

**Marquette University Graduate School**  
**Cyril E. Smith Trust Smith Family Fellowship**  
**Award Guidelines**

**BACKGROUND**

Cyril E. Smith (1900-1969) was born in Merced, California. He received his undergraduate and graduate degrees from the University of California at Berkeley. He traveled abroad extensively, both during his graduate studies and his professorial career. For instance, he spent two years in France conducting doctoral level research on the history of the University of Toulouse. While his family's financial circumstances enabled him to devote himself full-time to research, he noted his peers struggled to make ends meet. This observation became the catalyst for his vision of the Smith Family Scholarships.

During 1928, he taught at West Virginia University. He spent the depression years of 1929-33 at Louisiana State University before coming to Marquette University in 1934. He retired from Marquette in 1967.

In 1974 Dr. Smith honored Marquette graduate students in history and the humanities with the wonderful gift of a unique scholarship trust. Given in the memory of himself, Cyril, his sister Virginia, and their parents, the Smith Family Fellowship provides a stipend and travel support to doctoral level graduate students in the humanities.

**AMOUNT OF SUPPORT**

The stipend will be approximately \$19,000. Reasonable travel costs will also be covered, usually up to \$4,000. Stipends will be paid over a 10-month period (August through May). These amounts are subject to change based on the amount of the gift received from the Smith Trust.

The fellowship will pay for students' continuation course fees for fall and spring semesters only. It will not pay for tuition charges for either courses or dissertation credits.

**NUMBER OF AVAILABLE AWARDS**

The precise number of fellowships to be awarded each year will depend upon the earnings of the trust, the amount of the stipends, and travel costs. It is expected that 2 to 4 awards will be available to qualified applicants.

The Trust has always been interpreted to give a preference to history, Cyril Smith's own department. However, students in history must meet all criteria for selection listed above, and be competitive with other applicants.

## **ELIGIBILITY REQUIREMENTS**

The applicant must demonstrate that he or she is worthy, deserving, and in need of the Smith Family Fellowship.

- **Worthy:** A graduate student who demonstrates academic excellence, based upon past records and future potential for success.
- **Deserving:** A graduate student who has earned the recognition, respect, and support of fellow graduate students and teachers.
- **Needy:** A graduate student who clearly needs financial support in order to attain his or her dissertation research objectives.

Fellowships are awarded in recognition of outstanding prior academic achievement, promise of future academic excellence, and successful completion of studies to date.

### Marquette Attendance

Applicants must have attended the Marquette University Graduate School for a minimum of two years, including at least one year in a doctoral level humanities program. The period between the date of application and the end of the current school year may be counted as part of the same minimum two-year period.

### Requirements/Senior Program Progress

Departments should only nominate students who are sufficiently far enough in their programs to have met the following requirements already, or who are certain to meet them by August 15 of the award year. The review committee will consider these prerequisites and senior program progress when ranking the nominations.

Before assuming their awards, recipients of the Smith Fellowship must have met the following requirements prior to August 15th of their award year:

- Passed their Qualifying Examinations.
- Passed their Language Examinations.
- Been advanced to candidacy.
- Have an approved Doctoral Program Planning Form on file in the Graduate School.
- Have an approved Doctoral Dissertation Outline on file in the Graduate School.
- Have registered for courses or Continuous Enrollment by August 15.

If the above requirements have not been met by August 15th of the award year, the start of the fellowship will be delayed. If these requirements have not been met by the close of fall late registration, the fellowship can be canceled. **Note: The Department of History frequently appoints fellows who are scheduled to complete their qualifying examinations in early September. These students will not be disadvantaged or disqualified. Rather, their fellowships will begin when they have completed all of the stated program requirements.**

### Research Topic

Applicants must have a well-defined research topic that will necessitate travel out of state to another city or country. Their research statement should include the rationale of the research topic and the necessity for travel.

### Employment

Since the Smith Family Fellowship is intended to provide for full-time study, additional outside employment is not allowed. Except for the period of travel, Fellows are expected to be full-time resident students.

### Second-Year Awards

Smith Family Fellowship recipients from a previous year may reapply for a second (but not a third) year of support on a competing basis. Renewals are not automatic and the committee will consider the progress made during the first year when reviewing second year nominations.

## **NOMINATION PROCESS**

Number of nominations allowed per department: 3.

Nominations must be made to the Graduate School by the Department Chair or Director of Graduate Studies. To nominate a student, the Chair or DGS should submit the following items to the Graduate School:

1. **The MU Grad School Uniform Application for Distinguished Fellowships and Assistantships.**  
The Uniform Application requires the following documents:
  - a. Current CV of nominee. When citing publications, clearly note if they are published, in press, or under review. Do not list publications that are in preparation.
  - b. Written statement from nominee (3-page maximum). The statement should address the student's academic work and research, its impact on the field and/or greater society, and the applicant's plans for the future.
  - c. 3 letters of support (1 from the nominator, and 2 from other faculty) speaking to the quality of the applicant's research and likelihood of future career research success.
2. **Statement of Travel** (1-page maximum): Describe why travel support is essential to the conduct of this project, and state where travel is proposed and the research objectives at each location. Finally, provide an estimate of travel expenses (most travel awards are capped at \$4,000).
3. **Statement of Financial Need** (1-page maximum): State your household income for the current year and expected income for next year. Include information about your financial status that you feel should be taken into account, e.g., savings, investments, monthly expenses, or financial obligations.

## **DEADLINE**

All nomination materials should be received in the Graduate School by 4 p.m. of the first Thursday of December. A PDF file of all documents listed above, in order, should be sent to [thomas.marek@marquette.edu](mailto:thomas.marek@marquette.edu).

**SELECTION PROCESS**

Selections will be made by a committee consisting of four faculty members from the Departments of History, English, Philosophy, and Theology.

**ANNOUNCEMENT OF DECISIONS**

Decisions will be announced by February 15.

Revised: October 14, 2016