



## Dissertation Year Fellowship (DYF) Guidelines – Fall 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 Fall 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 facilitate the application process for Fellowships, the UGS will continue to use the Academic Works portal (<https://fiu.academicworks.com/>) for the DYF Fellowship- Fall 2019 application cycle.

Applicants should submit their complete online application through **Academic Works** by **12:00pm (noon) on Wednesday, May 15, 2019.**

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## 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:

1. Be **within six (6) dissertation credits** of completing all requirements for the degree by the term in which the award would begin
2. Be currently enrolled for a minimum of three (3) dissertation credits
3. Have an **approved candidacy (D2) form** on file in the UGS two terms prior to applying for this fellowship (**Fall 2018 UGS approved candidacy**)
4. Have an **approved dissertation proposal (D3) form** on file in the UGS in the term prior to applying for this fellowship (**Spring 2019 UGS approved proposal**)\*

**Note:** \*For programs requiring the proposal as part of candidacy, **both** D2 and D3 forms must be approved and on file in the UGS two terms prior to applying for this fellowship (**Fall 2018 UGS approved candidacy and proposal**)

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5. Have completed all data collection for the dissertation
6. If applicant has an approved request for oral defense (D5) on file, they are **not** eligible to receive the DYF
7. 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 **12:00pm (noon) on Wednesday, May 15, 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 applying 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, the applicant 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 **12:00pm (noon) on Wednesday, May 15, 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 Wednesday, May 15, 2019.

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## 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 please follow the link and click on the reference and reviewer tab on the top right corner. **Do not sign in using MyAccounts.** You will see your e-mail address populated and will need to create a password. Enter your desired password, then enter it a second time and select create to enter the portal. This password is not connected to your FIU credentials
- 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) and departmental committees 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

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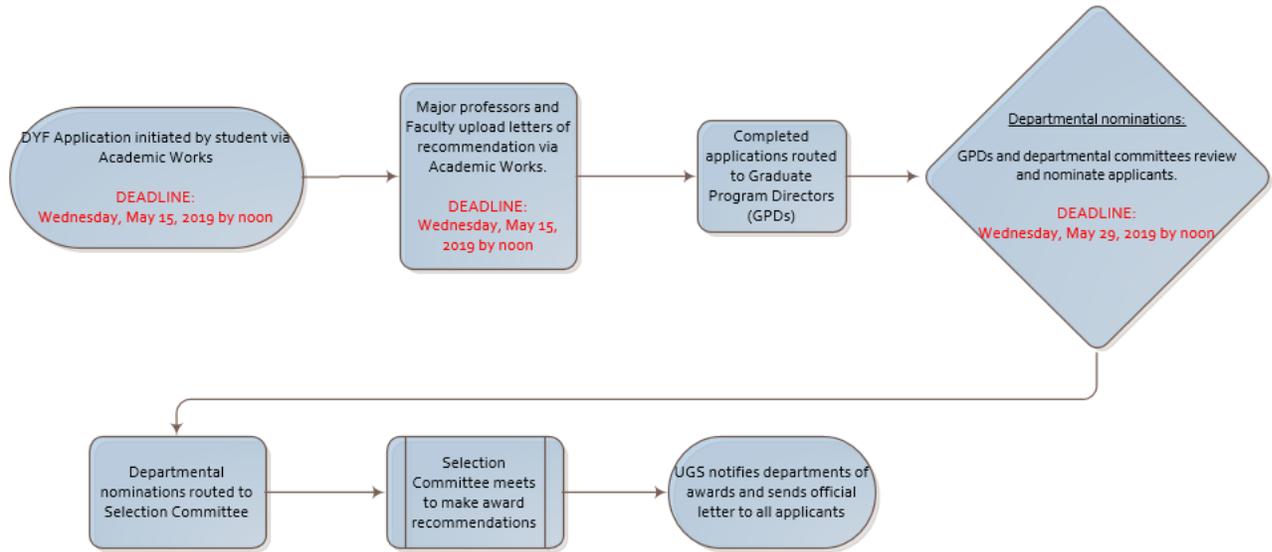
- To access the portal, GPDs and departmental committee members will use their MyAccounts username (i.e. jdoe001@fiu.edu) and password. Once logged in:
  1. GPDs and departmental committee members will be able to see the applications assigned for their review
  2. **Ranking students will no longer be required.** Departmental committee members will indicate whether the applicant should be nominated for the 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 is no longer a required component of the DYF application.

GPD must submit nominations through **Academic Works** by **12:00pm (noon) on Wednesday, May 29, 2019.**

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## FALL 2019 DYF APPLICATION WORKFLOW AND AWARD TIMELINE



### **Wednesday, May 15, 2019 by 12:00pm (noon)**

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

### **Wednesday, May 29, 2019 by 12:00pm (noon)**

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

### **Week of Monday, June 24, 2019**

Selection Committee meets to make award recommendations

### **Week of Monday, July 1, 2019**

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