

Florida International University
RESEARCH AND UNIVERSITY GRADUATE SCHOOL

Dissertation Year Fellowship (DYF)
Guidelines – Spring 2010

Dissertation Year Fellowships (DYFs) provide support to highly-qualified FIU doctoral students during the data analysis and writing phase of their dissertation. It is intended to facilitate the timely completion of high-quality manuscripts and dissertations. Students who are conducting outstanding research in their discipline and have established a notable record of publication during their doctoral studies (in comparison to others in their discipline) are favored in the application process.

The University Graduate School (UGS) will make DYFs available three times per year. The present application is for funding to begin Spring Semester 2010. DYFs provide a stipend of \$25,000 for 12 months, or \$8,334 per term (through 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 semester hours of dissertation credit per semester (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. A copy of any such publication should be sent to the University Graduate School.

Guidelines for Students:

- To be eligible for consideration for a DYF, applicants must:
 - be **within nine (9) dissertation credits** of completing all requirements for the degree by the semester in which the award would begin;
 - be currently enrolled for a minimum of 3 dissertation credits;
 - have an **approved D-3 form** on file in the UGS; and
 - have completed all data collection for the dissertation.
- 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.
- Letters of recommendation must be provided by the major professor and two faculty members.
- All parts of the application, including the letters of recommendation, must be completed on the electronic forms provided. (Application available at: <http://gradschool.fiu.edu/fellowships.html>)
- Applicants should NOT include documentation beyond the 3-page application.
- Applications should be submitted by students to their **Graduate Program Director by Monday, September 28th, 2009.**
- Recommendations should be submitted by faculty directly to the Graduate Program Director.
- **Please Note:** UGS Fellowships can be awarded consecutively but not simultaneously.

Guidelines for Departments:

- Each doctoral degree-granting department or school may submit **two** Dissertation Year Fellowship applications. 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 UGS.
- No application should exceed 6 pages. (3 pages for student and 3 letters of recommendation.)
- Programs should submit **one original and one (1) double-sided copy** of each application to the **UGS no later than Monday, October 5th, 2009.**
- In addition to hard copies, programs should e-mail a pdf composed of the cover letter and the two departmental applications to ugs@fiu.edu.

11. Provide a timeline for completion of your doctoral work. Be clear about where the research currently stands. (\geq 11 point font)

12. Explain exactly how your current means of financial support precludes or significantly interferes with your ability to complete your dissertation in a timely fashion.

13. List of **published** or **accepted** manuscripts from work done at FIU. Provide full citation. (\geq 9 point font)

14. List of **published, accepted** or **submitted** abstracts from work done at FIU. Provide full citation. (≥ 9 point font)

15. List of professional presentations (given or accepted) from work done at FIU. Provide meeting, location, and date. (≥ 9 point font)

16. Summary of previous and ongoing financial support during Doctoral Studies at FIU. E.g. TA, RA, Fellowships, scholarships, etc. (≥ 9 point font)

17. List all external funding applied for by student. Indicate if funding was awarded and period of support provided. (≥ 9 point font)

**University Graduate School
Fellowship Reference**

NAME OF APPLICANT (Last, First, Middle Initial)

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.

LENGTH OF TIME HAVING KNOWN APPLICANT

CAPACITY AT THAT TIME

RESPONDENT (Name, title, department)

E-MAIL

TELEPHONE NUMBER

SIGNATURE

DATE