

SMITH FAMILY FELLOWSHIP NOMINATION SUMMARY

Page 1 of 4 (To be completed by the applicant)

Name (Last/Family) _____		Marquette identification number _____
First _____		
Graduate program _____		No. of years of MU graduate studies at end of this academic year (Applicants must have attended MU Grad School a minimum 2 years including at least one year in a doctoral program by end of acad yr.) _____
<i>These requirements MUST be met by August 15 of the fellowship year. Nominees who have completed these will hold an advantage in selection.</i>		
Qualifying Exam Passed?	Yes <input type="checkbox"/> Date: _____	No <input type="checkbox"/> Anticipated Date: _____
Language Exam Passed?	Yes <input type="checkbox"/> Date: _____	No <input type="checkbox"/> Anticipated Date: _____
Advanced to Candidacy?	Yes <input type="checkbox"/> Date: _____	No <input type="checkbox"/> Anticipated Date: _____
Program Planning Form Approved?	Yes <input type="checkbox"/> Date: _____	No <input type="checkbox"/> Anticipated Date: _____
Dissertation Outline Approved?	Yes <input type="checkbox"/> Date: _____	No <input type="checkbox"/> Anticipated Date: _____

Instructions: The Smith Family Fellowship application consists of four separate, but interrelated parts. Refer to the *Fellowship Guidelines* for complete instructions. All parts of the nomination packet may be shared with the Officers of the Cyril E. Smith Trust.

Submission Deadline: 4:00 p.m., first Thursday of December (Graduate School, Holthusen Hall, 305).

1. The four-page Nomination Summary

Page One: The applicant should answer all questions on page one (this page).

Page Two: The applicant should carefully complete all sections on page two using only the space provided.

Brief biography

Tell us who you are. You may wish to include information about your hometown, employment, family (spouse, children/dependents), interests, hobbies, affiliations, honors/awards. What were some of the major influences on your life? What are your academic, professional, and/or personal goals?

Summary statement of qualifications that make you worthy and deserving of this award

Address your academic background and your role in your department. State the scholarly importance of your proposed research.

Summary statement of financial need

Briefly summarize your financial situation.

Statement of how proposed travel will make possible the completion of your dissertation

Page Three: The applicant should answer all questions on the *Personal Financial Data Form* and provide any additional financial information that shows they qualify as “needy” of the financial support provided by the fellowship.

Page Four: Department respondent/chair should complete page four.

2. Attach a separate Project Narrative, not to exceed five pages in no smaller than 12 point font, using all 4 of the following subheadings:

Dissertation summary

Briefly describe what is proposed for your dissertation. Explain why this project has scholarly significance.

Travel Rationale

Describe why travel support is essential to this project. Could this project be done without the support of this fellowship?

Travel Itinerary

Indicate precisely where travel is proposed, the research objectives at each location, and the duration of each visit.

Estimate of Travel Expenses

As the last page of the project narrative, you should include a travel itinerary with an itemized estimate of travel expenditures from a reputable travel agency. Most travel awards average \$2,500-\$3,000. Estimates totaling more than \$3,000 will be returned to the applicant for revisions. An example of the format for this page of the project narrative is in the *Guidelines*.

3. Attach curriculum vitae.

The vitae should be current, prepared in a format customarily used in the humanities and be “job ready”, that is, ready to send to an academic employer.

4. Attach three (3) letters of recommendation

Smith Family Fellowship Nomination Summary Page 2 of 4 (To be completed by the applicant)

Name (Last/Family)

First

A. Brief biography

B. Summary statement of qualifications that make you worthy and deserving of this award

C. Summary statement of financial need

D. Statement of how proposed travel will make possible the completion of your dissertation

Smith Family Fellowship Nomination Summary *Personal Financial Data Form* Page 3 of 4
(To be completed by the applicant.) This will be used to help determine the "needy" criteria of the fellowship.

Name (Last/Family) _____ First _____

Marital Status: Single Total number of people in your household: _____
 Married Number of children/dependents in
 Separated your household: _____

Household Income

This Year: January 1 – December 31, _____ (estimated income)

(write in year above)

Your Income: \$ _____ Type of employment: _____

Your Spouse's Income: \$ _____ Type of employment: _____

Other*: \$ _____ Explanation: _____

*Must include investment income, rental property income, legal settlements, inheritances, income of other members of household, etc.

Total Income: \$

Last Year: January 1 – December 31, _____ (actual income)

(write in year above)

Your Income: \$ _____ Type of employment: _____

Your Spouse's Income: \$ _____ Type of employment: _____

Other*: \$ _____ Explanation: _____

*Must include investment income, rental property income, legal settlements, inheritances, income of other members of household, etc.

Total Income: \$

Current Household Asset & Liability Information

Cash, savings, and checking accounts: \$ _____ Student loan debt: \$ _____

Real estate & investments
(do not include your primary residence): \$ _____ Mortgages/Other debt: \$ _____

Other Financial Information (Optional)

You may provide additional information about your financial status that you feel should be taken into account, e.g., monthly expenses, debt information on mortgages, loans, or other financial obligations or commitments. Please use only the space provided if possible.

