Scholarship Application FAQs, Tips, and Instructions

Please review the following information prior to submitting your application.

Application Deadline

- Applications must be submitted by Monday, April 23rd at 11:59 pm Central Time.

Scholarship Criteria

Academy Membership

- Academy membership is required for all scholarships except the CDR Doctoral and CDR Diversity, for which Academy membership is preferred but not required. To see the qualifications to become a member of the Academy of Nutrition and Dietetics and to apply, visit http://www.eatrightpro.org/resources/membership/membership-types-and-criteria.

- The Membership application must be received at the Academy by April 1st in order for the Academy to process it and assign a member number in time for you to meet the scholarship deadline of April 23rd.

Program Enrollment Dates

- Students already enrolled and active in their academic program or internship: To be eligible to apply, you must be enrolled in their dietetics program through July of 2018 to be eligible for Foundation scholarships.
  - For example, this means that if you began your Internship in January of 2018, you must still be in the internship in July 2018.
  - This timing accommodates students participating in the Fall DICAS match, some ISPP programs, and some non-traditional students.

- Students not currently active in their anticipated graduate program or dietetic internship: To be eligible to apply, you must have confirmation of acceptance and must be starting their program sometime 2018.
  - If you have submitted an application for the Spring DICAS match, you must wait to submit your application until you have confirmation of acceptance into a program.
  - Match notification is scheduled for Sunday, April 8, 2018, leaving two weeks for you to finalize and submit your application for consideration prior to the Monday, April 23, 2018 11:59 PM CST deadline.

Required Supplementary Forms

- You must either provide a faculty member’s verification of GPA(s) OR upload transcripts for each college in which you were enrolled for any courses. Please follow the instructions below to obtain faculty member’s verification. Please find the required verification form here.

- If you are a doctoral student, you must obtain a faculty member’s verification for the information you provide related to the GRE examination. Please follow the instructions below to obtain faculty member’s verification. Please find the required verification form here.
To obtain faculty member’s verification:
- You should email a copy of your application to a faculty member to review GPA(s)/GRE Scores by clicking the envelope icon located on the far right under “action” on the “my application page” (the first screen viewed after logging in)
- After reviewing the GPA information on your application, the faculty member should complete and sign the verification form found, here.
- Once the form is signed, you must upload the form under the “Transcripts/Faculty Member Verification” section located on the “Education Information” tab of your application.

You must include TWO completed recommendation forms with your application – one must be completed by a Registered Dietitian/Registered Dietitian Nutritionist. Please follow the important instructions below for the required recommendation forms. Please find the required recommendation form here.

How to Submit Recommendation Forms

- Recommendation forms must be submitted by the two recommenders that you have chosen. The recommendation forms cannot be submitted by you directly.

- Applications cannot be submitted until both recommendation forms have been uploaded. You should provide recommenders with adequate time to complete and upload their forms. Do not wait until the week the application is due.

- You will be prompted to enter the name and email address of two recommenders on the “Recommenders” tab of their application.

- Once the recommender’s name and email addresses have been entered, an email template will pop-up. You must customize the email template to include their name to ensure the recommender will know who the request is coming from. Otherwise, there is a very large chance that they could get you confused with another student who is applying and upload the incorrect recommendation.

- You should send your recommenders the required form and advise them that they will receive an email with a link to upload the recommendation form. The link WILL EXPIRE in 24 hours from when it is sent, therefore applicants should not send the email with link until the recommender is ready to complete the form and upload it. We recommend that you ask your recommender when it is most convenient for them.

- If recommenders do not receive the email, you should ask them to add mail@grantapplication.com to their safe senders list or ask them to provide an alternate email address.

- You will be able to view when your recommenders have uploaded the forms; however, you will be unable to access the forms to ensure a blinded recommendation process.

When to Submit Application

- Once more, if you are participating in the dietetic internship computer matching, you should wait until match results are final before submitting their application. You can still create an account, log on, save and store information in the application, etc. so that, when you do receive confirmation of acceptance, there will be less time pressure. We encourage this to ensure you are able to submit in time.
Notification

- Notification of your application status will be sent out in July 2018 via email. Foundation staff cannot provide interim information or feedback on scholarship applications.
- Winners and non-winners will be notified.

Updating or Revisiting Application Prior to Submission

- Applications can be updated as many times as needed prior to submitting. You can log into your account here to access saved and submitted applications. We recommend that you save this link to your web browser favorites for easy access.
- Please note: this is a different link from the original application link and should be used only if you have already created an account and started an application.

Tech Tips for a Successful Submission Process

- Use of bullets and other additional formatting should be limited.
- Internet Explorer is the preferred browser for this online application.
- Applicants should add mail@grantapplication.com to their safe senders list to ensure they receive all system communications.