

Biology Graduate Student Applications Procedures

Please follow the steps below to complete your application CNS Scholarship application for this year (<https://financialaid.colostate.edu/csu-scholarship-application-csusa/>). (*Important Note: If you are only applying to the Stavros Family Fund Scholarship, you can skip straight to step 3*)

Step 1. The general application on CSUSA. In order to be considered for CNS Scholarships this year, we recommend you complete the goals statement and explain any special circumstances regarding your financial situation/ need for scholarships (this will potentially allow you to be eligible for scholarships outside the department). It is our recommendation that you ignore everything else in the general application.

Step 2. The supplemental application. As a graduate student, there are three important steps that you must follow in the CNS Supplemental Application section:

1. **Respond to the research fellowship and scholarship prompt.** In response to this prompt, please provide a statement detailing your current or proposed research. You do not need to include a budget here, but you will need to provide a budget in your application to the department (see step 3 below).
2. **Respond to the prompt asking you to describe your dedication to teaching.** Follow the prompt as written.
3. **Submit your application materials.**

*All of the above must be done by **11 pm on MARCH 1** for you to be considered for an award, but you are not done yet!!!*

Step 3. Send a CV, budget, and 1- 2 page proposal to Kristen (kristen.ruegg@colostate.edu) by 11 pm on March 1st. Please make sure that the subject line of this email reads exactly like this: **Graduate Scholarship Application Yourlastname**

In order to be considered for a departmental graduate award you must create a single pdf with the file name **Yourlastname_theawardsyouareapplyingfor.pdf** that includes the following documents:

1. Your CV
2. A 1–2-page document that includes:
 - a. The awards you are applying for at the top of the page.
 - b. A section describing how you have met the specific necessary qualifications for the award.
 - c. A short 2-page research proposal including relevant background information, your main research questions, and an explanation of your long term (for your

thesis) and short-term (what you will do with the award) goals. This can follow the format of a NSF predoc or other short proposal.

3. A budget with a budget justification describing how you plan to use the funds (e.g., summer stipend, lab expenses, travel, a semester off from teaching). Please base your budget on last year's award amounts, even though they may vary.

All three of these steps must be followed by all graduate students applying for departmental scholarships.