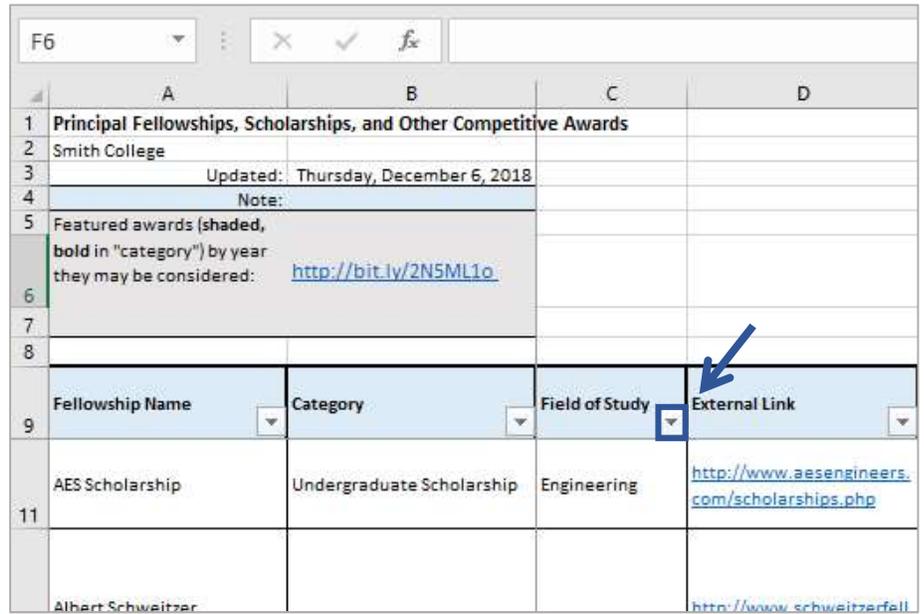


# Fellowships Excel Guide

How to filter and search the fellowships database to best meet your needs

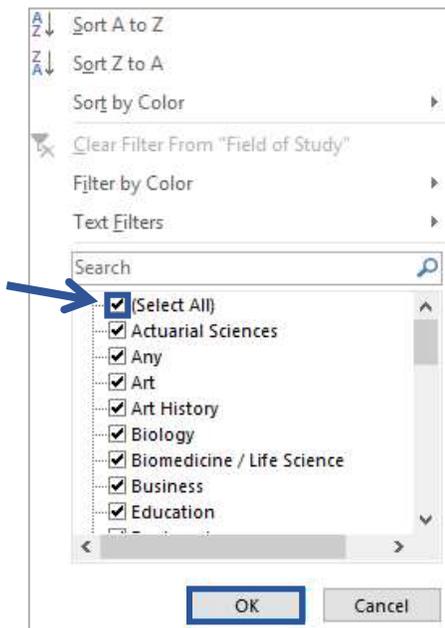
## Filtering

To filter a column, click the drop-down arrow for the category you would like to filter, and the filter menu will appear

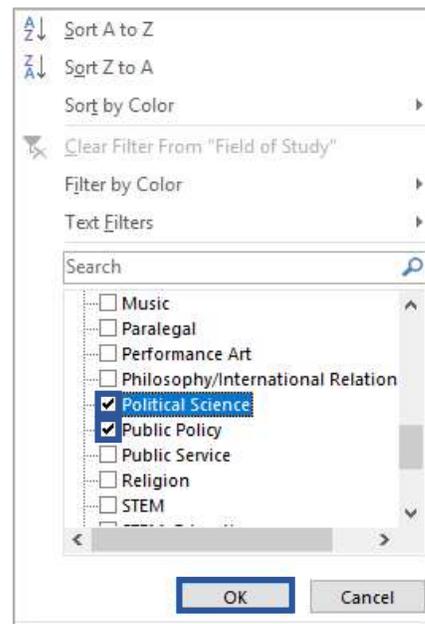


| Fellowship Name   | Category                  | Field of Study | External Link   |
|-------------------|---------------------------|----------------|---|
| AES Scholarship   | Undergraduate Scholarship | Engineering    | <a href="http://www.aesengineers.com/scholarships.php">http://www.aesengineers.com/scholarships.php</a> |
| Albert Schweitzer |                           |                | <a href="http://www.schweitzerfell">http://www.schweitzerfell</a>                                       |

To first deselect all categories, click the check-box for Select All and click OK.



Check the boxes next to the categories that you wish to view, then click OK.



