

APPLYING FOR GRADUATE SCHOOL FELLOWSHIPS

All of the fellowships currently administered by the Graduate School are listed here: <http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/>. Click on the “Apply Now” button below any of the fellowship listings to access the electronic application, which is administered by AwardSpring (formerly STARS Online). Below are procedures related to each fellowship application.

AwardSpring (formerly called STARS) Application & Login

Students must create an account and answer the initial qualifying questions in order to proceed to the individual fellowship applications. The process is outlined in greater detail below. Students may complete part of the application, then save their progress and come back to it later, as long as they submit all required materials before the deadline.

For any student applying for a scholarship or fellowship, the AwardSpring process is as follows:

1. First, create an account in AwardSpring (<https://universityofutah.awardspring.com>) and answer all of the qualifying questions. The answers to these questions will determine which applications are available to you (although please do not complete an application for the UTA or GRF unless you are one of the two individuals endorsed by your department). If you know you are eligible for a scholarship that’s not showing up on your list, please call Jolyn Schleiffarth at 801-581-6020 or email fellowships@gradschool.utah.edu.
2. Second, supply two e-mail addresses of individuals that have agreed to submit letters of recommendation on your behalf. See below for specific instructions for UTA applicants and Steffensen Cannon **renewal** applicants.
3. Click “Submit Application” – don’t worry, you’ll still be able to edit previous sections, but cannot proceed to the document upload section (where you’ll upload writing materials, transcripts, etc.), until you have clicked that button.
4. Upload all additional materials required for the application in question.

Important Notice Regarding Letters of Recommendation (all fellowships)

The student will supply the email addresses for their two recommenders into the Letters of Recommendation section of the application. The letter writer will then receive an email notification and instructions for completing the request. Recommenders may upload a PDF or Word doc – we ask that the letters be on letterhead. Letters of recommendation are confidential - applicants cannot view the letters of recommendation once they’ve been uploaded. Only the scholarship committee will see them.

***Students – please supply only two letters of recommendation **total** unless you are applying for a fellowship that also requires a Department Chair letter. Your two main letters can be used for multiple fellowship applications. For example, if you are applying for **both** the GRF and the Steffensen Cannon, you will need two standard letters of recommendation, as well as one letter from your Department Chair, for a total of three letters.

Transcripts (all fellowships)

Applicants must upload transcripts through AwardSpring. Please upload a single .pdf file that includes all of the transcripts (some of our fellowships require all transcripts from all Universities attended – please read the instructions thoroughly). Unofficial transcripts will be accepted for the application process – students selected for an award will be required to supply official transcripts.

Graduate Research Fellowship (GRF)

Each department is allowed to submit 2 applications for the GRF. Please do not apply through AwardSpring unless you are one of the two individuals endorsed by your department.

Letters of Recommendation: There are a total of 3 letters required for the GRF – two standard letters of recommendation and one additional letter of endorsement from the Department Chair. All 3 can be collected through AwardSpring.

The Department Chair letter should nominate the student and lay out an argument for the award. Particular emphasis should be placed on evidence of the student's high potential for achievement in research or creative work. The statement should direct the reader to the location of this evidence in the student's proposal and/or record of graduate study. The letter should also include: (a) a statement of the department's standards of rigor that the selection committee can refer to in its deliberations, and (b) a statement of the student's potential for future success appropriate to the discipline. If the department has more than one applicant, the chair must also rank the proposals and explicitly comment on their relative quality.

University Teaching Assistantship (UTA)

Each department is allowed to submit 2 applications for the UTA. Please do not apply through AwardSpring unless you are one of the two individuals endorsed by your department. If you are applying for renewal, you still have to be one of your department's two sponsored applicants.

Mentors – please collaborate as normal with your student applicant, but have the student upload the required application elements (apart from the letter of recommendation) through AwardSpring. This will facilitate the administration of the award once the winners are selected. If applying for **renewal**, please include an evaluation of your project based on the evaluation plan proposed in your original application.

Letters of Recommendation: There are a total of 2 letters required for the UTA – a letter of recommendation from the mentor, and a letter of support signed by both the mentor and the Department Chair.

Marriner S. Eccles Graduate Research Fellowship

All applicants should complete the AwardSpring application. There is no additional review process at the department or college level. The Eccles committee will review all submitted applications.

Letters of Recommendation: Two standard letters of recommendation are required for the Marriner S. Eccles Graduate Research Fellowship application.

Steffensen Cannon Scholarship

All applicants should complete the AwardSpring application. The College of Education and the College of Humanities will be forwarded the applications for the College-level committee process. Those colleges will forward the names and Unids of the finalists to fellowships@gradschool.utah.edu for further consideration. Renewal and descendant applicants will be automatically forwarded to the final round of consideration. Descendant applicants should provide lineage information as requested in the electronic application.

Letters of Recommendation: Two standard letters of recommendation are required for the Steffensen Cannon Scholarship application.

For Renewal Applicants ONLY: Renewal applicants for the Steffensen Cannon are required to complete the regular application process with a couple of exceptions: 1. One letter of recommendation is required, rather than two. Please use the following email address as your second recommender: jolyn.s@utah.edu. 2. In your personal statement, be sure to update the committee on your progress this year. They'll want to know what you've been able to accomplish so far on the fellowship and how your research is coming along.