

General Award Nomination Guidelines

The Executive Committee of the Graduate Board will select the recipients for all assistantships, fellowships, and scholarships. Awards will be based upon departmental recommendations and academic performance, including previous GPA(s); the JWDRF award has additional criteria. All pertinent information must be included with each nomination.

1. Nominations should be submitted through the appropriate electronic nomination form by the graduate coordinator and must include:
 - a. An electronic nomination form (umaine.edu/graduate/facultystaff-resources/financial-awards-nominations/).
 - b. A letter of support (see specific award documentation for further instructions). Letters of support must describe the reasons for nominating the student, should not exceed 450 words (600 words for JWDRF), and must be specific to the student and to the award for which they are nominated.
 - c. See additional specific award requirements in the attached documentation.
2. Students may not hold more than one fellowship or assistantship without explicit permission from the Graduate School.
3. All nominees must be admitted to the Graduate School as regular, full-time graduate students at the time of nomination. See additional requirements regarding award eligibility.
4. Awards become effective for the Fall 2024 semester. In special circumstances, some 12 month awards (i.e. Waldron) may begin July 1, 2024.
5. Nomination deadlines are noted for each individual award.
6. Recipients of awards will receive tuition coverage for a maximum of nine (9) graduate credit hours (400-600 level) at the University of Maine each semester. Recipients must remain full-time students for the duration of the award. Doctoral students who have passed their comprehensive examinations (the Notification of Comprehensive Examination form must be on file with the Graduate School indicating their admission to candidacy) may register for one (1) credit hour per semester and be considered full-time students. All others must register for at least six (6) credit hours per semester to be considered full-time students.
7. Three of the awards: 1) Atlantic Provinces Scholarship, 2) Trustee Tuition Scholarship, and 3) Thurgood Marshall Scholarship offer only tuition support. The Graduate School recognizes that occasionally it is necessary to combine resources to provide competitive funding for a graduate student. If stipend support becomes available, and there are no other tuition benefits associated with the stipend funds, a department may petition the Graduate School in writing for permission to allow the student to earn a stipend and keep the scholarship award. **The intent of this provision is to promote the identification of additional sources of support for graduate students, not to eliminate tuition costs from grant budgets.** Students may not receive a Graduate School assistantship or fellowship stipend and an additional stipend award without permission from the Graduate School.

Award Nomination Checklist

- ☐ Have you read over the nomination guidelines?
- ☐ Did you include the nominee's 'Student ID' number?
- ☐ Does the letter of support include required information based on the specific award?
- ☐ Have you created one PDF with all supporting documents **in the required order and correct file name convention** for that specific award?

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Janet Waldron Doctoral Research Fellowship (JWDRF)

Award Details

Number to be awarded: 2-3 (5 total awards offered for 1-2 years)

Limit: 2 nominations per unit

A minimum of two (2) Janet Waldron Doctoral Research Fellowships (JWDRF) are available in academic year 2024-25 to be awarded by the Graduate School, designed to stimulate research and scholarship at UMaine as measured by a research productivity and doctoral-degree graduate rate.

The award recipient will receive: a stipend of \$26,667 (12 monthly installments of \$2,222.25); a tuition waiver for up to nine (9) credit hours for the fall and spring semesters, up to 1 (one) credit in summer 2024; and half of the cost of the University of Maine Health Insurance Policy for Graduate Assistants/Fellows.

The JWDRF is intended to provide up to two years (24 months) of support for doctoral students to assist in completion of their degrees. **Support for the second year is contingent upon budget availability and success in meeting productivity goals. JWDRF recipients and their advisors are required to submit an interim report in the spring of the first year and a final report at the end of the fellowship period.**

Recipients must register for a minimum of six (6) credit hours per semester unless they have passed their comprehensive examinations, in which case they may register for at least one (1) credit hour per semester.

Eligibility

The JWDRF is open to all full-time doctoral students, regardless of discipline, who have completed at least two years as a full-time doctoral student at UMaine by the time the award is received.

Nomination Procedure

All electronic nomination forms must include in one (1) pdf file the following documents **in the order listed below**:

- Letter of Support:
 - Written collaboratively by the student's advisor and graduate coordinator
 - An explanation of how JWDRF award will enhance the productivity of student, faculty member, and graduate program
 - A statement of the measures of award success (what will indicate appropriate success toward JWDRF goals at the end of each fellowship year?)
- Dissertation Abstract:
 - Written by the student
 - Not to exceed 450 words
- Student's CV
- Faculty's CV

The pdf file should have the following naming convention: JWDRF_ StudentLastNameFirstName _AcademicProgram.pdf.

