
Procedure **Bertha Morton Fellowships / Scholarships**

Procedure Number: 303.10
Date Adopted: 1978
Last Revision: 2/17/10; 10/12/11; 3/20/13, 4/26/17, 12/4/19
Approved by: Graduate Council

I. Nomination Deadline: The Deadline is the first Friday in February for students to submit an application to the department. The Deadline for the department to submit letters of support to the Graduate School is the first Friday in March. Fellowships (if awarded) are \$5000 and Scholarships are \$3000 each. To be eligible for nomination, a student must be admitted to a graduate program, and enrolled for the upcoming fall semester. Late or incomplete applications will not be considered. No supplementary materials will be considered, the personal statement is limited to 500 words, and nominating documents should make no reference to or comparison with other nominees. The Graduate Council will evaluate and ranks all nominations for scholarship or fellowship awards based on letters of recommendation provided for general scholarship, students personal statement, and the student's academic record and accomplishments in one or more of the following areas:

1. Honors and awards
2. Professional certifications and credentials
3. Research, creative scholarship, and other academic activities and achievements
4. Work experience
5. Professional, university, and community activities and achievements

Note: Student recipients of an award are eligible to apply for a second award but only on the merits of work not already considered for the first award.

II. Department/Program Nominations (edited 10/12/11)

1. Faculty in the departments and schools will review the submitted applications and choose which applicant(s) to nominate based on the number allowed by the Graduate School, which is based on enrollment numbers. The department will then submit a letter of nomination (per student suggested preference indicated in their application)
2. Units able to nominate recipients of the Bertha Morton Fellowship/Scholarship are (a) departments and (b) programs that are interdepartmental with no one home for the program, e.g., Wildlife Biology. All programs that fall within one department will follow

the respective department nomination procedures.

3. Nominations from each department / program are based upon the formula:

- One nominee for up to 20 enrolled students
- Two nominees for up to 40 enrolled students
- Three nominees for up to 60 enrolled students
- Four nominees for up to 80 enrolled students
- Five nominees for up to 100 enrolled students
- Six nominees for over 100 enrolled students

Department/programs may not trade nominees with other department/programs.

4. The Graduate School will maintain a master list of departments/programs on campus eligible for nominations to the fellowship/scholarships and re-evaluate the quantity of nominations from each department / program in annually and share that information on the last week of fall semester through an announcement sent to each department/program soliciting nominations for the Bertha Morton Fellowships/Scholarships. During this annual re-evaluation, new departments on campus or new interdisciplinary programs will be added to the master list.

The list will include the department/program name, number of graduate students, and number of nominations allowed, e.g.,

Department/Program Name	Number of Grad Students	# Nominees
Mathematics	29	2

III. Notice of Deadlines and Awards

1. The Graduate School will send notice to Graduate Students and departments the last week of fall semester and the first week of spring semester.
2. All candidates will be notified no later than April 15th regarding the status of the application.

IV. Graduate Council Screening Procedure (edited 04/26/2017)

Step 1: Initial Screening

Each subcommittee (Humanities, Sciences, Social Sciences, and Schools) will review all nominations in their area. Each application should receive a score from 1 to 5 by each group member using the following anchors: 1 (strongly not recommended for award), 2 (not recommended for award), 3 (moderately recommended for award), 4 (recommended for award), 5 (strongly recommended for award and consider for fellowship). In making the ratings the applicants are evaluated in relation to their type of graduate program (Masters or Doctoral level); raters may also take into account the applicant's year in the program. Each applicant is

then assigned an average score. The subcommittee will then rank its applicants (based on the average scores), so that each application has an average score and is ranked in order of the average score. Priority shall be given to those that have not received a previous Bertha Morton award in the ranking process. The subcommittee will bring forward up to the top **50%*** to the whole committee, along with the applicants' average scores.

The scores will be tabulated by Graduate Council to determine the top, middle and bottom candidates. The middle candidates will then be discussed by the Council or a subgroup made up of one representative from each subcommittee.

At the discretion of the Council, one or more fellowships may be awarded to outstanding applicants. If more than one candidate is deemed outstanding but funding is limited, then the top ranked candidates (at most one from each group) will be reviewed and ranked 1(weak)-5(strong) by every member of Graduate Council. The scores will be averaged to determine the successful fellowship candidate(s).

Step 2: Final Screening

The top **20*** nominations will receive the award. The nominations ranked **21-40*** will each be discussed. An additional **10*** will be chosen to receive the award.

*Note: the numbers 50%, 20, 21-40, and 10 are approximate and will be recalculated annually based on the number of awards, the number of applicants, and overall differences in the averages of the reviewers.