## Application Procedures: Truman Scholarship

### IMPORTANT DATES AND DEADLINES - Application Year 2018-19

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date Due</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Schedule Consultation</strong> (see note)</td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Log into Truman.gov Online Application and Complete Basic Info</strong> (Q1-6 and 10-14) Application will be available beginning Sept. 1</td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>3</td>
<td><strong>Begin Drafting Application Short Answers</strong> (Q 7-9 and 15)</td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>4</td>
<td><strong>Begin Drafting Policy Proposal</strong></td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>5</td>
<td><strong>Create Emory Internal Application in CollegeConnect</strong> Available by December 3, 2018</td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>6</td>
<td><strong>Select Recommenders and Register in CollegeConnect</strong> This will provide you recommenders with instructions about which criteria they will be writing for; your recommenders must be able to comment on the content of your Short Answers (see note)</td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Request Outside Transcript(s) if applicable</strong> (see note)</td>
<td>December 2018</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Revise Short Answers and Policy Proposal</strong> Be prepared to allow time to write and receive feedback on multiple drafts from a NS&amp;FP advisor.</td>
<td>December 2018</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Follow Up with Recommenders</strong></td>
<td>December 2018</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>Internal Application Submission, Part 1: Electronic Application</strong> Complete and submit the online application at Truman.gov</td>
<td>4:00 PM December 20, 2018</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><strong>Internal Application Submission, Part 2: Submit Emory Internal Application through CollegeConnect</strong></td>
<td>4:00 PM December 20, 2018</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>Campus Interviews</strong></td>
<td>Jan 15-18, 2019</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td><strong>Nomination Decision Letters distributed</strong> (via email)</td>
<td>January 23, 2019</td>
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**IF NOMINATED**

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<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date Due</th>
<th>Complete</th>
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<tbody>
<tr>
<td>14</td>
<td><strong>Follow-up Appointment(s) and Application Revisions</strong></td>
<td>Jan 24-29, 2019</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td><strong>Final Version of Short Answers and Policy Proposal Due</strong> send to <a href="mailto:oue.nationalawards@emory.edu">oue.nationalawards@emory.edu</a></td>
<td>4:00 PM January 31, 2019</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td><strong>Final Application Deadline</strong> Resubmit revised application in Truman.gov online application</td>
<td>4:00 PM February 1, 2019</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td><strong>External Due Date: Application submitted by NS&amp;FP</strong></td>
<td>February 5, 2019</td>
<td></td>
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**Next Steps:** Finalists for the award will be notified by the Truman Foundation in mid to late February 2019. Regional finalists’ interviews are held during March. By mid-April, award decisions are made available to campus representatives, who notify scholarship recipients in their universities.

**NOTES**

**Consultation (Step 1)**

Make an appointment with a NS&FP advisor to discuss your eligibility and application competitiveness.

**Truman.gov Online Application: Basic Info (Step 2)**

Potential applicants cannot register directly for the Truman. If you are an eligible candidate, a NS&FP advisor will register you on the Truman website (after September 1). You will receive notification from Truman that you have been registered, along with log in information.

Log into the application and complete Questions 1-6 and 10-14.

These ask for resume-type information—your answers should be short and direct, in bulleted lists.

Q 2-6 ask for activities of various sorts. Place each activity in the category you think best fits—there’s no penalty for a “wrong” categorization. Do not duplicate.

**Truman.gov Online Application: Short Answers [Q 7-9 and 15] (Steps 3, 8)**

Begin brainstorming possible responses for each question.

Make an appointment to discuss application strategy. Bring notes and/or drafts to this appointment.

Unlike most other scholarship applications, the Truman consists of short answer questions and a policy proposal, rather than a personal statement. In order to best present your qualifications, it is important to envision your application as a coherent whole, as if it were a single essay.

Begin early: Be prepared to write and receive feedback on multiple drafts. Additional advice on preparing the short answers section of the Truman application is available on NS&FP’s Canvas course, “National Scholarships & Fellowships Resources” in the “Truman” section.

**Policy Proposal (Steps 4, 8)**

Begin drafting the policy proposal. Get feedback from your disciplinary advisor, mentor, or a faculty member in an appropriate department, as well as from our office.

Be prepared to write and receive feedback on multiple drafts. Additional advice on preparing the Policy Proposal is available on NS&FP’s Canvas course.
Create Emory Internal Application in CollegeConnect (Step 5)

Log in and begin an application in CollegeConnect (https://collegeconnect.emory.edu/apply/). This application will be available by December 3, 2018.

