Electronic RMF Nomination Process

The RMF program includes the Rackham Merit Fellowship (RMF), Rackham Engineering Award (REA), Rackham Science Award (RSA), Rackham/Education Scholars Award (RESA), Rackham Master's Award (RMA), and the Rackham Merit Fellowship for Master's in Fine Arts (RMF-MFA). All graduate programs nominate newly admitted, eligible students for the RMF through a secured web application.

Instructions for Creating or Editing a Nomination

Faculty or staff from a graduate program should go to the RMF Nomination Website to nominate a student. You will need to enter the nomination type, the nominee's UMID, and the nominee's graduate program.

Nomination Type

The graduate program will have to select the award type (Doctoral or Masters, and allocation or competition). For your convenience, we have listed the deadline for each award type. Please note that students cannot be nominated for more than one type by the same graduate program.

Nominee's UMID

Please enter the students eight digit UMID without spaces.

Nominee's Graduate Program

Select the graduate program the student is newly admitted into. If the student's doctoral program is not included on the list, please contact rackham.rmf@umich.edu.

When you have completed the nomination type, the nominee's UMID, and the nominee's graduate program, click the button, "Add/Edit a Nomination."

Graduate programs do not have to complete the RMF nomination during a single session. To re-access the nomination, you will have to re-enter the nomination type, the nominee's UMID, and the nominee's graduate program. Please note: Graduate students are not eligible to nominate themselves for the RMF.

If it is the first time you are creating a nomination, you will be directed to the "Nomination Access Rights" page. If additional faculty or staff from your graduate program need to access the nomination, you can grant them access from this page.

To save additional access rights, click the button, "SAVE nomination access rights."

General Orientation to the RMF Nomination Website

At the top of each webpage, you will find the RMF nomination type, the nominee's UMID and the nominee's graduate program.

There is a "Nomination Menu" within the left column.

For your convenience, the Nomination Menu contains additional information on the RMF, such as the RMF website, eligibility criteria, and Rackham's Guide to assessing RMF eligibility. It also contains the

"Nomination access rights" so that you may change the faculty or staff that can access the nomination at any time.

The "Nomination status" informs you of the current status of the nominee. When all sections are complete, you will be able to submit the nomination. Only completed and submitted nominations will be eligible for RMFs.

The remaining titles contain the sections of the RMF nomination that must be completed prior to submitting the nomination. Each section is described in more detail below.

The "Close this nomination & go to the add/edit a nomination" page allows you to either exit or move between nomination files at any time.

If you have any questions, contact information for select Rackham staff are listed at the bottom of the page.

Sections of the RMF Nomination

There are six sections of the RMF nomination, which can be completed in any order. After entering all required information with each section, you must click the SAVE button. The screen will indicate when the section's data is successfully saved, and the nomination menu will change from "in progress" to "completed."

Graduate Program's Contact Information

Please provide the contact information for the nominee, the graduate chair or program director, as well as the graduate coordinator.

Nominee's Information

Please enter the nominee's first and last name and email address. The email address does not have to be umich.edu. If the student has a uniqname, you may include it. Indicate the nominee's citizenship. Finally, include the rank order of the nomination—whole numbers only, please.

Graduate Chair or Program Director's Information

Please enter the first and last name of the graduate chair or program director. Also enter their uniqname, phone number, and graduate program. When the nomination is submitted, a confirmation email will be sent to this person.

Graduate Coordinator's Information

Please enter the first and last name of the graduate coordinator. Also enter their uniqname and phone number. When the nomination is submitted, a confirmation email will be sent to this person.

To save the graduate program's contact information, click the button, "SAVE contact information."

Academic Record

Please provide the nominee's demographic information.

Please enter the nominee's undergraduate GPA, undergraduate institution, graduate GPA (if applicable), and the graduate institution (if applicable).

To save the nominee's academic record, click the button, "SAVE academic achievement."

Statement of Student's Potential

Please provide a statement assessing the nominee's promise of success in the graduate program. Include the most important factors that influenced the program in the admission decision and any information the Fellowship Review Committee should consider.

To save the statement of student's potential, click the button, "SAVE statement of student's potential."

Meeting Eligibility Criteria

Please describe how the nominee meets each RMF eligibility criterion as well as the source of this information (e.g., relevant section of the admissions application, transcript, campus visit, letter of support). If the nominee does not meet the criterion, please enter "not applicable."

For specific definitions, please see the "Assessing Rackham Merit Fellowship Eligibility" document.

Underrepresented Background

Educational, cultural, or geographic background that is underrepresented in graduate study in the discipline in the United States or at the University of Michigan. Please note that this cannot be on the basis of race, sex, color, ethnicity, or national origin per Proposal 2.

Commitment to Diversity

Demonstrated commitment to diversity in the academic, professional or civic realm through work experience, volunteer engagement, or leadership of student or community organizations. By "Diversity," we mean efforts to reduce social, educational, or economic disparities based on race, ethnicity, or gender, or to improve race relations in the United States.

Financial Hardship

Financial hardship experienced as a result of family economic circumstances.

First-Generation

First-generation U.S. citizen or first generation in a family to graduate from a four-year college.

Something must be entered in all four text boxes to successfully save the data. If the nominee does not meet a criterion, please enter "not applicable." To save the eligibility criteria, click the button, "SAVE meeting eligibility criteria."

Graduate Program Funding Commitment

Doctoral programs and Rackham work together to ensure that recipients of the Rackham Merit Fellowship receive a five-year full funding package that includes tuition, stipend, and health and dental insurance during each fall and winter term, with select summer stipend and benefits.

Similarly, Rackham provides a semester of full funding to RMA awardees (tuition, stipend, and health and dental insurance), and the program also provides a semester of full funding.

Graduate programs are expected to credit Rackham Graduate School as a funding source in Rackham Merit Fellowship recipient award letters. Suggested language is emailed to the program once Rackham awards the RMF.

All graduate programs should describe their funding commitment (e.g., RMF, GSI, GSSA, GSRA, External Fellowship, Department Fellowship, Federal Training Grant) to the awardee in writing. When applicable, please indicate the student's summer support.

To save the program's funding commitment, click the button, "SAVE program's funding commitment."

Admission Letter

Please upload a PDF of the admission letter sent to the RMF nominee.

The RMF Nomination website is unable to accept files outside of the PDF format. Please convert the offer letter to the nominee into a PDF format, and upload the file.

If you need to replace a previously uploaded file, please upload a new PDF file.

If you are unable to convert the file into a PDF, please email the offer letter to rackham.rmf@umich.edu. To facilitate the nomination process, we will convert the file into a PDF and return it. You will then be able to upload the PDF file into the nominee's file.

To save the admission letter, click the button, "SAVE (UPLOAD) admissions letter."

Submit This Nomination

Once all of the sections of the nomination have been completed, the nomination status will change from "in progress, not submitted" to "completed, not submitted." Please review all the information carefully before submitting the nomination. You will be unable to change any information after the nomination has been successfully submitted. Please note that only completed and submitted nominations will be eligible for the RMF.

Please review all of the information in the nomination. If you need to change information in any section, please use the Nomination Menu bar to re-access the appropriate section. When ready, please check the box "I have verified all the information in this nomination."

To submit the nomination, click the button, "SUBMIT nomination to Rackham."

View Nomination

Once the nomination has been successfully submitted, the nomination status will change from "completed, not submitted" to "completed, submitted." In addition, an email confirmation will be sent to the graduate chair or program director as well as the graduate coordinator.

Please use the "Close this nomination & go to the add/edit a nomination page" to exit the nomination and either create a new nomination or edit a nomination that has not been submitted.