



Graduate Fellowship Guidelines

Deadline Posted on AAFCS Website

The American Association of Family & Consumer Sciences (AAFCS) awards graduate fellowships to individuals who have exhibited the potential to make contributions to the family and consumer sciences profession.

Fellowship Award	Award Amount	Stipend for Membership & Travel to Annual Conference
Myrna Crabtree (National)	\$350 (Certification)	\$1500 (Annual Conference)
Jewell Taylor Fellowship (National)	\$5000	\$1000

Applying for the Fellowship

Before completing a fellowship application, a potential applicant should consider the following eligibility requirements, keeping in mind that there are two types of fellowships, national and international.

- The applicant must be a current AAFCS member at the time of submission.
- To qualify for the national fellowships, an applicant must be a citizen or permanent resident of the United States.
- The applicant is planning to pursue or is currently pursuing a graduate degree in family and consumer sciences or related specialized programs.
- The applicant has applied for admission to begin graduate study, has been admitted to a graduate program or will be enrolled for the upcoming academic year.
- Former recipients of AAFCS Graduate Fellowships may apply for another year of fellowship funding if they meet the criteria of the fellowship(s) for which they are applying, but former recipients are not guaranteed another fellowship.
- Application materials are prepared by the applicant.
- Applicants can submit to only one AAFCS award, grant, fellowship, or scholarship per annual review cycle.
- Members of the AAFCS Board of Directors and Awards and Recognition Committee are not eligible to apply during their terms of office. AAFCS staff are not eligible to apply during their periods of employment with the Association.
- All award materials must be submitted in English.
- All policies, procedures, and guidelines must be followed for the award application to be considered for juried review.
- *Preference will be given to the applicants who:*
 - will have completed (at the beginning of the academic year for which the fellowship would be granted) at least one year of professional family and consumer sciences experience, serving in a professional role or in positions such as a graduate/undergraduate assistant, trainee, or intern.
 - are working on a research problem **or** can describe a potential research problem for his or her graduate work.
 - are interested in contributing to the family and consumer sciences profession in the United States, his or her home country, or in international programs.

Submitting the Application

The application must be submitted on the official application form and in the order below as one PDF document. Please be aware of the page requirements for each section. Please include page numbers and headings/captions on any supporting materials used. The online application will require submission of a color headshot of applicant that will be used in marketing and promotional materials. Please keep a copy of all materials submitted to AAFCS. Questions should be forwarded to awards@aafps.org.

Section 1: General Information

Applicant Information

- ☐ Graduate Fellowship Applying For
- ☐ First and Last Name (include AAFCS Credentials, if applicable)
- ☐ Phonetic Pronunciation of Name
- ☐ Current Title
- ☐ Graduate Major of Study & University
- ☐ AAFCS Member Number
- ☐ Number of Years of AAFCS Membership
- ☐ Contact Information (Email, Phone Number, Mailing Address)
- ☐ 150 Word Biography in 3rd Person

Section 2: Professional Goals (Maximum of 2 pages in 12-point font and written in narrative format)

- ☐ Identify your short and long-term professional goals.
- ☐ *Jewell Taylor Applicants*: How do you plan to impact the field of FCS through your graduate work and research?
- ☐ *Myrna Crabtree Applicants*: How do you plan to utilize or leverage the AAFCS credential or participation in the Annual Conference to impact the field of FCS?

Section 3: Applicant's Current Curriculum Vita or Resumé (Maximum of three pages)

Section 4: Reference Forms (Use the AAFCS Reference Form and include forms in the final completed PDF application packet, not as separate attachments)

Section 5: Undergraduate and/or Graduate Transcripts (Can be official or unofficial)

- ☐ Transcripts must be included in your final completed PDF application packet, not as separate attachments.
- ☐ Please ensure the transcripts are not password-protected.

