



Nomination Guidelines Important Dates and Procedures Lilly Graduate Fellows Program

Important Dates for 2016-2017

September, 2016	Devise or revise plan for nominating up to three Nominees
October 14-16, 2016	Annual LFP National Conference: Explanation of Program, Design of Nomination Process; Question/Answer with LFP Staff, Friday, October 14, 2016.
November 15, 2016	LGFP Nominations Due
January 17, 2017	Student Application Deadline
March 30-April 1, 2017	Interview Weekend, Indianapolis
June 1, 2017	Acceptance of Fellowship Due
July 31-August 3, 2017	Inaugural Conference, Indianapolis, IN

Nomination Procedures

Nomination Process

The Nomination Process must involve the means for identifying students or recent graduates applying to graduate school and then a way of identifying from among those students who best to put forward as nominees. Recall that students with bachelor's degrees as far back as April, 2012, are eligible. (Please see the brochure for eligibility.) Nomination procedures might fall into one of the three following models:

Model 1: If you represent a school that expects to identify few nominees, a nomination committee consisting of the network representatives and pertinent administrators should canvass deans or heads of humanities and arts departments to determine and then contact potential nominees. If those students agree to be nominees, their names would then be sent to the LFP office by November 15.

Model 2: If your school already has a process for identifying and nominating students for nationally competitive fellowships like the Rhodes, the Marshall, and others, this same process or committee could oversee the selection of nominees for the Lilly Graduate Fellows Program, provided that those involved in this process understand the aims and mission of the LFP and the Graduate Fellows Program.

Model 3: If you anticipate having a large pool of potential nominees, the network representatives and pertinent administrators will need to establish a competitive process for determining the nominees. This process might include canvassing department heads or deans to determine which students are applying for graduate school in humanities or the arts, then creating a committee and process for evaluating application materials such as those listed in the accompanying brochure along with writing samples and the like. Through a series of cuts, a final group of three nominees would be submitted to the LFP office by November 15.

Nomination Submission

1. Please submit your nominations to the LFP office via e-mail at lillyfellows.program@valpo.edu . If for some reason the transmission fails to go through, please fax the nominations to 219-464-5496 or submit the nominations via U.S. mail. If you must fax or mail the nominations, please alert us by phone (219-464-5317).

2. Please include the following information regarding the nominees:

- ◆ name
- ◆ e-mail address
- ◆ campus mail address
- ◆ permanent address
- ◆ phone number (campus, cell, or permanent, at whichever one we can reach the student)
- ◆ month and year of graduation.

3. If students have already submitted letters of recommendation for your selection process, please mail or fax those letters of recommendation to the LFP office. We will inform the nominees that we already have these letters.

4. Please let us know the number of students who competed for the fellowship at your school if that number exceeded three.