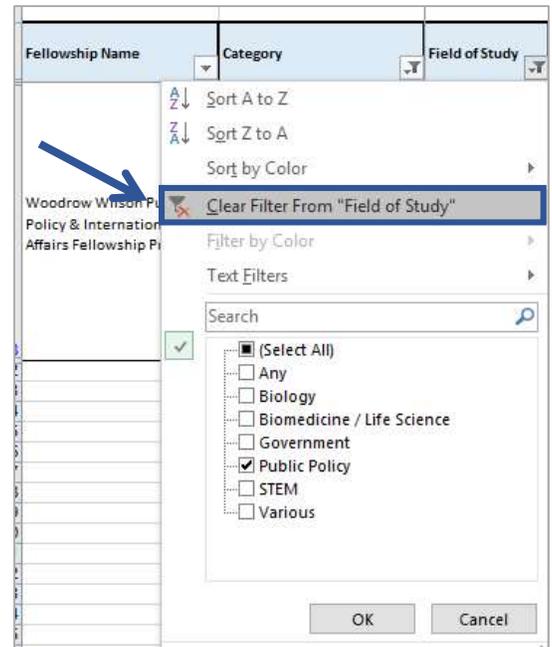
Here we want to look only at opportunities within the Political Science and Public Policy fields of study.

Excel also lets you filter multiple columns at once, allowing you to be as specific as you want

| Fellowship Name   | Category          | Field of Study | External Link   | Internal Link to Info Sheet / Other Smith info sour | Comment  | Citizenship Eligibility | Require Smith Nomination or Endorsement? | Website Category  | Smith Contact  |
|---|-------------------|----------------|---|---|--|-------------------------|--|---|--|
| Woodrow Wilson Public Policy & International Affairs Fellowship Program | Summer Internship | Public Policy  | <a href="http://www.princeton.edu/admissions/ppia-junior-summer-institute">http://www.princeton.edu/admissions/ppia-junior-summer-institute</a> |   | The goal of the program is to prepare students from diverse backgrounds—including underrepresented racial and ethnic minorities and students from families with lower socio-economic status—for graduate study and careers in public policy. The JSI fosters the development of skills essential for the explanation, evaluation and development of public policy in both the domestic and international spheres, with particular attention to training in critical thinking, quantitative analysis, and written and oral communication. | No Restrictions Listed  | No                                       | Public Policy, Summer Opportunities, Teaching & Education | Contact Dr. Margaret Lamb unless another contact is indicated. |

Database filtered for Political Science/Public Policy Field of Study and Summer Internship Category

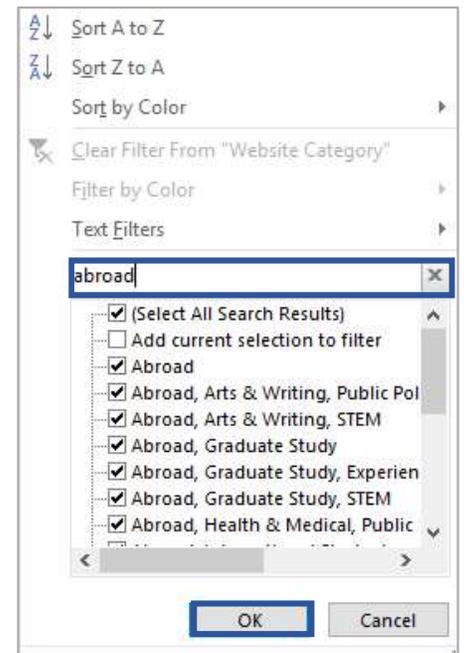
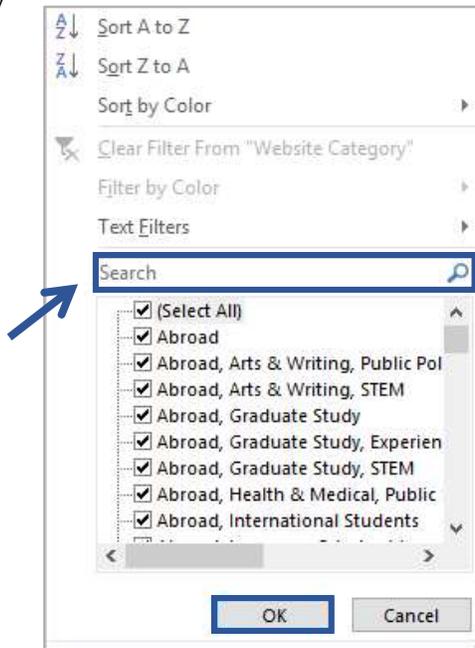
To undo a filter, click on the drop-down arrow for that category and select “Clear Filter from [Category Name]”



