

# 2012 Instructions on Applying for Scholarships and Awards Offered by the Indiana University Department of Biology

## Steps in the Application Process

- Applicant should email Kathy Wyss ([kwyss@indiana.edu](mailto:kwyss@indiana.edu)) to request a secure Oncourse drop box and to tell her who will be writing your recommendation letter.
- A secure Oncourse drop box will be created for the applicant and another one will be created for the applicant's recommender. Each will receive an email with a link to his or her drop box. Neither can access the other's drop box.\*
- Obtain the **scholarship application form**: <http://www.bio.indiana.edu/undergraduate/awards/index.shtml>. Fill out the application form, save the completed document, and then upload it to your assigned drop box.
- Assemble the materials required for your application.
- Upload your completed application packet to your drop box. Exception: the faculty recommendation letter must not be placed in the applicant's drop box.
- Upload only **one** version or copy of your application packet, even if you apply for multiple scholarships.
- If you apply for multiple scholarships, ask your recommender to submit only **one** letter of recommendation. Do not request separate letters for each award. (See additional details about recommendations on page 2.)
- Questions? Contact Kathy Wyss at [kwyss@indiana.edu](mailto:kwyss@indiana.edu).

## Required Application Materials

- A completed scholarship application form.
- A résumé.
- A one-page personal statement describing:
  - Your career goals.
  - Your academic interests.
  - Your qualifications for the award.
  - Financial need (see details on page 2).
  - Any other information required in the award description. For example, the Biology Undergraduate Research Award and the Fox Glen Research and Education Award require an applicant to include a copy of the research paper that he or she wrote. Others ask applicants to provide a budget for field work, demonstrate financial need, or mention any volunteer or extracurricular work they have done. (See additional details on page 2.)
- One letter of recommendation from a faculty member. The letter must be submitted separately to the drop box that was assigned to that professor. Exception: the Indiana Daffodil Society requires that applicants for their scholarship provide two letters of recommendation.

## Application Deadline and Award Notifications

- **Applications are due by February 13, 2012, at 3:00 p.m.** An incomplete application packet could result in ineligibility, so be sure to submit all required materials before then.
- Award recipients will be notified by email after spring break.
- Applicants who did not receive awards will also be notified via email after spring break.
- Where appropriate, recipients will be expected to write notes of appreciation to the donors who established these scholarships. Thank-you cards will be provided.

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\*See a demonstration on adding materials to your secure Oncourse drop box:  
[http://www.indiana.edu/~ittrain/oncourse/feature\\_demos/dropbox\\_student.htm](http://www.indiana.edu/~ittrain/oncourse/feature_demos/dropbox_student.htm).

## Answers to Commonly Asked Questions

### Requirements for Letters of Recommendation

- Each letter of recommendation is due by February 13, 2012, and should be uploaded to the drop box assigned to the recommender. Applicants should not see these letters.\*
- Only faculty members may submit letters of recommendation. Graduate Students and Associate Instructors cannot write recommendations for these awards. If there are special circumstances, please contact Kathy Wyss (kwyss@indiana.edu).
- A student applying for an award that requires previous research experience, must ask his or her faculty research mentor to write the recommendation. If you worked closely with a Graduate Student or other lab member, ask that person to share his/her impressions of you with the faculty research mentor, so that those impressions can be included in the letter.
- The Biology Undergraduate Research Award and the Fox Glen Research and Education Award require that a research paper be submitted with your application. In these cases, your letter of recommendation must be from your faculty research mentor AND the letter must describe your contribution to the paper (including what percent of the research is yours).
- Be sure to **request your recommendation letter at least several weeks in advance** to guarantee submission by the February 13 deadline. Do not submit the letter yourself — the faculty member must do so.

### How to Demonstrate Financial Need

- If financial need is a criterion to be eligible for an award for which you are applying, you must include a **financial need statement** in your application packet. Make sure to include information regarding:
  - **Percentage of your education** funded through work, parents, scholarships, grants, loans, etc.
  - **Any financial hardships** that you are experiencing (such as illness, divorce, or loss of a job).
- You may submit a separate statement of financial need with your application packet, or you may include this information in your personal statement. A FAFSA is not necessary, although you can submit one if it is helpful.
- Even if an award does not require financial need, **it is always useful to state your financial need, if any.**

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