Evaluating the Graduate Fellowship Application

- Individuals who complete a Reference Form for a current applicant cannot serve as jurors for this award.
- Jurors cannot review applications from family members, their current students, students at their own institution, or applicants who share the same employer. Jurors are responsible for identifying any applicants that include a potential conflict of interest and recusing themselves from the review process.
- An individual who has applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period in which his or her own application is being reviewed.
- Jurors selected by the AAFCS Awards and Recognition Committee review the applications and assign points using the Evaluation Criteria.

Awarding the Graduate Fellowship

- The Awards and Recognition Committee reserves the right not to award a grant, fellowship, or scholarship if jurors do not find a worthy applicant.
- No student will be awarded more than one graduate fellowship in a given year.
- Only qualified applicants who receive a score of 80% or more of the highest score are eligible to receive an AAFCS Graduate Fellowship.
- Recipient(s) will be notified in the spring and will be recognized during the AAFCS Annual Conference. The Graduate Fellowship recipients are expected to attend the AAFCS Annual Conference. The AAFCS fellowships provide additional funding for reimbursement to support one year of AAFCS membership and defray some of the travel expenses for participation in the AAFCS Annual Conference.

Accepting/Receiving the Fellowship

AAFCS Graduate Fellowships are awarded for the *sole* purpose of providing financial support for academic study in a field of family and consumer sciences. The following will be the responsibilities of those who are *chosen to receive an AAFCS Graduate Fellowship*:

- Recipient will complete and submit the “Statement of Acceptance” by the given deadline.
- A college or university scholarship officer or academic advisor at the institution where the fellowship recipient is enrolled will verify enrollment and eligibility prior to disbursing the fellowship to the recipient in installments—the recipient must remain enrolled to receive fellowship funds.
- Fellowship funds will be sent to a university scholarship officer as designated in the “Statement of Acceptance.”
- At the end of the academic year, the recipient is required to submit via email a brief report that indicates how the AAFCS Graduate Fellowship funds were used.

Failure to follow the guidelines will result in ineligibility of the applicant for the award.

Evaluation Criteria

Applicants will be evaluated using the criteria outlined below. Guidelines for what jurors may consider for each criterion are listed for clarity and for consistency in evaluating applications.

Evaluation Criteria	Points Possible
Preparation for study in a field of Family and Consumer Sciences	/ 15
Strength of research and professional goals	/ 15
Ability to pursue graduate study	/ 15
Voluntary participation in professional/community organizations and activities	/ 10
Evidence (or degree) of professional commitment and leadership	/ 10
Special recognition and awards	/ 5
Reference Forms: Evidence of leadership, character, responsibility, relevant participation	/ 10
Transcript: coursework, academic ability, career-directed	/ 10
Presentation of application materials: Clearly started, complete, organized, and concise with correct spelling, grammar, etc.	/ 10
Total	/ 100
Bonus Points: AAFCS Credential: As of the due date of the application, the applicant holds one or more of the AAFCS credentials (5 points): <ul style="list-style-type: none"> • Family and Consumer Sciences (CFCS) • Human Development and Family Studies (CFCS-HDFS) • Hospitality, Nutrition and Food Science (CFCS-HNFS) • Family and Consumer Sciences, Retired (CFCS, Retired) • Personal and Family Finance Educator (CPFFE) • Certified Nutrition Wellness Educator (CNWE) AAFCS Membership: <ul style="list-style-type: none"> • For up to two years (2 points) • For two or more years (3 points) 	/10
Overall Total with Bonus Points added	/110



REFERENCE FORM

Applicant Name	
Reference Name	
Reference Title/Position	
How long and in what capacity have you known the applicant?	
In your opinion, what do you feel are the applicant's strengths?	
How would you describe the applicant's professional commitment and leadership?	
Please write a short summary of your primary reasons for recommending this applicant.	

Please rate the applicant (as compared to his/her peers) on each of the following characteristics by marking (X) the appropriate box.

Characteristic	Superior	Above Average	Average	Below Average	Unable to Rate
Leadership					
Organizational Skills					
Problem-Solving Ability					
Self-Motivation					
Teamwork					

Signature of Reference Provider

Date Completed