

SEARCHING TIPS FOR FELLOWSHIP OPPORTUNITIES



Who is eligible for Funding? There are awards available for **ALL** graduate students whether you are just entering a Master's program, are working at the dissertation level of your Ph.D., or transitioning into a Post-Doctoral research appointment. With the right tools and basic skills you can be successful in acquiring fellowships. Extramural fellowships not only supplement the cost of your graduate education but they are very important to the professional development of your career, whether academic or non-academic. Though it may seem like a lot of additional work to apply for extramural funding, the payoff is well worth the effort.

Before you start searching the web, it's best to organize your thoughts and define your goals.

- **Type of program:** Are you looking for fellowship money for living expenses or grant funds to cover a research project? Possibly a summer internship that offers a living stipend or travel funds.
- **Personal Characteristics:** Consider personal characteristics such as sex, age, ethnic group, residence, honors, and publications. Some fellowships are regional. Others are local. Community organizations like Rotary, Altrusa, Kiwanis, and the Optimist Club may also have very organized graduate scholarships for students from their communities. Graduate fellowships are frequently offered by college honor societies, fraternities, and sororities. Contact the national offices of organizations to which you belong to find out if you are eligible.
- **Field of interest:** As concise as possible, define your field of interest. Make a list of possible keywords that apply to your topic.
- **Project location & duration:** Where would you like to conduct your research and how long will it take to complete the project?
- **Project purpose:** How does the project contribute to your academic requirements? How does it fulfill the sponsor's goal? Sponsors welcome applications from qualified graduate students whose research and academic careers match the cause to which they are dedicated.
- **Amount of funds -** Are you looking for an award that will cover all your fees and living expenses, or are you looking for supplementation to help defray the costs of research? Many sponsors offer awards between \$250 and \$1,000. If you are new to the game, you might want to start out small with awards in the form of essay prizes, research supplements, or tuition assistance. There are many small grants that are ideal for new graduate students, which can be a stepping stone for larger awards later in your career and are a good investment in your future. When you apply for a large dissertation-level award, the sponsor will see that you have been through the competitive process and are an experienced researcher.

Begin the Search

CHECK DEADLINE DATES

The most common reason that an application is denied is **failure to meet the deadline date**. Summer is a great time to begin your search. The absence of coursework and teaching affords you the extra time to search for just the right award that fits your needs without worrying about imminent deadlines. **Nearly 65% of all grant deadlines fall between November and March** and the average turnaround time from application to acceptance runs six to nine months.

Fellowship Resources on the Internet

Web sites with Search Engines for all-disciplines

Use the Office of Research Affairs web site to access search engines at www.ora.ucr.edu. You can either click on “Research and Development” Tab, then click on “Funding Search Engines” or on the home page, scroll to the bottom of the blue menu on the left, click on “Funding Opportunities”. This will take you to the following search engines:

InfoEd International (SPIN)	http://spin2000.infoed.org/new_spin/spinmain.asp
FundSource	http://www.decadeofbehavior.org/fundsource/index.html
UCLA GRAPES	http://www.gdnet.ucla.edu/grpinst.htm
Fastweb Scholarship Search Site	www.fastweb.com/
Illinois Researcher Information Service (IRIS)	http://www.library.uiuc.edu/iris/
Cornell Fellowship Notebook	http://cuinfo.cornell.edu/Student/GRFN/
Notre Dame University Graduate Fellowship	http://www.grad.nd.edu/gfd/

Popular Agencies & Foundations

The Department of Education fellowships:	http://www.ed.gov/about/offices/list/ope/iegps/index.html
Jacob K. Javits Fellowships (Nov. Deadline)	http://www.ed.gov/programs/iegpsjavits/index.html
Fulbright-Hays Doctoral Dissertation Research Abroad	http://www.ed.gov/programs/iegpsddrap/index.html

National Science Foundation	www.nsf.gov OR www.fastlane.nsf.gov/
Department of Defense Science & Engineering	www.asee.org/ndseg/
Ford Foundation Int'l Fellowship Program (IFP) & Ford Foundation Fellowships	www.fordfound.org
Fannie & John Hertz Foundation Fellowships	www.hertzfoundn.org
U.S. Environmental Protections Agency	http://es.epa.gov/ncer/
American Indian Graduate Center Fellowships	www.aigc.com
Woodrow Wilson International Center for Scholars	http://wwics.si.edu/
National Academies	http://www.nationalacademies.org/opportunities
Social Science Research Council (SSRC)	http://www.ssrc.org/fellowships/
National Physical Science Consortium	http://www.npsc.org
Student Employee Graduate Student Research Fellowship (SEGRF)	
Lawrence Livermore Lab & UC	http://segrf.llnl.gov/index.lasso
U.S. Geological Survey Home Page	http://www.usgs.gov/
U.S. Government Printing Office	http://www.access.gpo.gov/
American Society of Mechanical Engineers	http://www.asme.org/education/enged/aid/scholar.htm

