

## Middlebury Fellowships Watson Nomination Timeline and Checklist

For students applying in fall 2019 to be a 2019-20 Watson Fellow

### For April 15 Preliminary Application Deadline

- Review the Watson Fellowship information at [go/Watson](#) and on the [Watson Foundation website](#).
- Review Middlebury's Watson Application Guidance (online at go/Watson).
- Submit Middlebury's Watson Preliminary Application (online at go/Watson). This allows you to start articulating your ideas more fully and alerts the fellowship office that you are interested in potentially applying. We will register you with the Watson Foundation's application system. You will receive an email link to access the online application. Check your spam/junk filters for the link from the online system. **If you miss this email, try logging into the foundation's website using your Middlebury email and creating a new password.**
- Submit the [Fellowships Permissions and Waiver form](#).
- Register for the fellowships blog ([go/fellowshipsblog](#)). Please pay attention to notifications from the blog or plan to check it periodically. **This is where we post updated information about application processes during the summer, so it is important to register for this.**

### By July 15

- Continue to develop your proposal using the [Watson Foundation website](#) and Middlebury's Watson Application Guidance.
- Aim to email Fellowships a draft of your abbreviated personal statement and abbreviated project statement by July 15 for Dean Gates' feedback—no more than about 800 words for each section. She will try to provide feedback on drafts after this date, however her availability becomes increasingly limited closer to September so get some feedback earlier!
- Share your drafts with other relevant people for feedback. Friends, professors, mentors and family members who know you well are good options.
- Develop your list of in-country contacts relevant for your project and reach out to those contacts. The committee doesn't expect everything to be solidified by the internal deadline but being knowledgeable about contacts and having some contacts in place helps the committee understand the feasibility of your proposal.

### For the September Nomination Deadline (in 2019: Tuesday, Sept 10 at Noon)

**Note: No late applications will be accepted.**

- Complete the Watson Foundation's online application with the following exceptions:
  - Do not enter your recommenders. Send us the names of your two recommenders in the email described below. No recommendations are needed for nomination.
  - Enter an abbreviated personal statement and abbreviated project statement—no more than about 800 words for each section. If nominated, you will rewrite and expand these. Add these to the online application in the appropriate spaces.
  - Instead of uploading a transcript, include in your deadline email a PDF of your "Advising Transcript" from BannerWeb. (Do Not use the "Academic Transcript" option.)**
  - Do not upload a photo (headshot).
- By the September internal deadline noted above, complete the specified parts of the online Watson application and then email [fellowships@middlebury.edu](mailto:fellowships@middlebury.edu) the names of your recommenders and the PDF of your transcript with the

subject line "Watson nomination application" to indicate your application is ready. This alerts Fellowships that we can download your application for the committee's consideration for nomination. If you decide not to proceed with your application, please let us know that also.

- Submit the [Fellowships Permissions and Waiver form](#), if you have not done so already.

### **After the September internal deadline**

- Selected applicants will be invited to interview in September.
- Four nominees and one alternate will be selected by early October.
- Nominees will work with the fellowships advisor, and members of the selection committee, to solicit letters of recommendation and prepare an application for the final Watson Foundation deadline in November.
- A representative from the Watson Foundation interviews nominees on campus late fall or winter. Nominees must participate in a mock interview prior to the formal interview.
- Awards are announced in mid-March and Fellows begin program in summer by August 1.

Updated 5/13/19