



Graduate School On-line Awards System Tutorial

Student Nomination Info For Continuing Fellowships

Questions – contact:

Marvin L. Hackert

*Associate Dean of Graduate Studies
Director - Graduate School Fellowship Programs
(232-3604; m.hackert@austin.utexas.edu)*



Mary Alice Davila

*Fellowship Coordinator
(232-3603; madavila@austin.utexas.edu)*



**Note: We will update these tutorials as we receive feedback on how to improve them.*

Continuing Fellowship Nominations

The Graduate Coordinator (GC) or Graduate Adviser (GA) will initiate the nomination process for a student nominated for a Graduate School Continuing Fellowship by entering the students UT EID.

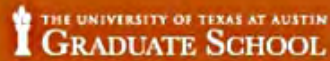
The Graduate Student will receive an email from the Awards System informing them they are being considered for nomination for a GS Continuing Fellowship with a link to the application to supply their nomination information. (8 step process)

- 1) Enter UT EID
- 2) Verify their directory contact information (update if necessary)
- 3) Enter names & email addresses of 3 references
- 4) Enter list of awards and honors
- 5) Complete financial assessment form
- 6) Answer a few, short questions
- 7) Upload their personal statement and CV
- 8) Certify and submit

Continuing Fellowship Nominations

GS Continuing Fellowship for 2011 - 2012

Awards System



Admins Only - TEST and QUAL only - Proxy as a user and fill out an application.

Please enter an applicant EID:

Step 1: Enter student's UT EID

Student Information Form

Letters of Recommendation

Previous Awards, Honors and Financial Assistance

Financial Assessment

General Questions

Supporting Documents

Certification

Student Information Form

Admins Only - TEST and QUAL only - Proxy as a user and fill out an application.

Please enter an applicant EID:

Personal and Academic Information

Name:

UT EID:

Citizenship: U. S. Citizen

Residence: Non-Resident Of Texas

Graduate Major : Biochemistry

Graduate Adviser:

Classification: Doctoral

Contact Information

Please verify the following information.

Email address: @MAIL.UTEXAS.EDU

Local Address: Greystone Dr Apt 1

Local City/State/Zip: Austin, TX 78731-

Local Phone Number: ()

Permanent Address: Greystone Dr Apt 1

Permanent City/State/Zip: Austin, TX 78731-

Permanent Phone Number: ()

Step 2: Student verifies their student information on file in system.

GS Continuing Fellowship for 2011 - 2012

Awards System



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Letters of Recommendation

Previous Awards, Honors and Financial Assistance

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Supporting Documents

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Please enter an applicant EID:

The individual you have asked to serve as a reference for you should be thoroughly familiar with your work and able to authoritatively the scholarship and research in your field of study.

* Information marked with an asterisk is required.

* Reference 1

Prefix:

* Full Name:

* Title:

* Organization:

Step 3: Student fills in names of up to three references and their email addresses – reference writers will be automatically contacted for letters.

* Reference 3

Prefix:

* Full Name:

* Title:

* Organization:

* Email:

* Status of Reference Request

When requests for letters of reference are entered, you will have the choice of sending them immediately or waiting until your application is complete.

- Send requests now
- Send requests when I submit this application

* Reference Waiver

I wish to waive my right of access to the letters of reference provided in support of this application.

- Yes, I waive my rights
- No, I do not waive my rights

**Step 3 (cont'd) :
Student fills in
names of up to
three references
and their email
addresses –
reference writers
will be automatically
contacted for
letters.**

GS Continuing Fellowship for 2011 - 2012

Awards System



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Letters of Recommendation

Previous Awards, Honors and Financial Assistance

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General Questions

Supporting Documents

Certification

Previous Awards, Honors and Financial Assistance

Admins Only - TEST and QUAL only - Proxy as a user and fill out an application.

Please enter an applicant EID:

**GS Step 4:
Student lists
their previous
fellowships,
awards and
honors.**

Previous UT Fellowships

Name	Year	Amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00
<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00
<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00

List all other honors, awards, fellowships, scholarships, and assistantships received.