Selection Process

Awards will be distributed competitively based on the selection criteria listed below. The Graduate Executive Committee, chaired by the Associate Vice President for Graduate Studies and Senior Associate Dean, and including the Assistant Vice President for Research and five elected members from the Graduate Board.

Selection Criteria

- (1) Janet Waldron Doctoral Research Fellowships are open to full-time doctoral students who have completed at least two years as a full-time doctoral student at UMaine by the time that the award is received. This policy will allow the faculty sponsor to explicitly address student performance and the potential of the student to fulfill the award expectations. Preference will be given to students who have been admitted to candidacy or shown other evidence of having a high likelihood of completing the degree.

- (2) Fellowships are intended to enhance research productivity. Therefore, faculty advisors should explain how the addition of the research fellowship will impact specific performance indicators that are applicable to the discipline in which the student is receiving the degree. Preference will be given to students in areas that have demonstrated a commitment to doctoral education through leveraging of existing research grants and teaching assistantships for the support of doctoral students.
- (3) Fellowships are intended to improve our national standing among public research universities by increasing the annual number of doctorates graduated and by generating more external funding. To achieve these goals, the Fellow must intend to be a full-time student for the term of their doctoral studies. Preference will be given to faculty sponsors with a track record of receiving external support and of timely completion of their doctoral students. Doctoral Research Fellowships cannot extend past the sixth year of full-time doctoral studies at UMaine, as degree completion would be expected by that time.
- (4) Fellowships will typically start on September 1, although an exception request to begin the fellowship on July 1 may be considered. By March 15 of the first year of JWDRF support, the faculty advisor must submit a report on fellowship-related activities to the Dean of the Graduate School, and the faculty advisor must certify that a fellow is making satisfactory progress toward the doctoral degree. After certification, fellowship funds will be made available for the second year. If the report is not provided, or if the Dean of the Graduate School deems the activities to be inadequate, the remaining award may be forfeited.
- (5) Fellowship support is to be used in consecutive semesters. Interruptions in use of the award will result in the forfeiture of the affected semester(s) unless a request for interruption is approved by the Dean of the Graduate School.
- (6) The advisor or department of the fellow has the option within the above constraints to provide additional supplementary funding if available. However, fellows may not take on more than 10 hours per week of additional employment of any kind above the fellowship commitment. Ideally, any additional employment should be related to the student's dissertation topic.
- (7) Fellows should acknowledge the Janet Waldron Doctoral Research Fellowship in publications including web pages, whether copyrighted or not, by either an authorship footnote or an acknowledgment of support.

Nominating Unit Deadline

All nominations must be submitted by the Unit's Graduate Coordinator through the Graduate School website (umaine.edu/graduate/facultystaff-resources/financial-awards-nominations/) by **Monday, December 18, 2023, at 4:30PM EST**. Students or advisors must contact the Graduate Coordinator of their unit for internal nomination deadlines.

Notification

Award winners will be announced no later than Wednesday, January 31, 2024, via email with copies to the student's advisor and graduate program coordinator.

Susan J. Hunter Teaching Assistantship (SJHTA)

Award Details

Number to be awarded: 3-4

Limit: 2 nominations per unit

SJH Teaching Assistants will be required to teach one lower division course (400 or lower) normally scheduled to be taught by a member of the Graduate Faculty for Fall 2024 or Spring 2025, and the Graduate Faculty member (or departmental colleague) must agree to teach a graduate class (a one-credit graduate seminar or full graduate class) that otherwise would not have been taught in the Fall 2024 or Spring 2025 semester.

The Graduate School also expects that any funding intended to support the SJHTA will be awarded to another student. If an SJHTA recipient holds a Chase, or Waldron fellowship, the winner must relinquish one of the awards. The award recipient will receive: a stipend of \$10,000 (4 monthly installments of \$2,500 for fall, or 5 monthly installments of \$2,000 for spring); a one (1) credit tuition waiver for the Fall 2024 or Spring 2025 semester; and half of the semester cost of the University of Maine Health Insurance policy for Graduate Assistants/Fellows.

Eligibility

Intended for doctoral students regardless of discipline who plan a career that involves college or university teaching and who have passed their comprehensive exams and advanced to candidacy. Preference will be given to doctoral students who have participated in CITL's Graduate Teaching Academy.

