

## UNIVERSITY GRADUATE SCHOOL

### **Dissertation Year Fellowship (DYF) Guidelines – Fall 2018**

The Dissertation Year Fellowship (DYF) provides support to highly-qualified FIU doctoral students during the writing phase of their dissertation. It is intended to facilitate the timely completion of high-quality manuscripts and dissertations. **Dissertation Fellows are expected to graduate within one year after receiving the award.**

There are no limitations in the numbers of applications that a program can submit. While we will strive for university-wide representation in the selected fellowships, in awarding fellowships, priority will be given to programs that are able to impact performance metrics in this fiscal year or next, are in strategic areas as defined by the Board of Governors, and prior performance in meeting graduation expectations will also be considered.

Applicants should submit their complete application to their **Graduate Program Director by Friday, June 1st, 2018.**

Evaluation Criteria:

- Primary consideration is given to students who are conducting outstanding research in their discipline and have established a notable record of scholarship during their doctoral studies (in comparison to others in their discipline)
- Clear and detailed timeline that indicates the student will finish dissertation in two terms
- Outstanding level of publication and presentation of dissertation research
- History of student's applications for external funding
- Major professor's track record as an outstanding mentor to students. For recently hired faculty the academic training and previous experiences will be used in the evaluation of their potential to serve as an outstanding mentor. Part of the evidence will be obtained from the major professor's record based on information provided in the accompanying letter of recommendation, and the Annual Evaluation and Mentoring Plans submitted for previously advised students

Revised: May 8th, 2018

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- Department's success in achieving the main expectations of the fellowship. Part of the evidence will be obtained from the Department's record based on the Annual Program Summary generated by UGS

The University Graduate School (UGS) awards the DYF three times per year. The present application is for funding that begins in Fall Term 2018. DYFs provide a stipend of **\$16,600 for two terms, or \$8,300 per term** (inclusive of the term in which the dissertation is submitted to the University Graduate School). After a student has advanced to candidacy, he/she is considered to be full-time if enrolled for a minimum of three term hours of dissertation credit per term (this applies to both domestic and international students). Therefore, fellowship recipients must enroll in, and the UGS will provide a tuition waiver for, **three dissertation** credit hours per term. *Any additional credits beyond the three that are required will be the financial responsibility of the student.*

Publications resulting from research supported in part through a DYF should acknowledge the financial support of a Florida International University Dissertation Year Fellowship.

## Guidelines for Students:

- To be eligible for consideration for a DYF, applicants must:
  - be **within six (6) dissertation credits** of completing all requirements for the degree by the term in which the award would begin. Exceptions will be made for students in programs that require more than 15 dissertation credits for graduation.
  - be currently enrolled for a minimum of three (3) dissertation credits;
  - have an **approved D-3 form on file in the UGS in the term prior to applying for this fellowship (Summer 2018); and**
  - have completed all data collection for the dissertation.
- All questions (1-19) on the application must be completed. Applicants should NOT include documentation beyond the 3-page application (an extra page can be added if the space provided for list of publications and presentations is not sufficient).
- If applicant has an approved D5 on file, they are ineligible to receive the DYF.
- **Recommendations:**
  - Letters of recommendation must be provided by the major professor and two faculty members and submitted by faculty directly to the Graduate Program Director. A completed Letter of Recommendation form should be attached to **each** letter of *recommendation*.
  - The major professor must complete a summary table (see attached in the recommendation form) that includes information for the past three years of mentored students.
  - Students mentored by newly appointed faculty members, who have not yet graduated students, will not be penalized. Newly appointed faculty, must complete a paragraph stating why they would be suitable mentors on the bottom of the summary table (see attached in the recommendation form) and will be judged based on post-degree appointments, publications from theses or dissertations, evidence of acquiring external funds sufficient to support doctoral students, and any involvement in professional activities or services that are applicable.

Revised: May 8th, 2018

# Dissertation Year Fellowship (DYF) Guidelines – Fall 2018

- Applicants should submit their complete application to their **Graduate Program Director by Friday, June 1<sup>st</sup>, 2018.**
- If awarded, recipients must attest that they will work full time on their dissertation during the period of the fellowship and will not hold any other employment during that time.

**Please Note:** UGS Fellowships can be awarded consecutively but not simultaneously.

## Guidelines for Departments:

- Each doctoral degree-granting **program** may submit **unlimited** Dissertation Year Fellowship applications. While we will strive for university-wide representation in the selected fellowships, in awarding fellowships, priority will be given to programs that are able to impact performance metrics in this fiscal year or next, are in strategic areas as defined by the Board of Governors, and prior performance in meeting graduation expectations will also be considered.
- It is expected that the prospective fellowship applicants will be reviewed by a committee of DAS faculty and ranked. The program rankings must be justified in a cover letter to the UGS.
- The cover letter from the Graduate Program Director should also include a list of publications for each DYF recipient for the past five years (include pdf file of the page where fellowship was acknowledged) and any other evidence of past recipients' success.
- The student portion of the application should not exceed three pages. Three letters of recommendation (each with its own **completed** Letter of Recommendation form) should be attached to the application.
- Nomination form (attached) needs to be submitted with supporting documentation. **Please submit a completed application to the UGS as a single pdf file/application to [ugsfellows@fiu.edu](mailto:ugsfellows@fiu.edu). Hard copy submissions will not be accepted.** Complete department applications are due to the **UGS no later than Friday, June 8th, 2018.**

## **Fall 2018 Fellowship Nomination and Award Timeline**

### **Friday, June 1st, 2018**

Deadline for students and recommenders to submit completed documents to their program's Graduate Program Director

### **Friday, June 8th, 2018**

Deadline for Graduate Program Director to submit completed applications to the UGS as a single pdf file/application to [ugsfellows@fiu.edu](mailto:ugsfellows@fiu.edu)