Clearing filter from Field of Study

# Filtering with Search

For cross-listed items, filter by typing the category you'd like to see into the filter menu Search bar. By clicking OK, you will be shown all items that contain your search query in the column in which you searched



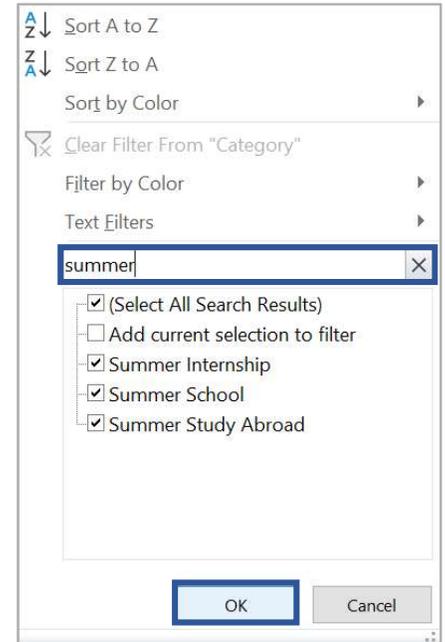
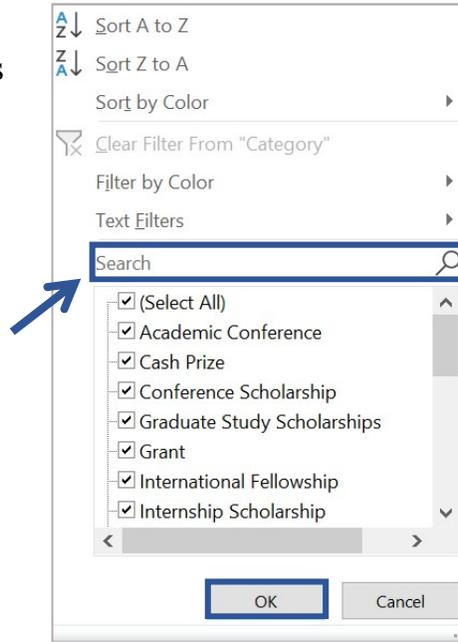
Search all opportunities that contain "abroad" in Website Category

| Fellowship Name  | Category                    | Field of Study | External Link  | Internal Link to Info Sheet / Other Smith info source | Comment  | Citizenship Eligibility                        | Require Smith Nomination or Endorsement? | Website Category             | Smith Contact |
|--|-----------------------------|----------------|--|---|--|--|--|------------------------------|---------------|
| American Farm School Fellowship, Greece                | Public Service Fellowship   | Education      | <a href="http://www.afs.edu.gr/">http://www.afs.edu.gr/</a>  |   | Limited number of paid fellowships (1 yr) to recent U.S. college graduates, who assist with various aspects of education and student life while serving as cultural ambassadors and enhancing the American character of campus life. Usually application due in Jan. | No Restrictions Listed                         | No                                       | Abroad, Teaching & Education |               |
| American India Foundation William J Clinton Fellowship | Public Service Fellowship   | Public Service | <a href="https://aif.org/fellowship/">https://aif.org/fellowship/</a>  |   | Immersive, 10-month volunteer service program matching young professionals with development organizations. Fellows work on scalable and sustainable development projects in the fields of education, livelihoods, technology and innovation, and public health.      | US or Indian Citizen, or US Permanent Resident | No                                       | Abroad, Public Policy        |               |
| American-Scandinavian Foundation                       | Various                     | Various        | <a href="http://www.amscan.org/fellowships-grants/grants-and-awards-for-americans/">http://www.amscan.org/fellowships-grants/grants-and-awards-for-americans/</a><br><a href="http://www.collegecounseling.org/student-enrichment/anatolia-fellow-program">http://www.collegecounseling.org/student-enrichment/anatolia-fellow-program</a> |   | Funds fellowships for research and study, internships in various fields.   | US Citizen or Permanent Resident               | No                                       | Abroad                       |               |
| Anatolia College Fellowship                            | Teaching Fellowship         | Education      | <a href="https://dfat.gov.au/people-to-people/australia-awards/pages/australia-awards.aspx">https://dfat.gov.au/people-to-people/australia-awards/pages/australia-awards.aspx</a>  |   | Fellowships in various subjects at Anatolia College in Thessaloniki, Greece.   | No Restrictions Listed                         | No                                       | Abroad, Teaching & Education |               |
| Australia Awards Scholarships                          | Graduate Study Scholarships | Various        |  |   | Various fellowships and scholarships in Australia.   | Various  |  | Abroad                       |               |

