



2014-2015 Keith Taylor
Marco Graduate Student Promise Award

Eligibility Criteria and Nomination Process Information
for Academic Departments (English, History, Modern Foreign Languages and Literatures)

Eligibility Criteria:

- First-time enrollee in Fall 2014 in one of the Marco-affiliated Ph.D. programs at UTK (see above)
- Applicants must be admitted to the Ph.D. program by the Office of Graduate Admissions by **March 27, 2014**.
- Full-time registration required for Fall 2014 and Spring 2015 (minimum 9 hours per semester).
- Student awards shall be open to all applicants regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.
- Nominees must demonstrate both financial need and successful academic performance.
- Nominees must be recipients of assistantships of at least 25% FTE.

Nomination Process

- Academic departments (English, History, Modern Foreign Languages and Literatures) may select and submit for nomination up to **two** highly qualified graduate applicants to its Ph.D. program for Fall 2014.
- The Director of Graduate Studies should submit a completed application cover sheet (enclosed) for the nominee(s) along with a nomination statement that provides supporting information not included in the application form.
- Nominations should be submitted electronically no later than **February 15, 2014** to the Program Coordinator, Marco Institute for Medieval and Renaissance Studies at marco@utk.edu.
- The Riggsby Director of the Marco Institute will contact the nominated students to request further materials (scholarly agenda essay, transcripts, resume). Student materials should be submitted directly to the Marco Institute no later than **March 5, 2014**.
- A fellowship committee composed of Marco faculty members will review all eligible nominations, and the award will be made on the basis of that review.
- Awards will be announced by **March 27, 2014**.
- The Director of the Marco Institute will notify the awardee directly and will invite the DGS to do so as well. Both should convey the deadline to accept or decline the award, which is **April 19, 2014**. Awards not accepted by this deadline will be reassigned.

Please address any questions to:
Professor Heather Hirschfeld, Riggsby Marco Director, hhirschf@utk.edu or 865-974-6961



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Nomination Cover Sheet
(To be completed by the Director of Graduate Studies)

Name of Academic Department:

Nominee's Printed Name:

Date:

Director of Graduate Studies Printed Name:

Director of Graduate Studies Signature:

Cover sheet should be accompanied by a Nomination Statement in support of the candidate. Both the cover sheet and statement should be sent together by email attachment to: marco@utk.edu



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Instructions to Fellowship Nominees

The academic program to which you have applied for admission has chosen you as a nominee for the 2014-2015 Keith Taylor Graduate Promise Award through the Marco Institute for Medieval and Renaissance Studies at the University of Tennessee, Knoxville. You may participate in this competition by returning the attached application and required materials to the **Program Coordinator, Marco Institute for Medieval and Renaissance Studies, 915 Volunteer Blvd., Dunford Hall, 6th Floor, University of Tennessee, Knoxville, TN 37996. We also welcome electronic submissions by email attachment to marco@utk.edu.**

Please return completed application materials to be received **no later than March 5, 2014.**

1. **Application Form.** Complete all items required.
2. **Scholarly Agenda Essay.** Include an individualized essay of up to 750 words that explains your interest in and commitment to the study of the early periods as well as your professional goals as a researcher and teacher of these periods. In view of the fact that financial need is a consideration for the award, please add to this essay an additional statement of up to 250 words that describes your unique financial circumstances. This essay must be typed and headed with your name as it appears on the fellowship application.
3. **Resumé.** Include educational background, professional work experience, publications, organizations, certifications, and honors.
4. **Transcripts from All Previous Institutions (including UT).**

Other Information and Instructions

Before the fellowship can be disbursed, recipients of the Keith Taylor Graduate Promise Award must be properly enrolled at the University of Tennessee, Knoxville. Recipients must be admitted to UTK by March 27, 2014, to be eligible for an award.

Awardees cannot hold the Taylor Promise Award in conjunction with another University of Tennessee scholarship.

The Keith Taylor Marco Graduate Student Promise Award was established in 2011 by UTK English Ph.D. Keith Taylor to support a graduate student who demonstrates extraordinary potential for and commitment to the study of the early periods as well as financial need.



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Nominee Application Cover Sheet

Name:

Address:

E-mail:

Telephone:

Department:

I understand that official admission from the Office of Graduate Admissions to a graduate degree program at University of Tennessee, Knoxville for Fall 2014 no later than March 27, 2014 is required to be eligible for this fellowship and that all requirements for the application must be submitted for consideration in the competition. If selected, I understand that I must be enrolled as a full-time (9 hours each semester) graduate student in a degree-seeking program in Fall 2014 and Spring 2015.

Applicant Signature

Date

Complete this cover sheet and submit it with other materials (essay, resume, and transcripts) to the Program Coordinator, Marco Institute, 915 Volunteer Blvd., Dunford Hall, 6th Floor, University of Tennessee, Knoxville, TN 37996 by **March 5, 2014**. **We welcome electronic submission of materials by email attachment with appropriate signatures to marco@utk.edu.**