

GUIDELINES FOR THE PREPARATION OF NOMINATIONS FOR DELYTE AND DOROTHY MORRIS DOCTORAL FELLOWSHIPS

The primary purpose of the Delyte and Dorothy Morris Doctoral (Morris Doctoral) Fellowships is the recruitment and support of **new** doctoral students of the **highest** quality. Thus, the fellowship program is not intended for students who are already enrolled in doctoral programs at SIUC, although such students continue to be eligible for the regular doctoral fellowship program.

Morris Doctoral fellows must possess the credentials of very promising scholars as indicated by letters of recommendation, and evidence of significant potential for research and scholarships. They must, therefore, surpass the minimum qualifications necessary for a regular doctoral research fellowship at SIUC.

Stipends and Tenure of Awards

The Morris Doctoral Fellowship is a five-year financial support package. The Graduate School provides a research fellowship award for the first three years and the department provides a graduate assistantship for the last two years. The stipend amount for this award package is \$20,000 annually, with an annual \$1000 book/travel allowance for the term of the research fellowship award. A tuition scholarship will be awarded for fall, spring and summer semesters for the term of the award.

Fellowship recipients will be assigned a ten-hour per week research assignment that will provide professional development opportunities for the student and be of value to the department. The research assignment will be consistent with the student's educational objectives. The Department Chair will determine the research assignment and monitor the student's progress. A fellowship covers full tuition (nine hours in summer) and provides a stipend for living expenses. Fellowship recipients are required to register for a minimum of nine (9) graduate credit hours for fall and spring semesters and three (3) graduate credit hours for summer. Please note that an audited course does not count toward the registration requirement for fellows. Fellowship recipients may not accept employment inside or outside of the University.

Tax Information

Fellowship stipends are paid through the university's payroll system which requires income taxes to be withheld. Fellows will fill out the Employee's W-4 Withholding Allowance Certificate form (W-4 form) as part of the research fellowship award packet. Information on taxation of fellowship awards can be found in [IRS Publication 970: Tax Benefits for Education](#) (PDF).

MINIMUM ELIGIBILITY CRITERIA

1. Must have an overall undergraduate grade-point average of at least 3.25, or a grade point average for the last two years in the bachelor's degree of 3.5 (A= 4.0); **and**
2. If prior graduate study has been undertaken, must have an overall graduate grade point average of at least 3.7 (A = 4.0); **and**

3. Must have a score in the 75th percentile or higher on a standard test such as the GRE, MAT, or GMAT; **and**
4. May not already be enrolled in a doctoral program and may have no previous enrollment at SIUC.

In the competition for Morris Doctoral Fellowships, the nominees must be U.S. citizens, or permanent residents of the USA. In addition, preference will be given to those who have not previously enrolled in a graduate program (direct post-baccalaureate entry).

Students already enrolled at or having previous enrollment at SIU are not eligible for the Morris Doctoral Fellowship. This is in accord with action taken by the Graduate Council in fall of 1984. This was done in an attempt to meet the original intent of the program, which is to recruit outstanding students from outside SIUC.

Students with bachelors and masters degrees are both eligible if the doctoral degree granting department which nominates the student certifies that the student is a doctoral track student in the department. What this means is that if the nominating department certifies that the student, although officially admitted to a masters program, is indeed a doctoral track student, the department may nominate such a student for a Morris Doctoral Fellowship.

Since you may be nominating some of the same people for both Morris Doctoral and regular fellowships, we ask that you prepare separate nomination dossiers—although, obviously, copies of some of the same supporting documentation may be placed in both. Also, we ask that you rank order your nominees independently within each competition.

In preparing your Morris Doctoral Fellowship nominations, please follow these guidelines:

Deadlines

Friday, 4:00 p.m., January 29, 2010:	Deadline for submission of fellowship materials to the Graduate School.
Friday, February 26, 2010:	Fellowship offers are to be announced.
Thursday, April 15, 2010:	Deadline for acceptance of offers.

Preparation of Nominations

Nomination materials are routed among the members of an evaluation committee; therefore, each student's dossier must be complete in and of itself. Although a student who has not completed all steps in the admission process to the Graduate School and the Department may be nominated, there must be sufficient documentation (transcripts, letters of recommendations, test scores) to ensure that the student is fully admissible and fully qualified. Only nominees whose materials are complete will be considered in the competition.

A completed nomination dossier consists of the following, in the **order listed**:

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1. One (1) copy of the MORRIS DOCTORAL FELLOWSHIP APPLICATION.
 - a. Fully completed by the student or by the Department; please check to make sure data is up-to-date.
 - b. Department completes section "For use by Department":
 - 1) Indicate the specific award for which the student is being nominated.
 - 2) Provide the signature of Department Chair or Director of Graduate Studies, date, and name of department making the nomination.
2. Departmental cover letter from Department Chair or Director of Graduate Studies, indicating:
 - a. Name of student.
 - b. Departmental ranking. The rankings of the nominee relative to other Morris Fellowship nominees; e.g., '1 of 2,' '2 of 2.' etc.
 - c. Departmental certification of doctoral level. Department must certify that the student is either:
 - 1) Officially entering the doctoral program as a direct post-baccalaureate entry, accelerated entry, or with a master's degree; or
 - 2) Entering the master's program, and is certified as a 'doctoral track' student.
 - d. Name of school(s) from which bachelor's degree/master's degree were received:
 - 1) Bachelor's institution
 - 2) Master's institution
 - e. Undergraduate GPA. Overall undergraduate GPA or GPA for last two years of bachelor's degree.
 - f. Graduate GPA, if any.
 - g. Required Test scores. (Xerox a copy of the report of scores for the GRE, MAT, or GMAT and attach.)
 - h. Citizenship. Indicate whether nominee is a U.S. citizen or permanent resident.
 - i. Basis for nomination as Morris Doctoral Fellow. Give any special information regarding nominee's background, grades, test scores, evidence of scholarship,

etc., which show the candidate to be an outstanding student of great promise. Include such factors as the academic quality of the program from which the student received his or her degree(s), any special accomplishments, and evidence of a commitment to advanced study and scholarship.

3. Three letters of recommendation.

These should be from persons who are familiar with the nominee's academic record and who are qualified to judge his or her promise for success in graduate studies. These letters may be copies of those already received in the department in support of the nominee's application for admission to the program; however, it may be preferable to have new letters specifically written to support the fellowship nomination.

These letters should make reference to one or more of the following characteristics/skills: communication, creativity, explanation (a reason or cause for some phenomena or finding), motivation, planning, professionalism and synthesis (those skills that facilitate the development of an expert domain of knowledge structures). The letters should accompany the nomination; they should not be sent separately to the Graduate School.

4. Standardized Test Scores (required)—Please attached a copy.

5. Transcripts—Please attach a copy of all. (This eases the processing of papers for the evaluation committee.)