whether you accept or decline the award. This is done through the application platform. Your award notification email will contain instructions for how to do this.

Application cycle dates

Each fellowship has the following deadlines:

- Deadline to submit application
- Deadline for The Graduate School to notify awardees (via email) that they have been awarded a fellowship
- Deadline for awardees to notify The Graduate School (via the fellowship application system) whether they intend to accept or decline the fellowship

These deadlines vary across fellowships. For the latest list of deadlines for each fellowship, see <https://gradschool.duke.edu/DGSfellowships>.