

## Doctoral Evidence Acquisition (DEA) Fellowship Guidelines – Fall 2022

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, priority will be given to programs that are able to impact performance metrics in this fiscal year or next, 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) will only consider funding a student for time needed for the acquisition of evidence e.g., data collection, sample collection, interviewing, etc. We understand 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 Fall 2022. The DEA Fellowship provides a stipend of **\$8,590.50 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 **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 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.

### IMPORTANT TO CONSIDER

- If selected for the DEA Fellowship, students wishing to travel **internationally** to destinations under advisory level 3 or 4 by the U.S. Department of State or the CDC must obtain approval from the FIU Travel Committee prior to receiving DEA funds.

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- Deferment of the DEA Fellowship is **NOT** allowed. Exceptions will only be considered for students with extenuating circumstances or those traveling internationally who do not have their travel approved by the FIU Travel Committee.
- The DEA Fellowship may not be used to travel to countries designated as [State Sponsors of Terrorism](#) by the federal government.
- Students may not hold any other employment or undertake other types of training during the period they are receiving their fellowship.
- The DEA 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 DEA 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.

### ELIGIBILITY REQUIREMENTS

**All conditions outlined below must be met in order to be eligible to apply. NO exceptions will be made.**

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 Fellowship application (D2 approved by UGS in Spring 2022 or earlier)**
3. Have a dissertation proposal (D3) approved with UGS, **OR** be in the process of submitting the proposal to UGS in Summer 2022 (If awarded, an approved dissertation proposal is **required**)
4. Full-time students who will be in the graduate program for more than four years (students who will be in their 13<sup>th</sup> term or beyond in Fall 2022) at the time of receiving the award are **not** eligible to apply: If you were admitted in Fall 2018 or earlier, you are **not** eligible to apply.

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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 (including recommendation letters) through Academic Works by **11:59pm on Friday, June 3, 2022.**

### EVALUATION CRITERIA

*Primary consideration and justification related to the type of activities involved in data collection:*

- Student's 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.

### 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

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**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, June 3, 2022**.
  - 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 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, June 3, 2022** deadline.

### **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.

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- 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.

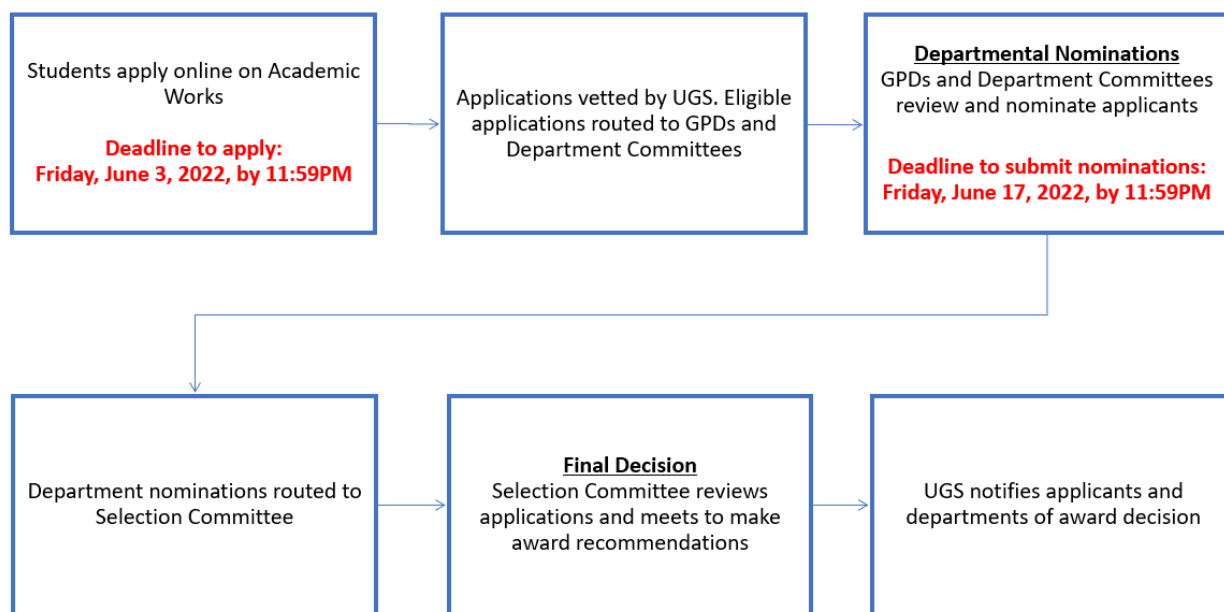
### GUIDELINES FOR DEPARTMENTS:

- Each doctoral degree-granting **program** may submit **unlimited** DEA Fellowship 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 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 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.