Nomination Procedure

All electronic nomination forms must include in one (1) pdf file the following documents **in the order listed below**:

- Letter of Support:
 - Written collaboratively by the student's advisor and graduate coordinator
 - Includes the names and numbers of the course what will be taught by the nominee and the course that will be taught by a unit faculty member
 - A brief explanation of the mentoring plan for the student
- Teaching Philosophy:
 - Written by the student
 - Not to exceed 450 words
- Student's CV

The pdf file should have the following naming convention: SJHTA_StudentLastNameFirstName_AcademicProgram.pdf.

Selection Process

Awards will be distributed competitively based on the selection criteria listed below. The Graduate Executive Committee, chaired by the Associate Vice President for Graduate Studies and Senior Associate Dean, and including the Assistant Vice President for Research and five elected members from the Graduate Board.

Selection Criteria

Evaluation will be based on: the student's record; unit need for the additional teaching (both undergraduate and graduate courses); nominee's potential for teaching and the role of teaching in the student's career aspirations; and letter of recommendation.

Nominating Unit Deadline

All nominations must be submitted by the Unit's Graduate Coordinator through the Graduate School website (umaine.edu/graduate/facultystaff-resources/financial-awards-nominations/) by **Monday, December 18, 2023 at 4:30PM EST**. Students or advisors must contact the Graduate Coordinator of their unit for internal nomination deadlines.

Notification

Award winners will be announced no later than Wednesday, January 31, 2024, via email with copies to student's advisor and graduate program coordinator.

Chase Distinguished Research Assistantship (CDRA)

Award Details

Number to be awarded: 5

Limit: 1 nomination per unit

Five (5) research assistantships awarded annually with: a stipend of \$20,000 (doctoral) for the academic year (nine monthly installments of \$2,222); a tuition waiver for up to 18 (eighteen) credits, distributed over the fall and spring semesters; and half of the cost of the University of Maine Health Insurance Policy for Graduate Assistants/Fellows. Recipients must register for a minimum of six (6) credit hours per semester.

Eligibility

CDRA nominations are limited to doctoral students who have completed at least one year of graduate study at the University of Maine prior to being nominated. Preference will be given to doctoral students who are nearing completion of their degrees.

Nomination Procedure

All electronic nomination forms must include in one (1) pdf file the following documents **in the order listed below**:

- Letter of Support:
 - Written collaboratively by the student's advisor and graduate coordinator
 - An explanation of the importance of the proposed research and provides the student's anticipated graduation date
- Research Prospectus:
 - Written by the student describing in layperson's terms, a research plan that is directly associated with the student's thesis/dissertation. For students in non-thesis programs, a description of the practical application of their work as laid out in his/her Program of Study
 - Not to exceed 1,000 words
- Student's CV

The pdf file should have the following naming convention: CDRA_StudentLastNameFirstName_AcademicProgram.pdf.

Selection Process

Awards will be distributed competitively based on the selection criteria listed below. The Graduate Executive Committee, chaired by the Associate Vice President for Graduate Studies and Senior Associate Dean, and including the Assistant Vice President for Research and five elected members from the Graduate Board.

Selection Criteria

Selection for this award will be based on graduate GPA, Letter of Support, Research Prospectus, and the student's record of scholarly achievement. Preference will be given to doctoral students and those who are working on their thesis or dissertation.

Nominating Unit Deadline

All nominations must be submitted by the Unit's Graduate Coordinator through the Graduate School website (umaine.edu/graduate/facultystaff-resources/financial-awards-nominations/) by **Monday, December 18, 2023 at 4:30PM EST**. Students or advisors must contact the Graduate Coordinator of their unit for internal nomination deadlines.

Notification

Award winners will be announced no later than Wednesday, January 31, 2024, via email with copies to the student's advisor and graduate program coordinator.

Atlantic Provinces Graduate Tuition Scholarship

Award Details

Number to be awarded: maximum of 3

Limit: 2 nominations per unit

Three (3) tuition scholarships are available (see below for eligibility). The award recipient will receive: a tuition scholarship for up to eighteen (18) credits for the Academic Year. **Awards may be renewable for a second year if the student remains in good standing, and the graduate coordinator contacts the Graduate School to request an extension of the scholarship.**

Eligibility

Available to Canadian citizens who are graduates of the colleges and universities of the Atlantic Provinces and Quebec.