America-Israel Cultural Foundation	www.aicf.org	
American Council of Learned Societies	www.acls.org	
American Institute for Architects	www.aiaonline.com	
Commonwealth Fund	www.cmwf.org	
The Foundation Center's Home Page	http://www.fdncenter.org/	
UC President's Postdoctoral Fellowship Program	http://www.ucop.edu/acadadv/ppfp/	Mid-November
UC Biotechnology Program	http://ucdiscoverygrant.org/welcome.asp	Jan/Feb
UC Toxic Substances Research and Teaching Program (UC TSR&TP)	http://www.tsrtp.ucdavis.edu/	January
Pacific Rim Research Program	http://www.ucop.edu/research/pacrim/	December
UC Humanities Research Institute	http://www.uchri.org/	January
UC POSTDOCTORAL SCHOLARSHIPS		
UC GRADUATE SCHOLARSHIPS		
UC GRADUATE FELLOWSHIPS		
The National Academies	http://www.nationalacademies.org/grantprograms.html	
California Student Aid Commission Home Page	http://www.csac.ca.gov/default.asp	
Albright Institute of Archaeological Research Educational & Cultural Affairs (ECA) Fellowships	http://www.aiar.org/	
Assoc for Women in Science (AWIS) Educational Foundation	http://www.awis.org/ed/ed_foundation.htm	
The Library of Boston Athenaeum	http://www.bostonathenaeum.org/	
The David Library of the American Revolution	http://www.dlar.org/#Research_Fellowships	
Applied Social Issues Internship Program	http://www.spssi.org/	
McNeil Center for Early American Studies	http://www.mceas.org/	
Institute of Historical Research – Mellon Fellowships	http://www.history.ac.uk/awards/mellon.html	
Mellon Fellowships for Dissertation Research through CLIR	http://www.clir.org/fellowships/mellon/mellon.html	

Minorities and Minority Serving Institutions:

Tribal Colleges and Universities Program (TCUP)

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5483

National Science Foundation – Education and Human Resources (EHR)

<http://www.nsf.gov/dir/index.jsp?org=EHR>

The Louis Stokes Alliances for Minority Participation Program (**LSAMP**)

Alliances for Graduate Education and the Professoriate Program (**AGEP**)

Centers of Research Excellence in Science and Technology (**CREST**)

EFFECTIVE COMMUNICATION

Writing the proposal is the key ingredient to a successful application. How you express yourself and the appearance of the proposal is very important. This is your chance to present your ideas and show what makes you stand out as an individual. Your proposals should clearly establish a link between your project and the interest of the sponsor. Keep in mind the following tips as you prepare and revise your proposal:

- Use short sentences whenever possible.
- Vary sentence length within paragraphs to avoid monotony.
- Do not use a big word when a smaller word will do.
- Leave out bureaucratic prose and unnecessary jargon.
- Keep in mind who will be reading the proposal and write it expressly for that reader. You may wish to ask for samples of successful proposals in order to get an idea of what is appealing to a particular organization.
- Keep your proposal as short as possible. An effective length is usually under ten pages.
- Before writing, outline your proposal from start to finish, and then outline each section of the proposal.
- After writing, ask yourself these questions;
 - Does the first sentence of each paragraph introduce the main idea?
 - To test for logical continuity, read the first sentence of each paragraph in sequence.
 - Does the resulting paragraph make sense?
- Have someone outside your field read your proposal. Can he or she understand it?

VISUAL APPEARANCE

The visual appearance of your proposal can be an important aid in convincing a funder to actually read your proposal. Remember to use double-spacing when writing a proposal. If you squish all your sentences together without double-spacing, the whole page can appear as one dark mass --an uninviting appearance. Who would want to read it, especially when they may have dozens or hundreds of other proposals to wade through?

Vary the appearance of the printed page by using:

- **Boldface type;**
- Subheadings and underlines to set off logical division;
- Arrows, charts, and indentations where appropriate.

Remember that you are selling your project, and making your proposal attractive is an essential ingredient for a sale. On the other hand, avoid colored paper, elaborate typefaces, glossy covers and fancy binders. These gimmicks can convince a funder that you waste money on frills. You want to appear sober and responsible, while at the same time presenting an attractive and readable proposal.

Pitfalls to Avoid in the Application Process

The Most Common Errors Made in Research Proposals and Applications:

Ineligible Proposal - The research subject falls outside of explicit program guidelines.

Failure to persuade the funder - It is your job to convince the funder of what you want to do, why you are qualified to carry out your research design and why the topic is meaningful and of interest to the funder.

Deadlines weren't met - It is your responsibility to ensure that materials are promptly submitted.

Instructions were not followed - Be sure to answer all questions on form and read carefully. Assume that instructions and questions are included for specific purposes and are not arbitrary.

Lack of Clarity - Proposal is too wordy or too long. Jargon may be overused or misused.

Vagueness - The funder is not convinced that the applicant knows what s/he wants to investigate. This is often indicated by the vagueness in the research questions posed or even the absence of research questions within the abstract and/or the body of the proposal.

Weak recommendations - be sure to ask for recommendations from faculty who are familiar with both the content of the proposal and your qualifications.

Budget problems - lack of specific information about expenses; unrealistic costs; improper hidden expenses;

Omitted or irrelevant supplementary materials - Applicant neglected to include supplementary materials (e.g., abstracts, charts, tables) to support the application OR provided a surplus of supplements. Applications can fail when they *overwhelm* rather than *convince* the reviewer.

Sloppy presentation - Neatness counts! Your proposal represents you to the selection committee. The grant making organization may infer an incoherent mind from a scattered or messy proposal.

Information in this packet has been compiled from the following sources:

"The Grant-Seeking Process," by Risa Sodi and Andrea Leskes, in *Peterson's Grants for Graduate Study*, pp. 7-28
How to Get Money for Research, by Mary Rubin, The Feminist Press.
Advising Services, University of California, Davis, CA
Grad Grants Center, Indiana University, Bloomington, CA