

INSTRUCTIONS FOR HISTORY FACULTY RECOMMENDERS 2019-20 GRADUATE DIVISION CENTRAL FELLOWSHIPS

Step-by-Step Instructions

1. Read fellowship descriptions on Graduate Division's website :[GOF/GRMP](#), [HRA](#), [DISS](#), [PRES](#)
2. Consult with your graduate student(s) about which fellowship(s) they should apply for.
3. If a student is applying for more than one fellowship, you need only write ONE letter. If you write a single letter, **DO NOT NAME SPECIFIC FELLOWSHIPS**. Simply state that you are nominating your student for a Graduate Division Central Fellowship. If you wish, you may tailor individual letters to specific fellowships, in which case each letter should mention the specific fellowship. See guidelines for letter content below.
4. Give your letter(s) to Rhiannon by **9:00am on Monday, March 11, 2019**. Scan or hard copy (no staples, no envelopes, no folding necessary; no double-sided, use paper clips for multi-page letters).

Guidelines for Letter Content

Your letter should address the following:

- **Relationship to applicant**: Describe how long you and in what capacity (e.g. committee chair) you have known the applicant.
- **Project**: Address significance, feasibility, contributions to the field, etc., in terms accessible to reviewers outside the discipline. Address how an award will allow the student to focus on their dissertation.
- **Timeliness**: At what stage is the student in his/her doctoral study? Is this the appropriate time in the student's career to apply for a fellowship? If applying for a dissertation fellowship, indicate the applicant's ability to set and meet a reasonable timetable for the completion of the dissertation. How realistic is completion within the timetable?
- **Applicant**: Discuss the applicant's academic record, qualifications and scholarly promise; indicate how he/she compares to other students you have supervised or are currently supervising. If possible, use percentile or tier rankings to quantify the student's performance and promise relative to other students you have worked with.
- **Diversity**: If the student is applying for one of the campus merit/diversity fellowships (Graduate Opportunity Fellowship, Graduate Research Mentorship Program) indicate how s/he will contribute to university and community diversity (see the GOF/GRMP fellowship cover sheet for additional details).
- **Other fellowship-specific information**: If the student is applying for the Graduate Opportunity or the Graduate Research Mentorship fellowship, be sure to mention your role as mentor.