GPDs must submit nominations through **Academic Works** by **11:59pm on Friday, June 17, 2022.**

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## FALL 2022 APPLICATION WORKFLOW AND AWARD TIMELINE



### **Friday, June 3, 2022 by 11:59pm**

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

### **Friday, June 17, 2022 by 11:59pm**

Deadline for Graduate Program Director to submit nominations through Academic Works

### **Week of Monday, July 11, 2022**

Selection Committee meets to make award recommendations

### **Week of Monday, July 18, 2022**

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

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### FALL 2022 APPLICATION QUESTIONS:

1. Have you reached doctoral candidacy at the time of this Fellowship application (D2 approved by UGS in Spring 2022 or earlier)?
2. Proposed Title of Dissertation
3. Summarize the significance of the project in **non-specialist** language.
4. Summarize your research methodology and describe where your evidence acquisition will take place. Please indicate how being awarded a DEA will enhance your training, research experience, etc.
5. Provide a timeline for acquisition of doctoral evidence, including collection of pilot data or preliminary research. Please include travel dates and be specific. Be clear about where the research currently stands. Include only evidence acquisition activities, i.e., do not include analysis, writing or presentation activities.
6. Attach any letters or documentation of collaboration or invitation from a lab, library, etc., you will be visiting. (Please scan all documentation into one PDF)
7. Explain exactly how your current means of financial support precludes or significantly interferes with your ability to carry out the acquisition of evidence required for the dissertation.
8. Numbered list of **published** or **accepted** manuscripts from work done at FIU. Provide full citation and number of pages. Indicate clearly if manuscript is an original article, book chapter, or refereed conference proceeding.
9. Numbered list of professional presentations (given or accepted) from work done at FIU. Provide full citation including the list of authors as they appear. Do not repeat citations. Provide meeting, location, and date.
10. Summary of previous and ongoing financial support during Doctoral Studies at FIU while as a student (e.g. TA, RA, Fellowships, scholarships, etc.). If reapplying after receiving a DEA Fellowship, why do you need to be awarded again?
11. List all external funding specifically applied for by the student. Indicate if funding was awarded, the **amount awarded**, and the period of support provided.
12. Please request a reference from your Major Professor (Letter of recommendation from Major Professor is **required**).
13. Please request two references from faculty other than your major professor (Letter of Recommendation from two faculty members is **required**).
14. Please type in your first and last name acknowledging that you understand and attest all information provided is accurate to the best of your knowledge.

## DEA RUBRIC

### Rubric for the Assessment of Performance

LEVEL OF ACHIEVEMENT							
	Indicators of Performance	1	2*	3	4**	5	Score
1	<b>Academic Performance</b>	Good performance (GPA 3.0-3.25)	GPA 3.26 - 3.49	Very good performance (GPA 3.5-3.64)	GPA 3.65 -3.79	Excellent performance (GPA 3.80-4.0)	<b>(x1)</b>
2	<b>Project Significance (Question 3)</b>	Significance of research is not clearly described in non-specialist language		Significance is described in non-specialist language		Significance of the research is clearly described in non-specialist language & is compelling	<b>(x2)</b>
3	<b>Project Plan and Timeline (Questions 4-6)</b>	Weak project plan and timeline		Project plan and timeline are described		Project plan and timeline are extremely detailed	<b>(x2)</b>
4	<b>Funding Justification (Question 7)</b>	Justification for funding is not clearly stated		Student wants to focus only on research, but data acquisition is at/near FIU		Student is working away from FIU or data acquisition is not possible with TA	<b>(x2)</b>
5	<b>Productivity and Progress (Questions 8-11)</b>	Poor productivity and progress		At least one peer reviewed paper/scholarly product, conference presentation, application for funding, and good progress		At least one first author peer reviewed paper/scholarly product (or multiple non-first or non-corresponding authorships), conference presentation, successful award of salary support, and excellent progress	<b>(x1)</b>
6	<b>Letters of Recommendation (Questions 12-13)</b>	Good letters		Very good letters		Excellent letters	<b>(x1)</b>
7	<b>Overall impression</b>	Qualified		Very qualified		Extremely qualified	<b>(x1)</b>
<b>Total</b>							

\*Exhibits most characteristics of '1' and some of '3'

\*\*Exhibits most characteristics of '3' and some of '5'