Recommenders (Steps 2, 5, 6, 9)

Based on consultation with an NS&FP advisor, determine your letter of recommendation writers. Contact these recommenders to confirm they are willing to write letters.

You must have three letters, one in each of the following three categories: Commitment to a Career in Public Service; Leadership Potential and Abilities (specifically related to Q 7); and Intellect and Prospects for Continuing Academic Success. Additional advice on selecting and contacting recommenders is available on NS&FP’s Canvas course.

Instructions for recommenders:

- Truman applicants are required to provide three letters of recommendation. Each of the letters should address one of the Truman selection criteria, but it is acceptable for a letter to discuss more than one criteria.
  - Leadership Abilities and Potential: This letter should confirm the experience described in Question 7 (specific example of your leadership). The letter writer need not have witnessed the example first hand, but he or she should be able to discuss the example and how it fits within the context of the student's leadership.
  - Commitment to a Career in Public Service: This letter should confirm the experience described in Question 8 (recent, satisfying public service activity). The letter writer need not have witnessed the activity first hand, but he or she should be able to discuss the example and how it fits within the context the student's commitment to a career in public service.
  - Intellect and Prospects for Continuing Academic Success: This letter should discuss the student's overall academic background in context of the student's future plans for career and graduate school (Questions 11 to 13). It is recommended, though not required, that the writer have taught the student at some point.

- Mention the recommendation category in the first sentence. For example, “I am pleased to recommend Ms. Jane Doe for the Truman Scholarship and to speak to her leadership potential and abilities.”

- For more information, visit the Truman Scholarship website: https://www.truman.gov/guidance-letters-recommendation

- Electronic submission of letters is preferred. The applicant will register you in the CollegeConnect online application to request your letter. Please look for an email request from the Office for Undergraduate Education at hello@collegeconnectmail.emory.edu and follow the included link to upload your letter of recommendation (signed and on letterhead) as a PDF.

- Recommendations should be submitted no later than December 20, 2019.
If one of your recommenders is not able to meet the December 20 due date, please contact our office.

**Transcripts (Step 7)**

There is no need to order an official Emory transcript for the Truman; we will add an unofficial Emory transcript to your internal application. If you are nominated by Emory, we will upload a new copy to include Fall 2018 grades.

If you have attended another college or university to take courses for credit (not including Emory sponsored study abroad), order an official copy of your transcript from that school (electronic preferred: please send these to oue.nationalawards@emory.edu). We require a transcript from other schools only if the course names and grades are NOT listed individually on your Emory transcript.

Request that these transcripts be delivered by December 20, 2019.

**Internal Application Submission, Part 1: Truman.gov Online Application (Step 10)**

By 4:00 PM on December 20, 2018, complete and submit the online application, including uploading the final draft of each essay.

Yes, submit. We will unsubmit the application later for revisions. We do not require a hard copy.

Ensure that your recommenders submit their letters by December 20, as well.

**Internal Application Submission, Part 2: Submit Emory Internal Application through CollegeConnect (Step 11)**

By 4:00 PM on December 20, 2018 submit your internal application, which includes the Consent Form and Schedule of Availability for the week of January 15, at [https://collegeconnect.emory.edu/apply/](https://collegeconnect.emory.edu/apply/)

NOTE: If it is impossible for you to be present for a campus interview during that week, please contact the NS&FP office as soon as possible to discuss your situation.

**Interview (Step 12)**

Interviews will be held the week of January 15.

We will provide time and location, as well as interview tips, a few days before your interview.

If you have other campus obligations during this week (Thursday-Friday), please let us know the details, so that we may schedule a workable time for your interview.

**Nomination Decision Letter (Step 13)**

Nomination decision letters will be distributed via email within 2 business days of the completion of interviews.
IF NOMINATED

Follow-up Appointment & Revisions (Step 14)
The NS&FP office will contact you to schedule a meeting for committee feedback and revision suggestions.
We will unsubmit the application so you can make revisions.

Final Version of Short Answers and Policy Proposal due via Email (Step 15)
By 4:00 PM January 31, 2019, make all revisions to your application, requesting additional feedback as necessary, and then email your completed materials in Word or PDF format to oue.nationalawards@emory.edu for final approval from a NS&FP advisor.

Final Electronic Submission (Step 16)
By 4:00 PM on February 5, 2019, submit the online application through the “Send to a Fac Rep” section.

Note: You will not be able to make changes to your application once you submit it this time. Proofread the entire application carefully.