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.

1. Identify the fellowships you are interested in and get DGS approval .................................................. 2
2. Log in to the fellowship application system .......................................................................................... 3
3. Complete the general application ......................................................................................................... 4
4. Request letters of recommendation ..................................................................................................... 4
5. Answer follow-up questions ................................................................................................................. 7
6. Award Notification; Accepting or Declining Your Award ...................................................................... 8

Application Cycle Dates............................................................................................................................. 9

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/financial-support/apply-2019-2020-duke-graduate-school-fellowships

• 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 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 do not need to request a letter of recommendation.

• 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/financial-support/apply-2019-2020-duke-graduate-school-fellowships](https://gradschool.duke.edu/financial-support/apply-2019-2020-duke-graduate-school-fellowships). 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](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.

Click “Sign In With Your School Account” and log in with your NetID.
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 “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 or DukeHub report, both in PDF format, 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 2019 semester?
- Yes
- No

Do you plan to make any domestic or international trips to conduct dissertation research during the summer of 2019 or the 2019-2020 academic year? (Check all that apply)
- Domestic
- International
- I do not plan to travel for my dissertation research during the 2018-2019 academic year

Do you expect to be fully funded for summer 2019 on either a research project or external fellowship or internship?
- Yes
- No

Do you expect to spend the majority of your time during the 2019-2020 academic year writing your dissertation?
- Yes
- No

Do you expect to spend the majority of your time during the 2019-2020 academic year conducting research for your dissertation?
- Yes
- No
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 “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 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.

3. Click the Send Request button.

4. Go to the “Faculty Advisor letter of recommendation request:” tab 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, that request’s status will be updated to reflect that.

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

Exceptions

- For the summer research fellowship for first- and second-year Ph.D. students, student do not need to request 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.
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/financial-support/apply-2019-2020-duke-graduate-school-fellowships.