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To: Department Chairs and Graduate Directors

Subject: Graduate School Scholar Assistantships

Instructions for nominating applicants for Graduate School Scholar Assistantship are below. This program is designed to help increase our competitiveness for highly qualified applicants to the Graduate School. The Graduate School Scholar Assistantship (GSSA) provides a one or two semester graduate assistantship and tuition waiver, with assigned duties focused solely on research, scholarship, or creative activity related to completing the thesis or dissertation. To receive the award, students must be offered a departmentally funded assistantship for the term of their graduate program. If a student declines a department assistantship, moves to a different department/program assistantship, or switches to a non-thesis degree program, he/she will be required to forfeit the award. Students in non-thesis degree programs are not eligible.

Students can choose which semester or year to use the GSSA. *If students are officially entering as master's students but the department views them as doctoral students, please note this in your nomination letter* and indicate whether the award will be for completing the masters or the doctoral degree. Funds for the GSSA will be transferred from the Graduate School to the department in the student's first year. If the student chooses to use the GSSA in a subsequent year, the department must cover the cost of the assistantship for that semester or semesters.

Departments and programs may nominate up to four (4) applicants of high quality, one (1) of whom must be a self-identified domestic diverse student. If you do not have a diverse candidate, you may nominate three (3) applicants. It is expected that nominees will represent the top10% of applicants to the Graduate School from across our graduate programs.

Nominations must be submitted to the Graduate School by 5:00 p.m. on **February 14, 2019**. The nomination guidelines must be followed and all requested information provided for the nomination to be reviewed. The Graduate School Scholar Assistantship Graduate Council sub-committee will recommend award recipients. The award recipients will be notified by letter and the department chair will be copied.

**2019-2020**  
**Graduate School Scholar Assistantships**  
**Nomination Procedures**

1. Write a nomination letter that includes the following. The letter can be copied into the GSSA form or uploaded as a PDF.
  - a. Describe the quality and character of the nominee's academic and professional accomplishments
  - b. Explain why a Graduate School Scholar Assistantship is needed to recruit this student
  - c. Describe how this nominee compares to your other nominees
  - d. Discuss any application materials that cannot be included in the GSSA application
2. Optional: Assemble any additional supporting documentation and save as a PDF file. Upload in the GSSA form. If you require students to submit video or other media, please describe these materials in your nomination letter.
3. Open the [GSSA Form](#) and complete all required information. The nomination letter can be attached or copied into a text box. Additional supporting materials can be uploaded in the form.
4. Complete a form for each nominee. Departments and programs may nominate up to four (4) applicants of high quality, one (1) of whom must be a self-identified diverse domestic candidate. If you do not have a diverse domestic candidate, you may nominate three (3) applicants.
5. Upon submitting each nomination, you will receive a copy of the submission.

Link to GSSA Form: [https://miamioh.qualtrics.com/SE/?SID=SV\\_b17JtQs8HjKabdz](https://miamioh.qualtrics.com/SE/?SID=SV_b17JtQs8HjKabdz)