iSchool Ph.D. Fellowship Nomination Process

passed 1/6/2010 by the Ph.D. Committee

* If a student needs the iSchool to nominate them for a fellowship or award, the student or their faculty advisor should contact the Ph.D. Chair and the iSchool Ph.D. Fellowship Contact Person, who is either (1) the Research Services Coordinator, for external (non-UW) fellowships/grants or (2) the Ph.D. Academic Advisor for UW fellowships/grants, providing information about that fellowship/award (URL, etc.).
* The student or faculty member should notify the Chair and the iSchool Ph.D. Fellowship Contact Person as soon as possible. If notification is less than 3 weeks prior to the fellowship/award deadline, see below.\*\*
* The Ph.D. Chair sets an internal deadline for any interested iSchool student to apply to the Ph.D. Committee. This internal deadline would normally be a minimum of 2 weeks prior to the fellowship/award deadline.
* The iSchool Ph.D. Fellowship Contact Person notifies all students about fellowship/award and internal deadline.
* Interested students must inform the Chair and the iSchool Ph.D. Fellowship Contact Person immediately if they are interested in applying.
* If students apply after the internal deadline, their applications will not be accepted, unless there is no internal competition.
* If more students want to apply for the fellowship/award than the School may nominate (i.e., there is competition for the iSchool nomination), the following process takes place:
* Students submit their application material (their essay or statement only) to the Chair & the iSchool Ph.D. Fellowship Contact Person. If the fellowship/award application is long, the Chair may ask students for a shorter application.
* The PhD Committee determines the finalists.
* Research Services Coordinator is notified and works with procedural aspects of the nomination process.

\*\*In any case in which circumstances do not fit the guidelines above and a selection must take place, the Ph.D. Chair will formulate a process and communicate that process to the student, the AA/Research Services Coordinator, the faculty advisor, and the Ph.D. Committee.