

## **Quantitative Theory and Methods Fellowship Guidelines** **for the 2024-2025 Fellowship Year**

**Applications Due: November 20, 2023 (11:59pm)**

The Department of Quantitative Theory and Methods (QTM) is offering a 10-15 hour a week graduate completion fellowship co-funded by the Laney Graduate School (LGS). The fellowship period is September 1st, 2024 through May 31, 2025. The graduate fellow will collaborate with QTM administration on department projects, mentorship for co-curricular experiential learning projects, undergraduate research communication, event coordination, and outreach-related activities to advance QTM's mission. The graduate fellow will also interface with faculty, other departments, and programs. The fellow will receive a 9-month stipend (September - May) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The first stipend payment will be at the end of September and the final payment will be at the end of May. The stipend will be \$27,282 paid over 9-months.

### **Eligibility**

- Applicants must be
  - fulltime students in a doctoral program, in good standing
  - in candidacy at the time of application
  - in their 7<sup>th</sup> or lower year of graduate study at the time of application
- Applicants may not previously have held an Emory completion fellowship

### **Submission Guidelines**

Applications should contain the following items:

1. A **cover letter** or **statement of purpose** (no more than 250-300 words) describing the applicant's (1) reason or reasons for applying to the QTM fellowship (2) qualifications for the fellowship and (3) potential contributions to QTM
2. A current, dated **curriculum vitae** or resume
3. An unofficial **Emory transcript**

### **Application Submission**

All nominations and applications, including supporting materials, will be uploaded using

**LaneyConnect (new application portal):**

<https://laneyconnect.emory.edu/manage/login?realm=&r=/portal/laney-connect-hub>.

The portal may not yet be active but when it is activated:

1. Select the appropriate fellowship from the list and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. And it will not save incomplete applications so please be sure to have all materials and information ready to upload/complete.
2. If you are applying for multiple fellowships, you must finish and submit one application before you can begin another.

The current plan is that in the new application portal (LaneyConnect), if you already submitted files that are standard requirements for another fellowship (e.g., transcript), you will not be submitting it

again for this fellowship. It will pull from the already uploaded file and be included in this application. This means that students only need to submit standard files only once and can focus on documents such as the 'statement of purpose' which will be specific for each of the fellowships that requires this document.

Please join us for the LGS Advanced Fellowships Webinar for more info on 10/13 (see the LGS advanced fellowships webpage). In general, even if the exact *process* of the application might be TBD, the *required files* for the application will remain consistent with the information you see listed on this guidelines document.

If you have questions about using LaneyConnect, please contact us at: [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). You will need to upload the application items **as PDF files**.

### **Evaluation Criteria**

- Organizational ability, communication skills, and potential to contribute to QTM's mission, in particular ability to mentor undergraduate students in QTM experiential learning programs
- Quality of academic performance (Preference may be given to applicants with a quantitative background)

### **Review Process**

Applications will be reviewed by QTM faculty and staff administrators. Finalists may be asked for a brief interview before the fellow is selected.

### **Terms of Fellowship**

Fellows who are awarded and accept the fellowship award agree to commit to the course teaching load or the general hours/week and responsibilities as described in the sections above. Fellows who do not uphold the requirements of the fellowship may have the fellowship revoked and may lose their funding and EUSHIP subsidy for the remainder of the fellowship term.

When applicable, this fellowship replaces other graduate school stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that funding cannot be reserved to be used in a subsequent year.

**Please note:** Unless indicated otherwise, all LGS fellowships require on-site in-person participation and completion. There are no remote options available unless explicitly indicated.

### **Award Notification**

Applicants will be notified by mid-December 2023.

### **Questions about QTM?**

Contact Lora McDonald at: [lora.mcdonald@emory.edu](mailto:lora.mcdonald@emory.edu).

### **Questions about the application portal?**

Contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu).