

## UNIVERSITY GRADUATE SCHOOL

### **Doctoral Evidence Acquisition (DEA) Fellowship Guidelines – Fall 2018**

The Doctoral Evidence Acquisition (DEA) Fellowship is specifically intended to support doctoral students for whom their current means of financial support would significantly interfere with or preclude their ability to collect the evidence needed for their doctoral research. **A DEA Fellow is awarded a stipend to enable evidence acquisition that otherwise would not be possible.** Evidence acquisition activities that might be supported by the DEA Fellowship include, but are not limited to, off-campus library/archive research, fieldwork, experiments, interviews, collection of specimens, etc.

There are no limitations in the number of applications 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 affect 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 be considered.

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

Evaluation Criteria: ***Primary consideration is justification related to the type of activities involved in data collection.***

- Students current means of financial support would significantly interfere with or preclude their ability to collect the evidence needed for their doctoral research
- Clear and detailed timeline of evidence acquisition activities, including where they will take place (i.e. travel dates, **confirmed letter of collaboration or invitation from labs that detail specific accommodations**)
- The timeline clearly indicates the term when DEA support is needed (maximum award is one term). Please include a strong justification for a non-GA/TA assignment during your data collection
- 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

# Doctoral Evidence Acquisition (DEA) Fellowship Guidelines – Fall 2018

- 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) will make DEA Fellowship awards available three times per year. The present application is for funding that begins in Fall Term 2018. DEA Fellowships provide a stipend of \$8,300 per term for one term. After a student has advanced to candidacy, he/she is considered 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.*

The UGS will only consider funding a student for time needed for the acquisition of evidence e.g., data collection, sample collection, interviewing, etc. We appreciate that a student may also need financial support during the data analysis and writing phase of their doctoral work, and the UGS provides an alternative support mechanism for these activities, i.e., the Dissertation Fellowship.

Publications resulting from research supported in part through this fellowship should acknowledge the financial support of a Florida International University Doctoral Evidence Acquisition Fellowship. A copy of any such publication should be sent to the University Graduate School.

## Guidelines for Students:

- To be eligible for consideration for a DEA, applicants must:
  - be currently enrolled for a minimum of three (3) dissertation credits
  - have **D-2 and D-3 forms approved the term prior to receiving this fellowship (for Fall 18 DEA, D2 and D3 must be approved in Summer 2018)**
- All questions (1-18) on the application must be completed. Applicants should NOT include documentation beyond the three-page application.
- 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.

# Doctoral Evidence Acquisition (DEA) Fellowship Guidelines – Fall 2018

- **Full-time students who will be in the program for more than four years at the time of receiving the award (students who will be in their 13<sup>th</sup> term or beyond in Fall 18) are not eligible to apply.**
- 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 research 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** Doctoral Evidence Acquisition 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 departmental rankings should 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 DEA recipient for the past three (3) 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 completed electronic applications in a single pdf file/application to [ugsfellows@fiu.edu](mailto:ugsfellows@fiu.edu). Hard copy submissions will not be accepted. **Complete applications are due to the UGS no later than Friday, June 8<sup>th</sup>, 2018.**

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

**Friday, June 1<sup>st</sup>, 2018**

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

**Friday, June 8<sup>th</sup>, 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)

# **Doctoral Evidence Acquisition (DEA) Fellowship Guidelines – Spring 2018**

**During the week of Monday, June 25<sup>th</sup> – June 29<sup>th</sup>, 2018**  
Selection Committee meets to make award recommendations

**Friday, June 29<sup>th</sup>, 2018**  
The UGS notifies departments of awards and sends official letter to recipients

**FALL 2018 DOCTORAL EVIDENCE ACQUISITION (DEA) FELLOWSHIP 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. Summarize your research methodology and describe where your evidence acquisition will take place. **Please indicate how being awarded a DEA will enhance your training, research experience, etc.** (≥ 9 point font, 250 word limit)

15. Provide a timeline for acquisition of doctoral evidence, including collection of pilot data or preliminary research. **Please include travel dates and be specific. Attach any letters of collaboration or invitation from a lab you will be visiting.** Be clear about where the research currently stands. Include only evidence acquisition activities, i.e., do not include analysis, writing or presentation activities. (≥ 9 point font, 250 word limit)

16. Explain exactly how your current means of financial support precludes or significantly interferes with your ability to carry out the acquisition of evidence required for the dissertation. (≥ 9 point font, 250 word limit)

17. 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)

18. 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)

19. Summary of previous and ongoing financial support during Doctoral Studies at FIU **while as a student** (e.g. TA, RA, Fellowships, scholarships, etc.). **If reapplying after receiving a DEA Fellowship, why do you need to be awarded again?** (≥ 9 point font, 250 word limit)

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

**University Graduate School  
Fellowship Reference**

NAME OF APPLICANT (Last, First, Middle Initial)

**21. 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 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.

**1 – Outstanding** – upper 5%

**3 – Very Good (Above Average)** – upper 21 to 40%

**5 – Fair (Below Average)** – lower 40%

**2 – Excellent** – upper 6 to 20%

**4 – Good (Average)** – middle 41 to 60%

**0 – Not Applicable**

Research Ability and Potential

Self-Reliance and Independence

Originality

Written and Verbal Communications

Timely Progress toward Degree Completion

Number of Publications

Perseverance in Pursuing Goals

Familiarity with Research Literature

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