Revised: May 8th, 2018

# **Dissertation Year Fellowship (DYF) Guidelines – Spring 2018**

**During the week of Monday, June 25<sup>th</sup> – June 29th, 2018**

Selection Committee meets to make award recommendations

**Friday, June 29th, 2018**

The UGS notifies departments of awards and sends official letter to recipients

## FALL 2018 DISSERTATION YEAR FELLOWSHIP (DYF) APPLICATION

1. Name \_\_\_\_\_  
Last First Middle

2. Home Address \_\_\_\_\_  
Street City State Zip Code

Tel. # \_\_\_\_\_ Panther ID \_\_\_\_\_ E-mail \_\_\_\_\_

3. Department \_\_\_\_\_ Degree \_\_\_\_\_

4. Grad School Entry Date: \_\_\_\_\_ 5. Date (D-1) approved by UGS \_\_\_\_\_

6. Date (D-2) approved by UGS \_\_\_\_\_ 7. Date (D-3) approved by UGS \_\_\_\_\_

8. Total Graduate Credits: \_\_\_\_\_ 9. GPA: \_\_\_\_\_

10. Proposed Title of Dissertation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Major Professor \_\_\_\_\_ E-mail \_\_\_\_\_

12. By signing this application form you affirm that: 1) the information you have provided is true; and 2) you will work full-time on your dissertation research during the period of the fellowship (if awarded) and will not hold other employment during this time.

\_\_\_\_\_  
Signature Date

13. Summarize the significance of the project in **NON-SPECIALIST** language. (≥ 9 point font, 250 word limit)

14. Provide a timeline for completion of your doctoral work. **Please be specific** and clear about where the research currently stands. (≥ 9 point font, 250 word limit)

15. Explain exactly how your current means of financial support precludes or significantly interferes with your ability to complete your dissertation in a timely fashion and how this will enhance your research productivity. (≥ 9 point font, 250 word limit)

16. Numbered list of **published** or **accepted** manuscripts from work done at FIU. Provide full citation and number of pages. Indicate clearly if manuscript is an original article, book chapter, or refereed conference proceeding. (≥ 9 point font, 250 word limit)

17. Numbered list of professional presentations (given or accepted) from work done at FIU. Only list presentations that have **not** been previously listed. **Provide full citation including the list of authors as they appear.** **DO NOT REPEAT CITATIONS.** Provide meeting, location, and date. (≥ 9 point font, 250 word limit)

18. Summary of previous and ongoing financial support during Doctoral Studies at FIU **while as a student** (e.g. TA, RA, Fellowships, scholarships, etc.). (≥ 9 point font, 250 word limit)

19. List all external funding applied for by the student. Indicate if funding was awarded, **the amount awarded**, and period of support provided. (≥ 9 point font, 250 word limit)

<b>University Graduate School Fellowship Reference</b>	NAME OF APPLICANT (Last, First, Middle Initial)
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**17. APPLICANT'S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENT**

Under the Family Educational Rights and Privacy Act of 1974, a student enrolled at Florida International University has the right to access his or her educational records. We comply with this law, while still allowing the student the option of waiving his or her right of access.

If you wish to waive the right to access this recommendation, please indicate below and sign. If left unsigned, it is assumed that you are NOT waiving your right to access this recommendation. The option you choose in no way affects our consideration of your application.

- I WAIVE my right to access/examine the contents of the following recommendation
  
- I DO NOT WAIVE my right to access/examine the contents of the following recommendation

\_\_\_\_\_  
(Signature of student/applicant) (Date)

**Recommendation Section: to be completed by Major Professor and Faculty Members**

***Please submit completed and signed recommendation form and attached recommendation to the Graduate Program Director by Friday, June 1st, 2018***

Compare the applicant to other students you have known at a similar point in their career. Use the following numerical scores. Mark every block; insert "X" if insufficient knowledge.

<b>1 – Outstanding</b> – upper 5%	<b>3 – Very Good (Above Average)</b> – upper 21 to 40%	<b>5 – Fair (Below Average)</b> – lower 40%
<b>2 – Excellent</b> – upper 6 to 20%	<b>4 – Good (Average)</b> – middle 41 to 60%	<b>0 – Not Applicable</b>
<input type="checkbox"/> Research Ability and Potential	<input type="checkbox"/> Self-Reliance and Independence	<input type="checkbox"/> Originality
<input type="checkbox"/> Written and Verbal Communications	<input type="checkbox"/> Timely Progress toward Degree Completion	<input type="checkbox"/> Number of Publications
<input type="checkbox"/> Perseverance in Pursuing Goals	<input type="checkbox"/> Familiarity with Research Literature	<input type="checkbox"/> Effort Devoted to Research

Comment on the above items, including other areas as appropriate. Identify the strengths and weaknesses that should be considered in evaluating whether this applicant should receive fellowship support. **Please address the quality/impact factor of the publication.**

**PLEASE ATTACH YOUR RECOMMENDATION**

LENGTH OF TIME HAVING KNOWN APPLICANT	CAPACITY AT THAT TIME	
RESPONDENT (Name, title, department)	E-MAIL	
TELEPHONE NUMBER	SIGNATURE	DATE



## MAJOR PROFESSOR-SUMMARY TABLE OF MENTORSHIP

MAJOR PROFESSOR:				Support-RA, TA, GA, Fellowship, N/A					
Student	Masters or PhD	Entry Date	Completion Date	2014-15	2015-16	2016-17	2017-18	# of Presentations	# of Publications

**Recently appointed faculty, please provide a paragraph for the Selection Committee with justification of your mentoring abilities based on training and previous experiences.**

Revised: May 8th, 2018