**Application Prep**

**August-September-October**

- **Student Applicant**
  - Identify host center/institute
  - Submit materials required by center/institute
  - Inform center/institute of program’s internal deadline & contact info
  - Arrange for faculty mentor
  - Provide letter writers with links to instructions
  - Ensure that all letters of support/endorsement and all required materials reach applicant’s program

- **Student’s Advisor(s)**
  - Advisor(s) provides letter of support to applicant’s program

- **Faculty Mentor**
  - Mentor provides letter of support to applicant’s program

- **Center/Institute**
  - Program Deadline (Varies; determined by each program)
  - Receive nomination forms
  - Arrange for U-wide faculty committee to select recipients

- **Graduate School**
  - Grad School Deadline: Nov 12
  - Submit electronic nomination to Graduate School IDF administrators
  - Receive, review & organize materials for electronic nomination form

- **Student’s Program**
  - Establish program’s internal deadline & contact info
  - Request materials needed to determine endorsement of the applicant (may include advisor and mentor letters)
  - Director provides Letter of Endorsement to the applicant’s program

- **Award Announcement**
  - Award Announced: February, 2016
  - Submit electronic nomination to Graduate School IDF administrators
  - Notify programs and center/institute directors of outcomes

**Questions? Visit z.umn.edu/idfellowship, email gradoii@umn.edu or call us at 612-624-0890**