



Dissertation Year Fellowship (DYF) Guidelines – Spring 2019

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 Year Fellows are expected to graduate within one year after receiving the award.**

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.

The University Graduate School (UGS) awards the DYF three times per year. The present application is for funding that begins in Spring Term 2019. 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 UGS). After a student has advanced to candidacy, he/she is considered to be full-time if enrolled for a minimum of three dissertation credit hours 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. A copy of any such publication should be sent to the University Graduate School.

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

In efforts to automate and facilitate the application process for Fellowships, the UGS is conducting an online pilot for the DYF Fellowship- Spring 2019 application cycle. The application must now be completed online by accessing the Academic Works portal (<https://fiu.academicworks.com/>).

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Applicants should submit their complete online application through **Academic Works** by **Friday, October 12, 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
- 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

ELIGIBILITY REQUIREMENTS

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
- Be currently enrolled for a minimum of three (3) dissertation credits

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- Have an **approved candidacy (D2) and dissertation proposal (D3) form on file in the UGS in the term prior to applying for this fellowship (Summer 2018 approval)**
- Have completed all data collection for the dissertation
- If applicant has an approved request for oral defense (D5) on file, they are **not** eligible to receive the DYF
- 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
- Applicants should submit their complete online application through Academic Works by **Friday, October 12, 2018**

GUIDELINES FOR STUDENTS

- The application must be initiated and completed online by accessing the Academic Works portal (<https://fiu.academicworks.com/>) using their MyAccounts username (i.e. jdoe001@fiu.edu) and password
- Complete General Application (**NOTE:** Academic Works requires that a general application [resume and personal statement] be completed before you apply to **ANY** fellowship in the system. Since this is a system requirement and not a UGS requirement, students can upload [this document](#) to bypass this requirement. If you choose to upload a resume and personal statement, please keep in mind they will **NOT** be reviewed or taken into consideration by the Graduate Program Director or Selection Committee)
- Once General Application is complete, you may proceed to apply for the DYF
- Applicants will assign **three** recommenders through the online application by providing the name and e-mail address of each recommender
 - Letters must be provided by the **major professor AND two faculty members** to be submitted online by **Friday, October 12, 2018**

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- Applicants will get a confirmation e-mail once the recommender has submitted the letter of recommendation

GUIDELINES FOR MAJOR PROFESSOR/ RECOMMENDERS

- Major Professors and Recommenders will receive an automated email from “FIU Scholarships” with a link to complete a questionnaire and upload the letter of recommendation
- To access the online reference portal in Academic Works, FIU Faculty will do so by using their MyAccounts username (i.e. jdoe001@fiu.edu) and password
- The major professor must complete a summary table (that includes information for the past three years of mentored students). The summary table will be available in the Academic Works portal and must be uploaded at the time the recommendation letter is submitted
 - 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 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

Guidelines for Departments

- Each doctoral degree-granting **program** may submit **unlimited** DYF 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
- Graduate Program Directors (GPDs) will be notified once applications pertaining to their department are ready for review in the Academic

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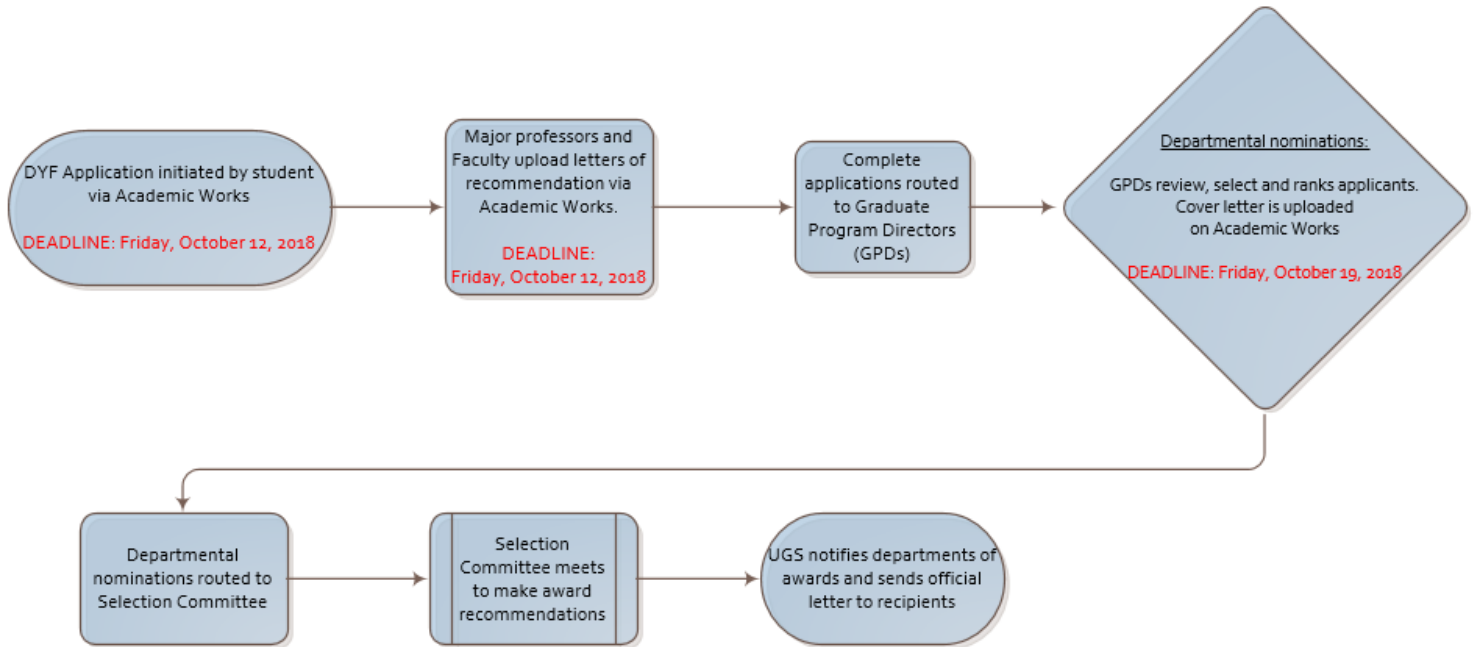
Works portal. **Note:** Only student applications that meet eligibility requirements will be routed to GPDs

- To access the portal, GPDs will use their MyAccounts username (i.e. jdoe001@fiu.edu) and password. Once logged in GPDs:
 1. Review and rank student applications
 2. Upload cover letter justifying student rankings
 - Letter should also include a list of publications for each DYF recipient for the past five (5) years (include pdf file of the page where fellowship was acknowledged) and any other evidence of past recipients' success

GPD must submit ranked finalists and cover letter through Academic Works by **Friday, October 19, 2018.**

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**SPRING 2019 DYF APPLICATION WORKFLOW AND AWARD
TIMELINE**



Friday, October 12, 2018

Deadline for students and recommenders to submit completed documents through Academic Works

Friday, October 19, 2018

Deadline for Graduate Program Director to submit ranked finalists and cover letter through Academic Works

Week of Monday, November 12, 2018

Selection Committee meets to make award recommendations

Week of Monday, November 19, 2018

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