California Pre-Doctoral Program
Directions for Online Scholarship Application Processing

The application process has gone online for the Sally Casanova Scholarship starting with the 2016-17 cycle. The following is a brief description of the application process and directions for Campus Coordinators to assist students in using the InfoReady system.

Students:
- Students who are interested in the Sally Casanova Scholarship can get the link to the online application on the California Pre-Doctoral website: www.calstate.edu/predoc/apply
- To assist in understanding what is required on the scholarship application, a paper copy of the scholarship is available on the website as well. Only online applications will be accepted
- The application process is such that only applications that have been fully completed will be cleared to move forward in the process. Fully completed applications include:
  o All fields completed on the application
  o All attachments are included (budget sheet, transcripts, three essay questions, letter of recommendation)
- Students will need to meet with their chosen faculty mentor prior to submitting the application to develop their budget plan and request a letter of recommendation
- Students can set up the system (during the application process) to e-mail and remind their faculty mentor to write the letter of recommendation. Multiple requests can be sent
- The student will receive an e-mail confirmation that their application has been received and is in review
The Online Application Process

The online Sally Casanova Scholarship application can be accessed via this link:

https://calstate.infoready4.com

Once you are on the homepage, a list of various funding opportunities are listed in the lower left hand corner. The Sally Casanova Scholarship - Pre-Doctoral Program application can be accessed via the marked area.
The InfoReady system will pull up the Sally Casanova Scholarship - Pre-Doctoral Program home page and provide the student with specific information about the award. The students are given a deadline of February 26, 2016 to allow two weeks for turnaround time for the campus coordinators to review the applications prior to submitting them back to the InfoReady system before the March 11, 2016 deadline.

After the student has reviewed the information on the home page they can click the Apply button to start the application process.
The login for each group is different. The login for campus coordinators and faculty is through the blue Cal State Weblogin button. It is set up as a single sign on. This button will be set up to read each respective campus in the future.

Students will need to register with InfoReady the first time they enter the system. After that they login under the Other Users section.

Once the student enters their login information they will automatically be taken to the application.

Whether they are registering the first time or using the Other Users login, once the information is entered, they will be automatically taken to the application form.
Students have access to several documents prior to starting the application to assist them. All of these files can be downloaded for future use. The student will need to meet with their faculty mentor to discuss and formulate their proposed budget. It is important that their budget adds up to the full $3,000.00 award amount. The essay questions are provided here as well. The student should be encouraged to work with their faculty mentor on these three questions.
Some of this information will autofill as students start the application (e-mail address).
*Please describe any disabilities you may have:

*As an undergraduate, are/were you eligible for need-based financial aid?:

*Are you treated as an independent student for financial aid purposes?:

*What is your personal yearly income?:

*What is your family's yearly income?:

*How many hours per week do you work during school?:

*Did your spouse or family provide major help with the cost of your undergraduate education?:

*Your class level in spring 2016:

*What is your major?:
The student will enter their full name here and this will be the title of the application in the future.
*Upload Files*

**Transcripts**

Please attach your undergraduate transcripts (official or unofficial from all institutions attended) to this application. Graduate students must include a copy of both undergraduate and graduate transcripts from all institutions, including the CSU. Your transcripts will have to be scanned and uploaded.

**Essay 1**

Instructions:

Each essay should be approximately 300 – 600 words in length and must be typed. Please include essay question at top.

Question for Essay 1

Describe the field of study in which you would like to pursue a doctoral degree. What elements of your educational, research, community service, and/or personal experience led you towards this interest?

**Essay 2**

Instructions:

Each essay should be approximately 300 – 600 words in length and must be typed. Please include essay question at top.

Question for Essay 2

How would this research contribute to greater good? Describe the research questions that would drive this research. What are the historical and theoretical perspectives of this research topic? Describe how this may fill a gap in the literature.

**Essay 3**

Instructions:

Each essay should be approximately 300 – 600 words in length and must be typed. Please include essay question at top.

Question for Essay 3

Describe why you wish to obtain a doctoral degree. Are you interested in becoming a faculty member at a college or university? What experiences will help you become more prepared for your future career as a faculty member?
Student Budget

Download the Student Budget Plan template in the right column.

Please provide details on the components of the plan and assign a tentative dollar amount to each. An award of $3,000 is made to each Scholar. Please note that travel is permitted only within the U.S., and visits to doctoral degree-granting institutions are limited to those universities that are accredited. Summer research experiences are funded separately from this budget.

Note: Your total should equal the $3,000 amount.

Reference Letters

You are required to have one Confidential Letter of Recommendation from your faculty mentor for this application. You will not be able to view the letter once it is submitted. You must submit your application to send your reference letter email to your selected letter writer.

Letter Writer E-mail Address 1:

E-mail Body:

This message will be sent to all letter writer(s) identified above. Email will be sent upon submission of your application.

Dear Faculty Mentor,

Thank you for your willingness to be a faculty mentor for this student. As part of the Sally Casanova Scholarship application process, students are required to have a confidential letter of recommendation from their faculty mentor.

On your department or college letterhead, please provide details of the abilities, skills, mastery of theory and method, accomplishments, and motivation that are likely to contribute to this student’s ability to succeed in doctoral study. If the student’s undergraduate grade-point average is below 3.0, the original letter should include a statement of motivation.

The following form is required for your electronic submission.

Would you like to have an e-mail notification letting you know when Reference Letter(s) have been completed?

Set Reminder for Letter Writers: - No Reminder -

Add Additional Reminders

Letter of Recommendation Upload Link

If you would like to contact your references outside of the system, you can use this link to direct them to their reference letter.


Students will enter the email address of the faculty mentor here.

Faculty mentors are automatically sent an e-mail with directions for the letter of recommendation.

Students can set up reminder e-mails to be sent to the faculty mentor. Options are 1, 2, 3, or 5 days, or 1 or 2 weeks before the deadline. More than one reminder can be sent.
Submitting the Application:

Once the student submits their application, they will receive the following e-mail:

**InfoReady Review**

This email is to let you know your application Ty Melvin was received. Thank you for submitting an application to the Pre-Doctoral Program competition. A competition administrator will review your submission before moving it through the review process. You will receive another email announcing this.

**About InfoReady Review**

Use InfoReady Review to automate your application process.
Helpful Hints:

- The paper copy of the application is exactly the same as the online application. All of the fields and attachments are the same.
- In order to have more contact with the students who are applying for the Sally Casanova Scholarship, campus coordinators may encourage students to complete the paper copy of the application and bring it in for review prior to submitting it online.
- Sign in to the system is different for students, faculty, and campus coordinators.
  - Faculty and campus coordinators can use their campus user name and password as a single sign in system (the same sign in you use for other campus systems)
  - Students will need to register with InfoReady, as described on the Pre-Doc website. Once they are registered, they will be able to sign in as an existing user under “Login for Other Users.”

Coming soon:

- More detailed directions for campus coordinators regarding the process of receiving and approving the Sally Casanova applications will follow.