

Cyril E. Smith Trust  
**SMITH FAMILY FELLOWSHIP GUIDELINES for**  
2008-2009

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**I. BACKGROUND**

Cyril E. Smith (1900-1969) was born in Merced, California. He received his undergraduate and graduate degrees from the University of California at Berkeley. He traveled abroad extensively, both during his graduate studies and his professorial career. For instance, he spent two years in France conducting doctoral level research on the history of the University of Toulouse. While his family's financial circumstances enabled him to devote himself full-time to research, he noted his peers struggled to make ends meet. This observation became the catalyst for his vision of the Smith Family Scholarships.

During 1928, he taught at West Virginia University. He spent the depression years of 1929-33 at Louisiana State University before coming to Marquette University in 1934. He retired from Marquette in 1967.

In 1974 Dr. Smith honored Marquette graduate students in history and the humanities with the wonderful gift of a unique scholarship trust. Given in the memory of himself, Cyril, his sister Virginia, and their parents, the Smith Family Fellowship provides a stipend and travel support to doctoral level graduate students in the humanities.

**II. ELIGIBILITY REQUIREMENTS**

Marquette Attendance

Applicants must have attended the Marquette University Graduate School for a minimum of two years, including at least one year in a doctoral level humanities program. The period between the date of application and the end of the current school year may be counted as part of the same minimum two-year period.

Requirements/Senior Program Progress

Departments should only nominate students who are sufficiently far enough in their programs to have met the following requirements already, or who are certain to meet them by the August 15, 2008. The review committee will consider these prerequisites and senior program progress when ranking the nominations.

Before assuming their awards, recipients of the Smith Fellowship must have met the following requirements prior to August 15th of their award year:

- Passed their Qualifying Examinations
- Passed their Language Examinations
- Been advanced to candidacy
- Have an approved Doctoral Program Planning Form on file in the Graduate School
- Have an approved Doctoral Dissertation Outline on file in the Graduate School
- Have registered for courses or continuous enrollment by August 15, 2008.

If the above requirements have not been met by August 15th of the award year, the start of the fellowship will be delayed. If these requirements have not been met by the close of fall late registration, the fellowship can be canceled.

**Note: The Department of History frequently appoints fellows who are scheduled to complete their qualifying examinations in early September. These students will not be disadvantaged or disqualified. Rather, their fellowships will begin when they have completed all of the stated program requirements.**

Research Topic

Applicants must have a well-defined research topic that will necessitate travel out of state to another city or country. Their research statement should include the rationale of the research topic, necessity for travel, and a time-task-location chart.

Employment

Since the Smith Family Fellowship is intended to provide for full-time study, additional outside employment is not allowed. Except for the period of travel, Fellows are expected to be full-time resident students.

Second-Year Awards

Smith Family Fellowship recipients from a previous year may reapply for a second (but not a third) year of support on a competing basis. Renewals are not automatic and the committee will consider the progress made during the first year when reviewing second year nominations.

### III. CRITERIA FOR SELECTION

The applicant must demonstrate that he or she is worthy, deserving, and in need of the Smith Family Fellowship.

- Worthy:** A graduate student who demonstrates academic excellence, based upon past records and future potential for success.
- Deserving:** A graduate student who has earned the recognition, respect, and support of fellow graduate students and teachers.
- Needy:** A graduate student who clearly needs financial support in order to attain his or her dissertation research objectives. The criterion of need is especially important. If students or reviewers are in doubt about whether an application will qualify, they should contact the Graduate School for advice, but it is our understanding that the Trustees will not respond favorably when there are substantial resources available to a student's household.

Fellowships are awarded in recognition of outstanding prior academic achievement, promise of future academic excellence, and successful completion of studies to date.

### IV. NUMBER OF AWARDS TO BE MADE

The precise number of fellowships to be awarded each year will depend upon the earnings of the trust, the amount of the stipends, and travel costs. It is expected that 4 to 5 awards will be available to qualified applicants.

The Trust has always been interpreted to give a preference to history, Cyril Smith's own department. However, students in history must meet all criteria for selection listed above, and be competitive with other applicants.

### V. APPLICATION PROCESS AND DEADLINE

The Smith Family Fellowship Application consists of four separate but interrelated parts: (1) the four-page Smith Family Fellowship Nomination Summary, (2) the Project Narrative, (3) a curriculum vitae, and (4) three letters of recommendation.

1. The Smith Family Fellowship Nomination Summary is a four-page document that is to be completed by the applicant and the department. The forms are available to departments in the Graduate School office and online at <http://www.grad.mu.edu/finaid/forms.shtml>. The Graduate School can also provide departments with copies of the forms on disk, or with an electronic copy sent as an attached file to an e-mail. Send your requests to Thomas Marek in the Graduate School: [thomas.marek@marquette.edu](mailto:thomas.marek@marquette.edu).

