



## Carnegie Endowment Gaither Fellows Program – Checklist

### Start of Fall: *Preliminary Research*

- Read the Carnegie Endowment website:  
<https://carnegieendowment.org/james-c-gaither-junior-fellows-program?lang=en>.
- Attend an information session (see website for dates/times): <http://manoa.hawaii.edu/undergrad/fellowships/>.
- Make an appointment with the Fellowship Advisor at [ugfellow@hawaii.edu](mailto:ugfellow@hawaii.edu) to review application process.

### Mid-Fall: *Begin Preparing Application*

- Draft personal statement and essay. Make revisions.
- Add activities/awards to application.
- Confirm recommenders for letters of recommendation
  - Recommender 1 Name and Email: \_\_\_\_\_
  - Recommender 2 Name and Email: \_\_\_\_\_

### Late Fall: *Finalizing Application Materials*

- Check with the UHM Scholarships & Fellowships Office on recommendation letters received. Follow up with pending recommendations.
- Save a copy of STAR report for UHM coursework and unofficial transcripts for other institutions.
- Finalize application materials.
- Prepare for interviews.

### November/December: *Campus Application Dates*

- Nov 29: Submit application materials via Carnegie Endowment website as well as in PDF to the UHM Scholarships & Fellowships Office at [ugfellow@hawaii.edu](mailto:ugfellow@hawaii.edu) (see campus application cover sheet for Required documents).
- Check email regularly for confirmation of scheduled interview.
- Dec 9-20: Interviews; Dec 23: notified for endorsement/non-endorsement.

### If Recommended for University Endorsement:

- Incorporate application feedback from UHM Scholarships & Fellowships Office/Selection Committee.
- Jan 10: Submit finalized and proofread application materials online and to the UHM Scholarships & Fellowships Office in PDF.
- Feb/Mar: Update the UHM Scholarships & Fellowships Office when hear from the Carnegie Endowment.

*Good luck! If you have any questions along the way, feel free to contact us. Remember, we're here to help!*