Marquette University Graduate School
Richard W. Jobling Distinguished Research Assistantship 
Award Guidelines

BACKGROUND
The Richard W. Jobling Distinguished Research Assistantship is made possible through a generous 
donation to Marquette University in support of graduate students in the sciences. Students 
enrolled in, or admitted to Ph.D. programs for NSF-defined STEM disciplines will be eligible.

The purpose of this program is to encourage and support research activity by Ph.D. students in the 
fields of science or engineering. Recipients can be new or current students at Marquette 
University. Awardees must use the time provided by the award to conduct research relevant to 
their specific interests under the supervision of their research mentor or other qualified faculty 
member.

AMOUNT OF SUPPORT
Each award includes an academic year (not summer) stipend up to $22,000, and tuition 
scholarship credits as needed, up to individual departments’ standards (18-24 credits/year).

NUMBER OF AVAILABLE AWARDS
Up to three awards will be made each year.

ELIGIBILITY REQUIREMENTS
To be eligible for consideration, students must:
1. Be accepted for, or currently enrolled in, one of the Ph.D. programs listed below.
2. Been advanced to candidacy at time of nomination.
3. Have a history of research publications and/or presentations.
4. Exhibit strong potential for independently producing high quality innovative research.
5. Demonstrate activity consistent with high likelihood of future career success.
6. Nominees who have passed their Qualifying Exams will hold an advantage over nominees 
who haven’t yet taken them.
7. Nominees who haven’t received previous full university-funded fellowships may receive 
preference.

ELIGIBLE DEPARTMENTS
Arts and Sciences
- Biological Sciences
- Chemistry
- Clinical Psychology
- Computational Mathematical and Statistical Sciences
- Computer Science

Health Sciences
- Exercise and Rehabilitation Science
- Neuroscience
• Nursing Engineering
• Biomedical Engineering
• Civil, Construction and Environmental Engineering
• Electrical and Computer Engineering
• Mechanical Engineering

NOMINATION PROCESS
Number of nominations allowed per department: one. Applicants can apply for a renewal for a second year. Second-year applicants must submit all new application documents and include a statement summarizing the progress during their first fellowship year.

Nominations must be made to the Graduate School by the Department Chair or Director of Graduate Studies. To nominate a student, the Chair or DGS should submit the following items to the Graduate School:

1. The MU Grad School Uniform Application for Distinguished Fellowships and Assistantships. The Uniform Application requires the following documents:
   a. Current CV of nominee. When citing publications, clearly note if they are published, in press, or under review. Do not list publications that are in preparation.
   b. Written statement from nominee (3-page maximum). The statement should address the student’s academic work and research, its impact on the field and/or greater society, and the applicant’s future plans. Second-year applicants should include a statement summarizing their progress during the first fellowship year.
   c. Three letters of support (one from the nominator, and two from other faculty) speaking to the quality of the applicant’s research and likelihood of future career research success.

DEADLINE
All nomination materials should be received in the Graduate School by 4 p.m. of the first Thursday of December. A PDF file of all documents in the order listed above should be sent to thomas.marek@marquette.edu.

SELECTION PROCESS
Selections will be made by a committee consisting of two representatives from the Graduate School and three representatives from the pool of DGSSs serving the STEM-discipline programs.

DECISIONS
Decisions will be announced by February 15.

Revised: January 13, 2023