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 for the 2016-2017 academic year. You must apply by November 24. 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 ..................................................................................................................... 5
5. Answer follow-up questions and submit application .............................................................................................. 6

Application Cycle Dates ............................................................................................................................................. 7

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 for 2016-2017 academic year: https://gradschool.duke.edu/fellowships2016

• **BEFORE** you submit your application, figure out which fellowships you want to apply to and, if required by the fellowship, 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.

• 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 requesting the letter from your primary faculty adviser, in the Relationship dropdown menu, pick “Dissertation Committee Chair/Supervisor.” **This does NOT mean you have to request this letter from your dissertation chair.** You should request it from your primary faculty adviser, whether or not that is your dissertation chair. This text is a holdover from an old requirement. We are working to change it to say “Primary Faculty Adviser,” but that will not happen before the application period starts. Your recommender will not see the Relationship designation.

• 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/fellowships2016. 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](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 your NetID email address.

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/](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.

The Bass Instructional Fellowships ask for something a little different from the DGS’s letter than other fellowships. This is noted in the instructions that recommenders will receive.

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. **NOTE:** When requesting the letter from your primary faculty adviser, choose the option that says “Dissertation Committee Chair/Supervisor.” This does not mean you have to request the letter from your dissertation chair. You should request it from your primary faculty adviser, whether or not that is your dissertation chair. This text is a holdover from old requirements. We are working to change it to say “Primary Faculty Adviser,” but that will not happen before the application period starts. The recommender will not see the Relationship designation in the request message they receive.

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.
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.**
Application Cycle Dates

Here are the key dates of the application cycle:

- Application period opens: October 5, 2015
- Application period closes: November 24, 2015
- Awardees notified:
  - Bass Instructional Fellowships: December 18, 2015
  - Summer Research Fellowships: December 18, 2015
  - All other fellowships: April 13, 2016
- Awardees must submit accept/decline decision by:
  - Bass Instructional Fellowships: May 27, 2016
  - Summer Research Fellowships: March 14, 2016
  - All other fellowships: May 27, 2016