

Fellowship Preparation & Submission Quick Reference Guide

BEFORE YOU START (6-12 Months Prior)

- Research fellowship programs thoroughly
 - Verify eligibility requirements (credentials, experience, deadlines)
 - Identify your mentors and recommenders early
 - Review previous award recipients' profiles
 - Assess your competitiveness honestly
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APPLICATION MATERIALS CHECKLIST

Core Documents

- CV/Resume (updated, formatted consistently)
- Cover letter/Personal statement
- Letters of recommendation (typically 2-4)
- Transcripts/Degree verification
- Writing sample(s)
- Research proposal/Project description
- Diversity statement (if required)

Supporting Materials

- Publications list
 - Awards/Honors documentation
 - Financial information (if applicable)
 - Headshot/Professional photo
 - References contact list
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TIMELINE FOR SUCCESS

4-6 Months Before Deadline

- Request recommendation letters (provide clear guidance)
- Draft personal statement
- Gather all required documents
- Have mentors review materials

2-3 Months Before Deadline

- Revise and refine all written materials
- Multiple rounds of feedback
- Create organized submission folder

1 Month Before Deadline

- Final proofreading
- Test submission portal access
- Verify all requirements met
- Submit recommendation letters reminder

1-2 Weeks Before

- Final check of all materials
- Submit early if possible
- Keep backup copies

WRITING TIPS

<u>Material</u>	<u>Key Focus</u>
Personal Statement	Authentic narrative, career goals, fit with fellowship
Research Proposal	Specific, achievable, innovative, clearly articulated
Cover Letter	Compelling opening, unique value, specific program alignment
CV	Reverse chronological, relevant accomplishments, metrics

RECOMMENDER GUIDANCE

Provide each recommender with:

- Deadline date and submission portal info
- Your CV and personal statement
- Fellowship description and priorities
- Specific areas to address
- 2-3 sentences on your fit

Golden Rule: Give them at least 4 weeks notice

APPLICATION PORTAL BEST PRACTICES

- Create account early
- Read ALL instructions carefully
- Verify file formats and size limits
- Use clear, professional filenames
- Test attachments open correctly
- Don't hit submit until 100% ready
- Screenshot confirmation page

COMMON MISTAKES TO AVOID

- ✗ Generic or unfocused personal statements
- ✗ Typos, formatting inconsistencies
- ✗ Missing deadline (submit early!)
- ✗ Poor quality recommendation letters (bad recommender choice)
- ✗ Vague research proposals
- ✗ Exceeding word/page limits
- ✗ Ignoring specific program requirements
- ✗ Last-minute submissions

POST-SUBMISSION

- Record submission confirmation details
- Note decision notification date
- Document login credentials securely
- Don't contact program unless instructed
- Prepare for interviews (if applicable)

INTERVIEW PREP (If Selected)

- Research panelists/interviewers
- Prepare 2-minute pitch
- Practice common questions
- Have examples ready

- Prepare thoughtful questions
 - Mock interview with mentor
 - Dress professionally
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RESOURCES TO BOOKMARK

- Official program website
 - Fellowship guidelines/rubric
 - Sample successful applications
 - Mentor contact information
 - Writing center resources
 - Program FAQ/Help desk
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FINAL REMINDERS

- ✓ **Authenticity** beats perfection
 - ✓ **Specificity** matters
 - ✓ **Deadlines** are firm
 - ✓ **Feedback** is essential
 - ✓ **Early submission** reduces stress
 - ✓ **Multiple applications** increase odds
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Last updated: [Date]

For program-specific questions? contact: [Fellowship office]