

**Student Grants Database**  
**Instructions for Applying to YLS Public Interest Fellowships**

Note: Chrome or Firefox (not Internet Explorer) are the recommended browsers.

Go to the Yale University Student Grants Database at:

<https://yale.communityforce.com/Funds/Search.aspx>.

**If you currently have an active Yale Net ID please use it to log in to the system.**

**Please Note: If you are an alum and your Yale Net ID has expired, please go here to reinstate it:**

**[https://veritas.its.yale.edu/netid/ActivatePreLogin\\_Prepare.do](https://veritas.its.yale.edu/netid/ActivatePreLogin_Prepare.do). You must first fill out a form and send it to Yale University ITS. They will then send you an 8-digit PIN to reactivate your Net ID.**

In the Keyword Search, type ‘Law Common’, and then select ‘Law School Fellowships Common Application’.

Select the link and review the information for applying to the Bernstein, Gruber, Heyman, Liman, Robina, YLJ and YPIF Fellowships. You may apply directly from here. If you wish to review fellowships specifics, you can also link to each fellowship program from here.

To apply, complete all sections requested:

1. Student Information
2. Fellowship Selection (select all programs to which you would like to apply)
3. Proposal Information
4. Additional Information and Releases
5. Request (where you make your recommendation letter requests)

Be sure to save your work as you go and remember that once you submit your application you will not be able to make any edits.

You should submit your materials before the deadline even if your recommendation letters have been requested but not yet received. Please be sure to request your recommendation letters well in advance (2-3 weeks) of the application submission deadline and check to make sure your recommenders received the request. The system will not send reminders, so please check the recommendation letter status and remind your recommenders if needed.

**If you intend to request three letters of recommendation, be sure to select YES to the question “Will you be submitting a third letter of recommendation”, under the ‘Additional Information and Releases’ section.**

**Please note:** If you apply to multiple fellowship programs, after submitting you will notice under ‘My Applications’ there may be more than one application listed. For example, if you apply to the Liman Fellowship as well as the YPIF Fellowship, you may see a Liman Application, a Law School Fellowships

Application and a Law School Fellowships Common Application. The Law School Fellowships Common Application is the main, or ‘parent’ application, and the other applications are considered the ‘child’ applications. The ‘child’ applications will show what was included in each of those applications. Child applications automatically show as submitted but the Common Application is the main application and will show as ‘request pending’ status until all letters of recommendation have been uploaded.

**Other Items of Note:**

1. **Organization letters can be uploaded in either Word or PDF format.**
2. **We request that proposals be uploaded in Word.**
3. **If for any reason, you withdraw your application from the online system, please also email the appropriate program director.**

Please contact [Norma D'Apolito](#), or the appropriate fellowship program director, if you have any questions.