Nomination Procedure

All electronic nomination forms must include in one (1) pdf file the following documents **in the order listed below**:

- Letter of Support:
 - Written by the graduate coordinator
 - Describe the reasons for nominating the student
 - Should not exceed 450 words
 - Must be specific to the student and to the award for which he/she is nominated
- Student's CV

The pdf file should have the following naming convention: Atlantic_StudentLastNameFirstName_AcademicProgram.pdf.

Selection Process

Awards will be distributed competitively based on the selection criteria listed below. The Graduate Executive Committee, chaired by the Associate Vice President for Graduate Studies and Senior Associate Dean, and including the Assistant Vice President for Research and five elected members from the Graduate Board.

Selection Criteria

Selection for this award will be based on graduate GPA, Letter of Support, and the student's record of scholarly achievement.

Nominating Unit Deadline

All nominations must be submitted by the Unit's Graduate Coordinator through the Graduate School website (umaine.edu/graduate/facultystaff-resources/financial-awards-nominations/) by **Friday, February 2, 2024 at 4:30PM EST**. Students or advisors must contact the Graduate Coordinator of their unit for internal nomination deadlines.

Notification

Award winners will be announced by Friday, March 29, 2024, via email with copies to student's advisor and graduate program coordinator.

Trustee Tuition Scholarship

Award Details

Number to be awarded: 17-19

Limit: 3 nominations per unit

The award recipient will receive: up to eighteen (18) credits for the Academic Year.

Eligibility

Available to all full-time registered graduate students not supported by other scholarships, fellowships, or assistantships.

Nomination Procedure

All electronic nomination forms must include in one (1) pdf file the following documents **in the order listed below**:

- Letter of Support:
 - Written by the graduate coordinator
 - Describe the reasons for nominating the student
 - Should not exceed 450 words
 - Must be specific to the student and to the award for which he/she is nominated
- Student's CV

The pdf file should have the following naming convention: Trustee_StudentLastNameFirstName_AcademicProgram.pdf.

Selection Process

Awards will be distributed competitively based on the selection criteria listed below. The Graduate Executive Committee, chaired by the Associate Vice President for Graduate Studies and Senior Associate Dean, and including the Assistant Vice President for Research and five elected members from the Graduate Board.

Selection Criteria

Selection for this award will be based on graduate GPA, Letter of Support, and the student's record of scholarly achievement.

Nominating Unit Deadline

All nominations must be submitted by the Unit's Graduate Coordinator through the Graduate School website (umaine.edu/graduate/facultystaff-resources/financial-awards-nominations/) by **Friday, February 2, 2024 at 4:30PM EST**. Students or advisors must contact the Graduate Coordinator of their unit for internal nomination deadlines.

Notification

Award winners will be announced by Friday, March 29, 2024, via email with copies to student's advisor and graduate program coordinator.

Thurgood Marshall Tuition Scholarship

Award Details

Number to be awarded: 1-3

Limit: 2 nominations per unit

The award recipient will receive: up to eighteen (18) credits for the Academic Year.

Eligibility

Available to all full-time registered graduate students whose; socioeconomic background, prior academic or work experience, and/or graduate educational interests would bring a unique perspective to The University of Maine community. Preference is given to individuals from groups that have been traditionally underrepresented at The University of Maine.

Nomination Procedure

All electronic nomination forms must include in one (1) pdf file the following documents in the order listed below:

- Letter of Support:
 - Written by the graduate coordinator
 - Describe the reasons for nominating the student
 - Should not exceed 450 words
 - Must be specific to the student and to the award for which he/she is nominated
- Student's CV

The pdf file should have the following naming convention: Thurgood_ StudentLastNameFirstName _AcademicProgram.pdf.

Selection Process

Awards will be distributed competitively based on the selection criteria listed below. The Graduate Executive Committee, chaired by the Associate Vice President for Graduate Studies and Senior Associate Dean, and including the Assistant Vice President for Research and five elected members from the Graduate Board.

Selection Criteria

Selection for this award will be based on graduate GPA, Letter of Support, and the student's record of scholarly achievement.

Nominating Unit Deadline

All nominations must be submitted by the Unit's Graduate Coordinator through the Graduate School website (umaine.edu/graduate/facultystaff-resources/financial-awards-nominations/) by **Friday, February 2, 2024 at 4:30PM EST**. Students or advisors must contact the Graduate Coordinator of their unit for internal nomination deadlines.

Notification

Award winners will be announced by Friday, March 29, 2024, via email with copies to student's advisor and graduate program coordinator.