



## Doctoral Evidence Acquisition (DEA) Fellowship Guidelines – Summer 2019

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.

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.

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 Year Fellowship.

The UGS will make DEA Fellowship awards available three times per year. The present application is for funding that begins in Summer Term 2019. 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 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 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 UGS.

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

In efforts to facilitate the application process for Fellowships, the UGS will continue to use the Academic Works portal (<https://fiu.academicworks.com/>) for the DEA Fellowship- Summer 2019 application cycle.

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Applicants should submit their complete online application through **Academic Works** by **11:59PM on Friday, February 8, 2019**.

### EVALUATION CRITERIA

*Primary consideration and 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
- 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 DEA, applicants must:

1. Be currently enrolled for a minimum of three (3) dissertation credits
2. **Have reached doctoral candidacy at the time of this Fellowship application (D2 approved by UGS in Fall 2018)**
3. Have a dissertation proposal (D3) approved with UGS, **OR** be in the process of submitting the proposal to UGS in Spring 2019 (If awarded, an approved dissertation proposal is required)

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4. 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 Summer 19) are not eligible to apply
5. 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

Applicants should submit their complete online application through Academic Works by **11:59PM on Friday, February 8, 2019**

### 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 DEA
- 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 **11:59PM on Friday, February 8, 2019**
  - Applicants may check the status of the recommendation letters by logging into Academic Works and clicking on “My applications”
  - Applicants have the option of resending the reference request to the recommender, and/or changing the recommender if necessary.
  - Applicants will receive a confirmation e-mail from once the recommender has submitted the letter of recommendation

**Note:** Applicants may go back to make changes to the application (even after submitted) until the submission deadline of February 8, 2019 deadline

### GUIDELINES FOR MAJOR PROFESSOR/ RECOMMENDERS:

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- 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** DEA 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
- Graduate Program Directors (GPDs) will be notified once applications pertaining to their department are ready for review in the Academic Works portal. **Note:** Only student applications that meet eligibility requirements will be routed to GPDs
- To access the portal, GPDs and departmental committee members will use their MyAccounts username (i.e. jdoe001@fiu.edu) and password. Once logged in:
  1. GPDs and departmental committee members will be able to see the applications assigned for their review
  2. Ranking students will no longer be required. Departmental committee members will indicate whether the applicant should be nominated for the

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award. They also have the option of adding comments for the GPD to review

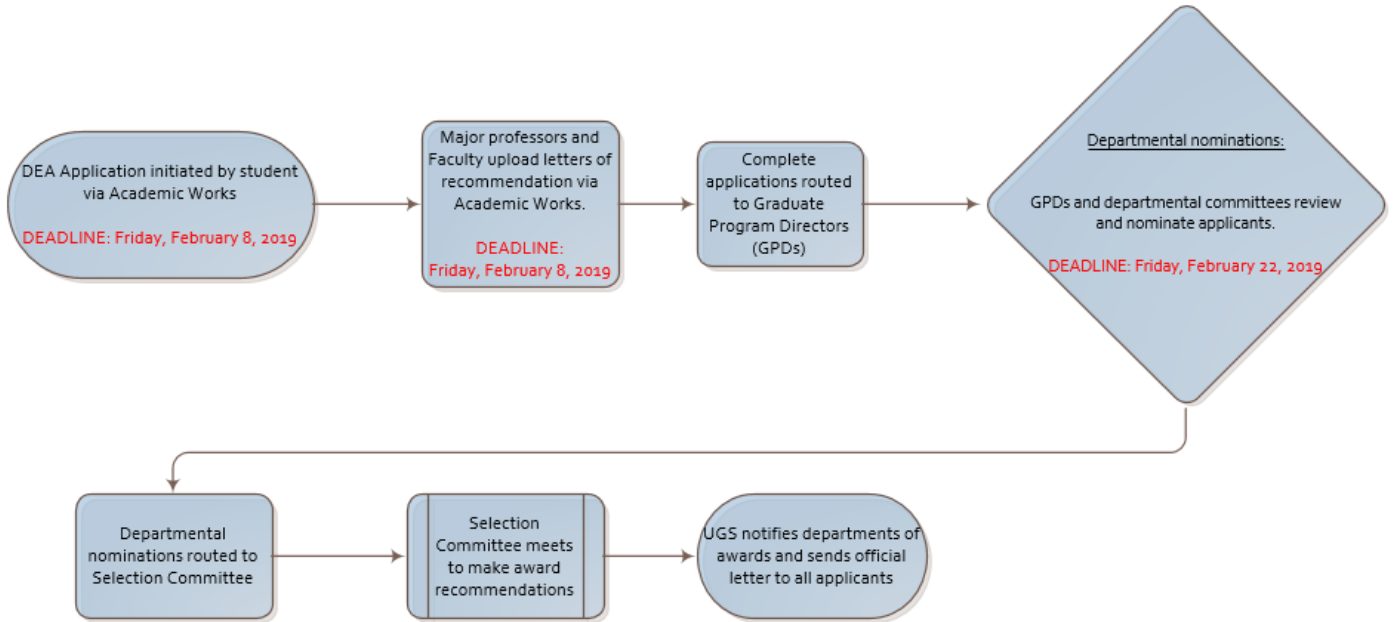
3. Once the applications have been reviewed by committee members, it is the GPD's responsibility to mark as "Finalists" those students that will be nominated for the award and routed to the Selection Committee

**Note:** As of Spring 2019, cover letters including student ranking and list of publications will no longer be a required component of the DEA application.

GPD must submit nominations through **Academic Works** by **11:59PM on Friday, February 22, 2019.**

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**SPRING 2019 APPLICATION WORKFLOW AND AWARD TIMELINE**



**Friday, February 8, 2019**

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

**Friday, February 22, 2019**

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

**Week of Monday, March 18, 2019**

Selection Committee meets to make award recommendations

**Week of Monday, March 25, 2019**

The UGS notifies departments of awards and sends official letter to all applicants