

### ***Before You Apply for a Florence P. Kendall Doctoral Scholarship***

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***Q: How much is a Kendall Scholarship for and when is it paid?***

**A:** Kendall Scholarships are for \$5,000, paid in December of the award year.

***Q: What is the scholarship period and an award year?***

**A:** The scholarship period is considered September 1<sup>st</sup> through August 31<sup>st</sup>. The award year is the year in which you receive notice of the Kendall Scholarship and technically begins September 1<sup>st</sup> of that same year. You will be responsible to provide a report covering the activities of your Kendall Scholarship year after August 31<sup>st</sup>.

***Q: When can I apply for a Kendall Scholarship?***

**A:** FPT accepts applications for Kendall Scholarships once a year, generally April through July/August. You should refer to FPT's website for specific deadline dates.

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### ***Eligibility Requirements for a Florence P. Kendall Doctoral Scholarship***

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***Q: Can I use the Kendall Scholarship for my DPT program?***

**A:** No. The Kendall Scholarship is for post-professional doctoral studies only – meaning for graduate studies after receipt of the DPT degree in pursuit of a terminal degree such as PhD.

***Q: I just completed my DPT program and will sit for licensure over the summer. Can I still apply for a Kendall Scholarship?***

**A:** You should contact FPT's Scientific Program Administrator to discuss this situation before you apply.

***Q: Can I roll over credits I earned in my DPT program into my post-professional doctoral program?***

**A:** Yes, however, these credits will apply to the maximum credits earned allowance for Kendall Scholarship eligibility. Please refer to the *Florence P. Kendall Post-Professional Doctoral Scholarship Guidelines* for exact information regarding this maximum credits earned allowance. It is highly recommended that if you roll credits into your post-professional doctoral program that you meet with your advisor/mentor to see how it could affect your Kendall Scholarship eligibility before you apply. You should also discuss your situation with FPT's Scientific Program Advisor **BEFORE** applying so any discrepancies or potential misunderstandings can be addressed and resolved in advance of application review. If you don't, your application can run the risk of being administratively disqualified.

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### ***Applying for a Florence P. Kendall Doctoral Scholarship***

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***Q: I have no publications or my publication record is very modest. When I apply, should I list all of the manuscripts in preparation that I anticipate publishing?***

**A:** Yes – for the Kendall application, this would be considered appropriate. In general, the reviewers will consider the stage in which you are at within your educational track and consider if your record of or lack of publications is appropriate for that stage. You will probably not be penalized if you have no or relatively few publications in preparation. However, if you are well into your program, the reviewers will expect to see some work towards publication. You should make every effort to publish your graduate work as quickly as possible. If, despite your best efforts, there are circumstances beyond your control that have delayed publication of some of your graduate work, you should explain the situation in your application and also ask your references to address the issue.

***Q: What should be in my Plan of Study?***

**A:** The Plan of Study should be specific for you. It should include a description of the courses you plan to take and when you plan to take them. It should include a description of what you will be learning in these courses and why it is important to your development as an independent investigator relevant to your research interests. You should include experiences such as lab meetings, journal clubs, conferences you will attend, collaborations that you will engage in, teaching activities, and plans for ensuring that you have access to equipment and core facilities that are essential for your Plan of Study. You should also address any plans for postdoctoral training. Be specific in your Plan of Study and avoid generalizations.

***Q: From whom should I request reference letters?***

**A:** Reviewers expect to see letters from your graduate advisor/mentor and other people who know you and your work well. Reviewers will also want to see letters from those who are serving as additional mentors for various aspects of your program and project. If you are seeking advice or guidance from individuals through the course of your program, you should provide a biosketch and a letter of recommendation for that individual. The reviewers will want to see what that individual brings to the table for you and why you would want them on your team. Good choices include: members of your dissertation committee and former collaborators, if they are independent investigators. Bad choices: graduate students, postdocs, and people who do not know you well enough to evaluate your scientific skills and potential as an independent investigator.

***Q: I don't know my advisor/mentor yet. Should I still have them provide a letter of recommendation?***

**A:** Yes, s/he should still provide a letter and they will still need to confirm your enrollment in the program and attest that you meet the credits earned threshold for the **Kendall Scholarship**. It is recommended that you make contact with your assigned advisor/mentor as soon as possible to begin establishing a relationship. This will make it easier for them to write a letter of your behalf.

