2014-15 Recruitment Awards Competition Instructions

The University Graduate School is pleased to provide instructions for our **2014-15 recruitment awards** competition. Below is an outline of steps for the nomination process and submission of documents. Graduate departments that are required to forward their nominations to their deans of graduate education (i.e. School of Education, School of Optometry- no longer needed for the College of Arts and Sciences) should contact them for information regarding any internal procedures and deadlines. All recruitment award nominations must be completed and submitted no later than **4 pm, Friday, February 7, 2014**.

Instructions for recruitment award nominations:

Please read through all the instructions in preparation for the nomination process.

1. You will need to collect the following materials for all Recruitment Award nominations (in this order):
   a. Nomination and Ranking Form
   b. Admission application with all supporting documents (i.e. Project 1000 application, statement of purpose, transcripts, letters of recommendation, official test scores)
   c. Supporting Statement (a brief statement which lists how the candidate you are nominating is outstanding; how well they are matched to your department or program, etc.
   d. Funding Template (detailed funding/financial plan); or the completed EOF student application form
   e. Departmental Diversity Plan

2. You will need to collect the following materials for current IU students for the EOF competition (in this order):
   a. Nomination and Ranking Form
   b. Completed EOF student application form. NOTE: The Funding Template (detailed funding/financial plan) is not needed for EOF student nominations.
   c. Unofficial IU student transcript
   d. Supporting Statement (a brief statement which lists how the candidate you are nominating is outstanding; how well they are matched to your department or program, etc.
   e. Departmental Diversity Plan

3. Nominations, along with all required material need to be submitted online through SharePoint, https://www.sharepoint.iu.edu/sites/UGSAwardsAndFellowships/default.aspx. **Please note:** If you do not upload the file as instructed, it will be deleted and you will be asked to resubmit. Instructions for submitting nominations in SharePoint can be found on the main page of the site, "Fellowship Training Guide".

Friendly reminders:

* According to the national agreement of the Council of Graduate Schools, students must be given until April 15 to accept the offer of a fellowship or any other financial aid offer.