Database filtered for Website Categories including "abroad"

# Filtering with Search further example

Filtering by search can also be helpful when a keyword appears in multiple categories. For example, if you are looking for all summer opportunities, type “summer” into the filter menu Search Bar and click OK.



Filtering for all opportunities with "summer" in the Category

| Principal Fellowships, Scholarships, and Other Competitive Awards            |                     |   |   |   |  |   |       |
|--|---------------------|---|---|---|--|---|-------|
| Smith College  |                     | Updated: Thursday, December 6, 2018                       |   |   |  | Note: Use the drop down categories of interest or to opportunities that |       |
| Note:  |                     |   |   |   |  |   |       |
| Featured awards (shaded, bold in "category") by year they may be considered: |                     | <a href="http://bit.ly/2N5ML1o">http://bit.ly/2N5ML1o</a> |   |   |  |   |       |
| Fellowship Name  | Category            | Field of Study  | External Link   | Internal Link to Info Sheet / Other Smith info source   | Comment  | Citizenship Eligibility   | Re or |
| Blumberg Traveling Fellowship  | Summer Study Abroad | Any   |   | <a href="https://www.smith.edu/about-smith/study-abroad/summer-interterm#resources">https://www.smith.edu/about-smith/study-abroad/summer-interterm#resources</a> | Scroll up from default location to find info on scholarship. Funding used for semester/year abroad.  | Any nationality   | Ye    |
| Fox-Boorstein International Internship                                       | Summer Internship   | Government  |   | <a href="https://www.smith.edu/gov/awards.php">https://www.smith.edu/gov/awards.php</a>   | International work at organizations that involve policy focus or global issues.  | Any nationality   | Ye    |
| Inroads Internship   | Summer Internship   | Any   | <a href="https://inroads.org/internships/">https://inroads.org/internships/</a>                               |   | Inroads matches students with paid corporate internships, and provides skills development and mentorship.  | Any nationality   | Ne    |
| Leanna Brown Fellowship  | Summer Internship   | Government  |   | <a href="https://www.smith.edu/gov/awards.php">https://www.smith.edu/gov/awards.php</a>   | Fellowship is intended to support Smith students working at summer internships in state or local government or in organizations (government or nongovernment) focused on issues of particular concern to women | Any nationality   | Ye    |
| Leo Baeck Summer University  | Summer School       | Jewish Studies  | <a href="https://www.projekte.humboldt-berlin.de/en/lbsu">https://www.projekte.humboldt-berlin.de/en/lbsu</a> |   | Two-week summer school in Jewish Studies. Program is at Humboldt-Universität in Berlin, but program is conducted in English.   | No Restrictions Listed  | Ne    |
| As a member of the Liberal Arts Diversity                                    |                     |   |   |   |  |   |       |

Database filtered for Categories including "summer"