***Q: My advisor/mentor has little or no experience training predoctoral students. How should this situation be addressed within my application?***

**A:** Your advisor/mentor should consider asking a more experienced faculty colleague to serve as a co-advisor/mentor. A well-thought-out training plan in which the roles of the advisor/mentor and the co-advisor/mentor are clearly delineated should be part of your application. In addition, an advisor/mentor who has not previously trained predoctoral students should describe any other training experience that might be relevant, e.g., supervision of graduate students or mentoring of a collaborator's predoctorals or postdocs.

***Q: My advisor/mentor has little or no extramural grant support. Will this matter in review and how should this situation be addressed within my application?***

**A:** Yes, this will factor into the assessment of your program and overall review score. You should read the answer to the question above and address the grant support situation in a similar manner.

**Q: *What transcripts do I need to submit and why?***

**A:** You must submit all your transcripts. This is important for the reviewers to see to make a determination in progress and potential.

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## **Review of *Florence P. Kendall Doctoral Scholarship Applications***

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**Q: *What happens after I submit my Kendall Scholarship application and how long does the review and award process take?***

**A:** Your **Kendall Scholarship** application will be evaluated by **FPT's** Scientific Review Committee (SRC). Each application will be assigned a Primary Reviewer and a Secondary Reviewer. The two scores will be averaged for a Preliminary Score. Preliminary scores of all reviewed applications will be gathered and all applications that have a preliminary score better than a determined "cut line" will be discussed by the full SRC for Final Scoring. The review process takes on average four (4) months. **FPT's** Board of Trustees will vote on **Kendall Scholarship** award after the review process and final scoring is complete. The number of **Kendall Scholarships** awarded are pre-determined in the previous year's budgeting process which is dependent upon levels of funds available. Applicants should receive notice as to **Kendall Scholarship** award status by December of year of application.

**Q: *Can I submit updates to my Kendall Scholarship application?***

**A:** Generally no. Any updates or additional application materials is extremely limited and will be considered on a case-by-case basis due to extenuating circumstances. No guarantees can be made that the reviewers will receive any updated application materials and then it will be at the reviewers' discretion as to if they will consider these updated application materials. You should contact the Scientific Program Administrator with these types of requests.

**Q: *What are the scores based on?***

**A:** You should refer to the ***Florence P. Kendall Post-Professional Doctoral Scholarship Guidelines***, "Criteria for Evaluation".

**Q: *Will I receive any feedback from the review of my Kendall Scholarship application?***

**A:** Yes, all **Kendall Scholarship** applications reviewed will receive a review packet. A review packet will contain a summary sheet of your scores and a full-committee discussion summary (if applicable), a Primary Review, and a Secondary Review. You should read the reviews thoroughly and carefully as they can contain useful information and advice in regards to your program and future applications to FPT.

**Q: *Who should I contact to discuss my Kendall Scholarship application review?***

**A:** For those applicants having questions about their reviews and/or scores, you may contact **FPT's** Scientific Program Administrator. You will not be told who reviewed your application under any circumstances and should not contact any member of the SRC in regards to your **Kendall Scholarship** application.

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## ***Florence P. Kendall Doctoral Scholarship Award***

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***Q: I received a **Kendall Scholarship!** When will I receive my scholarship?***

**A:** Congratulations! You will receive the entire scholarship award of \$5,000 in December of year of application.

***Q: Is my **Kendall Scholarship** reported to the Internal Revenue Service (IRS)?***

**A:** Yes, **FPT** is required to report your **Kendall Scholarship** to the IRS. You will be asked to complete a W-9 before receiving your scholarship check. However, you will not receive any tax documentation forms in regards to your **Kendall Scholarship**. It is your responsibility to incorporate the income on your tax reporting forms.

***Q: Is my **Kendall Scholarship** tax free?***

**A:** That depends upon your use of your **Kendall Scholarship**. Some uses of scholarship money are not considered tax deductible. It will be your responsibility to make those determinations and reporting to the IRS within your tax returns. **FPT** will provide you with a guidance sheet for scholarship proceeds use, but it is ultimately your responsibility to report the use appropriately.

***Q: Am I required to file any reports to **FPT** in relation to the **Kendall Scholarship**?***

**A:** Yes, you will be required to final a Final Report in relation to the scholarship year. This will be due in September after the scholarship year concludes in August. You will receive specific information as to the contents of this Final Report from the Scientific Program Administrator. Keep in mind that failure to submit a Final Report will bar you from any future **FPT** funding.

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