Dissertation Year Fellowship (DYF) Guidelines – Summer 2020

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, priority will be given to programs that are able to impact performance metrics in this fiscal year or next, and are in strategic areas as defined by the Board of Governors. 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 Summer 2020. DYF provides 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 three dissertation credit hours per term. UGS will provide a tuition waiver for three dissertation credits only. 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.

IMPORTANT TO CONSIDER

The DYF Fellowship is processed through Financial Aid. The stipend, which is considered a “scholarship”, is disbursed as a lump sum at the beginning of the semester. Please note that in order not to exceed the cost of attendance, the DYF Fellowship may impact your ability to receive other types of financial aid such as student loans. Please contact Financial Aid at 305-348-7272 if you have any questions.

UGS Fellowships can be awarded consecutively but not simultaneously.

The Selection Committee is comprised of Associate Deans from each college. UGS does not take part in the selection process.
In an effort 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- Summer 2020 application cycle.

ELIGIBILITY REQUIREMENTS

To be eligible for consideration for a DYF, applicants must:

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

2. Be within six (6) dissertation credits of completing all requirements for the degree by the term in which the award would begin

3. Have an approved candidacy (D2) form on file in the UGS two terms prior to applying for this fellowship (Summer 2019 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 (Fall 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 (Summer 2019 UGS approved candidacy and proposal)

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 11:59pm on Friday, February 7, 2020.

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)
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• 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 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.

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.

  o Letters must be provided by the major professor AND two faculty members to be submitted online by 11:59pm on Friday, February 7, 2020.

  o Applicants may check the status of the recommendation letters by logging into Academic Works and clicking on “My applications”.

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- 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 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 **Friday, February 7, 2020.**

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 nominations. While we 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, and are in strategic areas as defined by the Board of Governors. 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.

• 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 are no longer a required component of the DYF application.

GPD must submit nominations through **Academic Works** by **11:59pm on Friday, February 21, 2020.**
SUMMER 2020 DYF APPLICATION WORKFLOW AND AWARD TIMELINE

Friday, February 7, 2020 by 11:59pm
Deadline for students and recommenders to submit completed documents through Academic Works

Friday, February 21, 2020 by 11:59pm
Deadline for Graduate Program Director to submit ranked finalists and cover letter through Academic Works

Week of Monday, March 16, 2020
Selection Committee meets to make award recommendations

Week of Monday, March 23, 2020
The UGS notifies departments of awards and sends official letter to all applicants