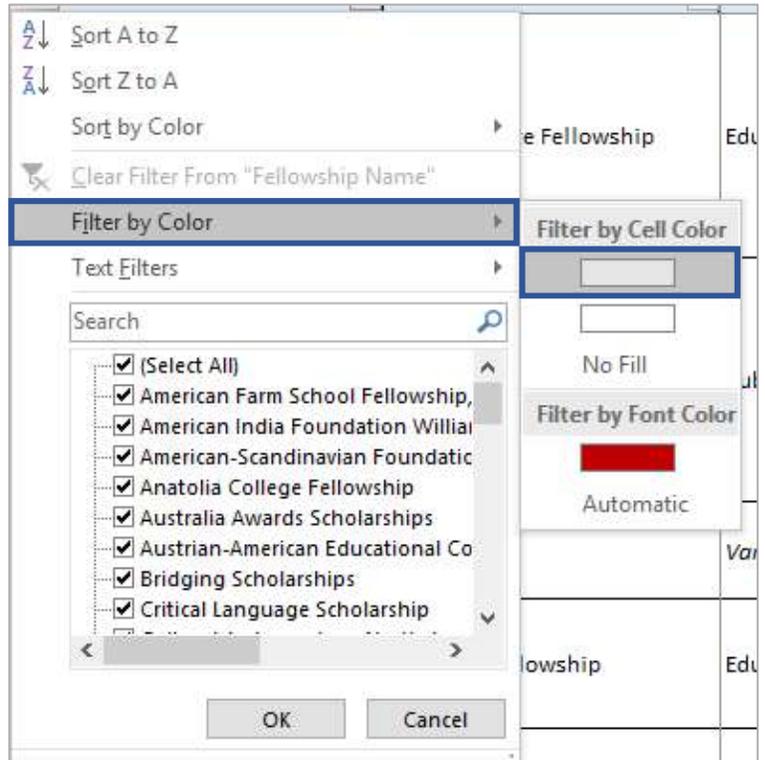
# Filter and Sort by Color

To filter for featured awards (which have a gray background in the Fellowship Name category) mouse over “Filter by Color” in the filter menu, and click the gray bar under “Filter by Cell Color.”

To view all opportunities with featured awards appearing first, follow same steps as before, but mouse over “Sort by Color” instead of “Filter by Color.”