2. The Project Narrative should be limited to five single-spaced, typed pages. Do not print in less than 12 point font. Use ALL of the following sub-headings in the final narrative draft:

- Dissertation Summary:** Briefly describe what is proposed for the doctoral dissertation. Explain why this project has scholarly significance.
- Travel Rationale:** Describe why travel support is essential to the conduct of this project. Could this project be done without Smith Family Fellowship support?
- Travel Itinerary:** Indicate precisely where travel is proposed, the research objectives at each location, and the duration of each visit. The travel does not have to be for the entire academic year; in fact, it can be brief, but it must be, and must be shown to be, essential for the dissertation.
- 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 are capped at \$3,000. Estimates totaling more than \$3,000 will be returned to the applicant for revisions. See page 4 of the guidelines for an example of an acceptable format for the estimate of travel expenses. Good use of

travel money is encouraged, such as traveling “off peak”, after the school year has begun. Students should not expect their fellowships to pay for all of their travel costs. They are expected to use their monthly stipends for general living expenses and personal costs. Travel costs that qualify for reimbursement include:

- Transportation costs (airfare, auto rental, train, etc.)
- Lodging
- Meals

Examples of expenses not covered include passport/visa costs, books, museum admissions, postage, phone charges.

Additionally, second-year nominees should specifically address the progress made since the start of their first fellowship.

3. The curriculum 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. The letters of recommendation should come from three professors (from Marquette or elsewhere) who are familiar with the applicant's academic background and have expertise in his or her subspecialty area. They should comment on the significance of the dissertation research and its likelihood of completion (worthy criterion). They should indicate the applicant's professional status among peers and the professors (deserving criterion). They should comment on the criticalness of financial aid to the conduct of this project (need criterion). Finally, for second-year nominees, at least one letter must address the progress made since the start of the first fellowship.

The completed application materials should be submitted to the applicant's department chair by November 15, 2007. The department will internally review the applications and forward by--

**4:00 p.m., Thursday, December 6, 2007** a maximum of three nominees to the Graduate School.

The scholarship review committee consists of representatives from the departments of History, English, Philosophy, and Theology. The Committee shall forward recommendations to the Graduate School for review and transmittal to the Smith Trustees for final acceptance. Normally, Smith Family Fellowship recipients are announced by February 15.

## **VI. FINANCIAL ARRANGEMENTS**

The Smith Family Fellows will receive an annual stipend equal to that of level B teaching assistants. The stipend for 2008-09 will be about \$13,650. Reasonable travel costs will also be covered, usually up to \$3,000. A typical award package may average approximately \$16,650. Stipends will be paid over a 10-month period, beginning August 1, 2008 and ending May 31, 2009. These amounts are subject to change based on the amount of the gift received from the Smith Trust.

The fellowship will pay for students' continuation course fees for fall and spring semesters only. It will not pay for tuition charges for either courses or dissertation credits.

The Smith stipend is money received to cover living expenses and is considered to be taxable income for the student. Travel money received may also be considered taxable income. The individual's tax preparer should be consulted for current regulations.

## **VII. FINAL TRAVEL REPORT**

Smith Family Scholars are expected to prepare a two-page report summarizing their scholarly travel experiences. This report should briefly restate the objectives and accomplishments of the research travel. This report will be forwarded annually to the Cyril E. Smith Trustees. This report should be countersigned by the dissertation advisor and forwarded to the Graduate School by May 1, 2009. The final stipend check will not be issued until the report is received.

**Example of Requested Format for Smith Travel Fellowship  
Estimate of Travel Expenses for  
Jane P. Student, History Department**

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**2008-09 Trip:** Connecticut - England - Switzerland  
**Price estimates supplied by:** Gallivant Travel, Inc., Milw. WI

**Destination:** Yale Library, New Haven, CT

**Trip Dates:** October 1, 2008 - October 15, 2008

**Expenses:**

Roundtrip Air Milwaukee - Boston	U.S. Air	\$260.00
Roundtrip Ground Boston - New Haven	Greyhound	\$ 80.00
Lodging/Meals Connecticut	15 days @ \$40/day	\$600.00

**Destination:** British Museum, London

**Trip Dates:** January 6, 2009 – April 14, 2009

**Expenses:**

Roundtrip Chicago - London	United	\$600.00
Bus/Cab Transportation England		\$150.00

**Destination:** Bibliotheca Bodmeriana, Geneva

**Trip Dates:** April 15, 2009 – April 30, 2009

**Expenses:**

Roundtrip London - Dover - Calais	Bus/Ferry	\$200.00
Roundtrip Dover - Geneva, Switzerland	Eurail	\$250.00
Lodging/Meals Switzerland		\$700.00

Miscellaneous

(Photocopies, library cards) \$100.00

**Total Estimated Expenses:** **\$2,940.00**