GRADUATE STUDENT AWARD APPLICATION

This document contains a list of required application materials, information, and tools you can use to construct an effective application. Descriptions listed by individual award can be found here: https://www.biology.washington.edu/programs/graduate/awards-and-fellowships. The descriptions include information about each award's intended use, maximum funding amount, and funding restrictions.

IMPORTANT NOTE: Starting **Autumn 2018**, students will no longer submit applications for individual awards. Applicants now have the option of applying for **one or more** funding categories. **If you are applying for multiple award categories, please include a proposal for each category** (more details under *application requirements).*

- Research Funding
- Conference Funding
- Fellowship and/or Scholarship

Application requirements:

1) **Basic, Personal Information (online)**

2) **Summary Questions (online)**

3) **Specific required information (PDF):**
   Please submit the information required for each award type you are applying for (fellowship/scholarship, research, conference). If you are applying for multiple award types, please include a proposal for each type. **All proposals should be formatted with 1" margins, 12 pt. font, Times New Roman, and be no less than single spaced**. Note that you may need to include multiple items.

   i. *If you are applying for research funding*, include a proposal that includes 1) a **half-page** description of the research you will be conducting (not including references or figures), 2) a **one-page or less** budget and budget justification, and 3) a list of references/cited literature. For travel, include the location, dates, and purpose of your travel. The proposed budget and budget justification should include travel expenses and/or research supplies. (Remember to include such expenses as shipping costs and taxes.) For costs associated with travel, use the UW's travel rates, which can be found online: www.washington.edu/admin/finserv/travel/.

ii. *If you are applying for conference funding*, include a **half-page** proposal that includes 1) a description of your proposed use of the funds, 2) a budget and budget justification,

iii. *If you are applying for a fellowship or scholarship,* include a **1-page** proposal that includes a description of your proposed use of the fellowship

1. *For the WRF-Hall Fellowship*, your proposal should explain how your proposed use of the fellowship qualifies as "an exceptional educational opportunity." If your proposal includes travel, explain how your travel will be funded.

2. *For the Distinguished Teaching Fellowship*, your proposal should include details about your personal teaching philosophy and any prior outstanding teaching contributions

3. *For writing fellowships,* your proposal should include an outline of your dissertation that includes **1)** a description of your research**, 2)** a list of proposed chapter titles with target journals in which at least two of the chapters have been, or are expected to be, published**, 3)** the quarter and year in which you expect to defend, **4)** the quarter for which you would like fellowship support, and **5)** the names of the members of your supervisory and reading committee

4. *If you are applying for supplementary funds in addition to the WRF-Hall quarter of support,* include a budget and budget justification. For travel, include the location, dates, and purpose of your travel. The proposed budget and budget justification should include travel expenses and/or research supplies. (Remember to include such expenses as shipping costs and taxes.) For costs associated with travel, use the UW's travel rates, which can be found online: www.washington.edu/admin/finserv/travel/**.**

4) **Current CV (PDF)**

5) **Letter of Support (PDF):** Include a letter of support from your advisor and/or another UW faculty member (as applicable). Letters should include a description of **1)** how an award will support a student's progress towards their degree and/or professional advancement, and **2)** how the faculty intends to support the student's work. If you are applying for multiple award categories, please make sure the faculty letter addresses each type of request. Faculty may send them directly to the link below.

6) **FAFSA (PDF):** If you are applying for the WRF-Hall Fellowship, please submit a FAFSA for the academic year in which you are requesting funding.

SUBMISSION INFORMATION

COMPLETE THIS ONLINE FORM: https://goo.gl/forms/b2ICvcSWjQGV44Y53
Applications should be submitted as a SINGLE DOCUMENT (PDF):

- Files should be named with your *last name and first initial* (e.g., if your name is John Smith, you would name your file SmithJ.doc).
- Letters of support can be submitted by Faculty directly to: https://goo.gl/forms/4hYB0fx4YDvVVapg2

ALL application materials must be received by November 2, 2018 by 5:00pm.
**Late applications will *not* be accepted.

Winter Application Checklist:

☐ Proposal *(varying content depending on award type)*

☐ Current *Curriculum Vitae*

☐ Letter of Support from Advisor, or from host for WRF-Hall or travel awards

☐ FAFSA *(WRF-Hall Fellowship applicants only)*