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. These will save you (and us) a lot of headaches.

• 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, DO NOT CLICK “REGISTER.” Instead, CLICK “FORGOT PASSWORD” and enter your NetID email (netid@duke.edu, netid@dm.duke.edu, netid@win.duke.edu, etc.).
• To see or apply to any fellowships in the system, you must first complete the application. As part of the application, you must request two letters of recommendation: one from your DGS and the other from your primary faculty adviser. Exception: If you are applying for the summer research fellowship for first- and second-year Ph.D. students, you only need to send one recommendation request to your DGS; you don’t need anything from your primary faculty adviser.
• When requesting a letter, in the Request Message field, tell the recommender which fellowships you are applying to, so that recommenders can tailor their letters 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.
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 next page). 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 Graduate School’s fellowship application system at https://dukegradschool.awardspring.com.

Set Your Password

To save you time, we have pre-entered some of your student information. Your profile in the fellowship application system is tied to the pre-entered email address. This address should be listed in the announcement you received about the start of the application cycle. If you need to know what that email address is, contact grad-fellowships@duke.edu.

Before you can log in to the system, you need to set your password.

1. DO NOT CLICK “REGISTER”. Instead, click “Forgot Password.”

2. Enter your NetID email, which follows the format of NetID@duke.edu, NetID@dm.duke.edu, NetID@win.duke.edu. You will receive an email with a link to set a password for the application system.

If you enter an email address that is not the one we have pre-entered, you will get an error message saying that email is not in the system. If you do not know what your NetID email is, you can look it up in your Duke online directory settings (https://oit.duke.edu/email-accounts/phonebook/).
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.

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 “Complete 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 or ACES report, both in PDF format.
4. Request letters of recommendation

As part of the application process, you must request two letters of recommendation: one from your director of graduate studies (DGS) and one from your primary faculty adviser.

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

To request letters of recommendation:

1. In the “Letters of Recommendation” tab in the application, enter a recommender’s name and email.

2. Pick an option in the Relationship dropdown menu.

3. In the Request Message field, type a short message to the recommender. List the fellowships you are applying to so that your recommender can tailor the 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.

4. To request a letter from another recommender, type over the existing content in the form fields and hit Send Request again.

5. Your letter requests are displayed in the right column of this page. When a recommender has submitted a letter, that request’s status will be updated to reflect that.

6. Once you have completed the general application and requested letters, click Submit Application. You will then be able to see the list of fellowships and apply to the ones you want.

Exceptions

- For the summer research fellowship for first- and second-year Ph.D. students, instead of two recommendation letters, applicants only need to send one request to their director of graduate studies. Instead of uploading a letter, the DGS will upload a signed copy of the student’s proposal.

- 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.
5. Answer follow-up questions

After you click Submit Application, you will see a list of available fellowships. You can filter this list to see only what you are qualified for (based on the information we pre-entered and your answers on the application form), what you have applied to, etc. You can see fellowships that you are not qualified for, but you cannot apply to them.

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.

Answer Follow-Up Questions

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.**
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.