Sorting so featured awards appear at top



Filtering for featured awards, which have Fellowship Name in gray cell

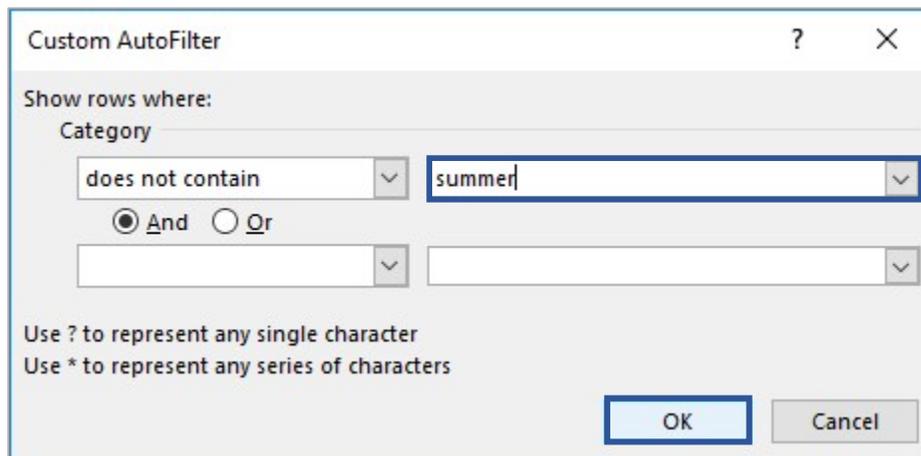
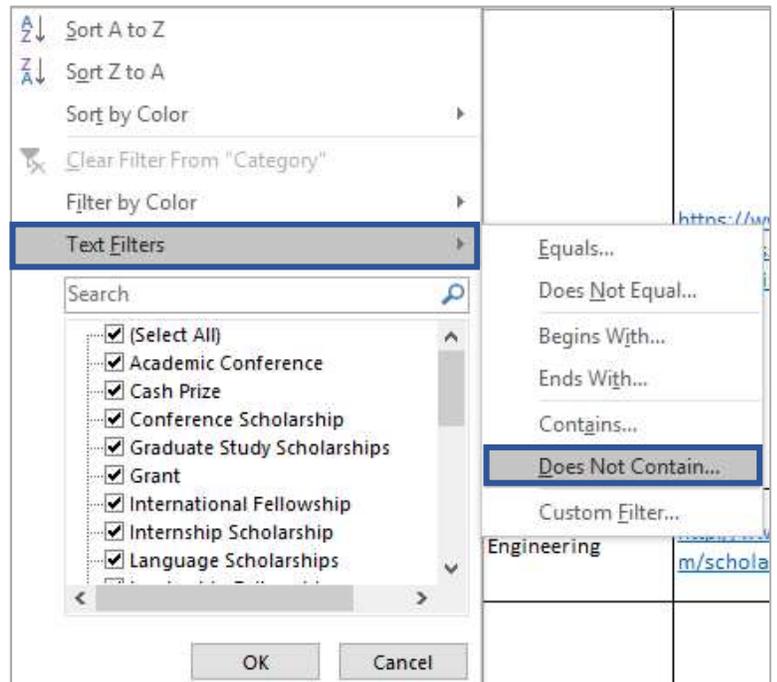
| Fellowship Name  | Category                    | Field of Study | External Link   | Internal Link to Info Sheet / Other Smith info source   | Comment  | Citizenship Eligibility                                    | Require Smith Nomination or Endorsement?      | Website Category                             | Smith Contact                 |
|--|-----------------------------|----------------|---|---|--|--|---|--|-------------------------------|
| <b>Critical Language Scholarship</b>   | Language Scholarships       |                | <a href="http://www.clscholarship.org/">http://www.clscholarship.org/</a>   | <a href="https://www.smith.edu/fellowships/docs/1_CLS_2_001_Fellowship_Info_Sheet_Critical_Lang.pdf">https://www.smith.edu/fellowships/docs/1_CLS_2_001_Fellowship_Info_Sheet_Critical_Lang.pdf</a>   | Intensive overseas language and cultural immersion program. Check website to see languages offered.          | US citizen   | No  | Abroad, Language Study, Summer Opportunities |                               |
| <b>DAAD Study Scholarship (Germany)</b>  | Other                       |                | <a href="https://www.daad.org/en/funding/graduate-opportunities/study-scholarship/">https://www.daad.org/en/funding/graduate-opportunities/study-scholarship/</a>                           | <a href="https://www.smith.edu/fellowships/docs/1_DAA_2_001_Fellowship_Info_Sheet_DAAD.pdf">https://www.smith.edu/fellowships/docs/1_DAA_2_001_Fellowship_Info_Sheet_DAAD.pdf</a>                     |  | Any nationality  | Yes   | Abroad, Graduate Study                       |                               |
| <b>Fulbright Student Program (including ETA, research, and study/MA options)</b> | Other                       |                | <a href="https://us.fulbrightonline.org/fulbright-us-student-program">https://us.fulbrightonline.org/fulbright-us-student-program</a> (Note: study/research/English teaching assistantship) | <a href="https://www.smith.edu/fulbright/">https://www.smith.edu/fulbright/</a>   |  | US citizen   | Yes (contact Donald Andrew dandrew@smith.edu) | Abroad, Graduate Study, Experiential         |                               |
| <b>Fulbright UK Institutes</b>   | Other                       |                | <a href="http://www.fulbright.org.uk/going-to-the-uk/uk-summer-institutes">http://www.fulbright.org.uk/going-to-the-uk/uk-summer-institutes</a>   |   |  | US citizen   | No  | Abroad, Summer Opportunities                 |                               |
| <b>Gates Cambridge (UK)</b>  | Graduate Study Scholarships |                | <a href="https://www.gatescambridge.org/">https://www.gatescambridge.org/</a>   | <a href="https://www.smith.edu/fellowships/docs/1_GAT_2_001_Fellowship_Info_Sheet_GatesCambridge.pdf">https://www.smith.edu/fellowships/docs/1_GAT_2_001_Fellowship_Info_Sheet_GatesCambridge.pdf</a> |  | Any nationality except UK                                  | No  | Abroad, Graduate Study                       |                               |
| <b>German Chancellor Fellowship</b>  | Other                       |                | <a href="https://www.humboldt-foundation.de/web/german-chancellor-fellowship.html">https://www.humboldt-foundation.de/web/german-chancellor-fellowship.html</a>                             |   |  | University graduates from US, Brazil, China, India, Russia | No  | Abroad, Graduate Study                       |                               |
| <b>Gilman Scholarship, Benjamin A. Gilman International Scholarship Program</b>  | Other                       |                | <a href="https://www.ile.org/Programs/Gilman-Scholarship-Program">https://www.ile.org/Programs/Gilman-Scholarship-Program</a>   |   | Grant to enable students of limited financial means to study or intern abroad. Applicants must be Pell Grant | US Citizen or National                                     | No  | Abroad, Language Scholarships                | Study Abroad global@smith.edu |

Database with Fellowship Name filtered to have gray cell. This shows all featured awards.

# Advanced Text Filter

To filter for opportunities that do not contain a certain selection criterion, mouse over “Text Filters” in the filter menu, and select “Does Not Contain...”

In the pop-up menu, type the word you don’t want to see in the top right bar, next to “does not contain” and click OK.



*Filtering for opportunities that don't have "summer" in the Category*

If you are still confused or have further questions

<https://edu.gcfglobal.org/en/excel2013/filtering-data/1/> is an excellent resource.