Name of Award	Grantor	Year	In recognition of	Award amount (if applicable)	Award received while at UT?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> .00	<input type="button" value="v"/>

Student Information Form

Letters of Recommendation

Previous Awards, Honors and Financial Assistance

Financial Assessment

General Questions

Supporting Documents

Certification

Financial Assessment

Admins Only - TEST and QUAL only - Proxy as a user and fill out an application.

Please enter an applicant EID:

Please estimate your financial resources for the **current academic year**.

* Questions marked with an asterisk are required. Enter a zero if you have no resources of the type requested. Enter whole numbers only; no decimals or commas.

Current Academic Year Estimated Financial Resources

Income:* \$.00

Savings/cash on hand:* \$.00

Educational loans:* \$.00

Grants:* \$.00

Expected summer earnings available for school:* \$.00

Parental support:* \$.00

Spousal income:* \$.00

Other scholarships/fellowships to be received:* \$.00

Other financial support:* \$.00

Source of other financial support:*

Number of dependents you have:*

Please indicate the total amount of the loans you have already received to finance your undergraduate and graduate education.

Total debt:* \$.00

* I certify that the financial information above is complete and accurate. I understand that should any of this information be incomplete or inaccurate, I will be ineligible to receive a University Fellowship, and I will return all funds awarded on the basis of false or incomplete information. If my financial situation changes, I will promptly notify the Directors of the University Fellowships Program.

Step 5: Student completes the financial assessment form.

Student Information Form

Letters of Recommendation

Previous Awards, Honors and Financial
Assistance

Financial Assessment

General Questions

Supporting Documents

Certification

General Questions

Admins Only - TEST and QUAL only - Proxy as a user and fill out an application.

Please enter an applicant EID:

go

* Responses to questions marked with an asterisk are required.

* 1. Degree sought:

- Ph.D.
- M.S.
- M.A.
- Other

Step 6: Student answers a few, short general questions.

* 2. Name of supervising professor (if you have one), else enter "NA":

* 3. Estimated date of graduation:

- Spring 2012
- Summer 2012
- Fall 2012
- Spring 2013
- Summer 2013
- Fall 2013
- Spring 2014
- Summer 2014
- Academic year 2014-2015
- Academic year 2015-2016 or beyond

Step 6 (cont'd): Student answers a few, short general questions.

[« go back](#)

save

save & continue

Student Information Form

Letters of Recommendation

Previous Awards, Honors and Financial Assistance

Financial Assessment Certification

General Questions

Supporting Documents

Supporting Documents

Admins Only - TEST and QUAL only - Proxy as a user and fill out an application.

Please enter an applicant EID:

* Documents marked with an asterisk are required.

* C.V.

CV: List education and degrees earned; honors and awards; publications and conference presentations; research and professional experiences; professional society memberships; service and outreach.

Document status:

* Personal statement

Statement of Purpose: Describe your current scholarly pursuits in some detail. If you are at an early stage in your studies, describe your program of work and topic(s) of interest. If you are more advanced in your research program, describe the topic, your approach to this topic, and why you feel this is a significant project in some detail. Write for an educated, but lay, reader.

Document status:

**Step 7:
Student
uploads their
CV and
Personal
Statement.**

GS Continuing Fellowship for 2011 - 2012

Awards System



Student Information Form

Letters of Recommendation

Previous Awards, Honors and Financial Assistance

Financial Assessment

General Questions

Supporting Documents

Certification

Certification

Once you have completed all required information, you may submit this form. You will be able to view a copy of the application materials once they are submitted, but you will no longer be able to make changes.

* Responses to questions marked with an asterisk are required.

* I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of this nomination. I agree to notify the proper officials of any changes in the information provided.

**Step 8:
Student
certifies and
submits their
information for
fellowship
nomination
consideration.**

« go back

save changes

submit application to your department