

Doctoral Evidence Acquisition (DEA) Fellowship Guidelines – Spring 2025

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.

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 Spring 2025. The DEA Fellowship provides a stipend of **\$9,449.55* 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.

*As of Spring 2024, if the DEA stipend amount is lower than the GA-base rate in the student's college, UGS will increase the stipend amount to match the GA-base rate.

IMPORTANT TO CONSIDER

- 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.
- All travelers on university-sponsored or related trips must understand and abide by federal requirements associated with protections from foreign influence and assets control. For detailed information, please visit [Export Controls](#).
- 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 as a scholarship through Financial Aid. 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 (Doctoral Degree and Application for Candidacy approved by UGS in **Summer 2024 or earlier**)
3. Have a Doctoral Dissertation Proposal Form approved with UGS, **OR** be in the process of submitting the proposal to UGS in Fall 2024 (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 13th term or beyond in Spring 2025) at the time of receiving the award are **not** eligible to apply: If you were admitted in Spring 2021 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 Sunday, September 29, 2024**.

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.

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 Sunday, September 29, 2024.**
- Applicants may check the status of the recommendation letters by logging into Academic Works and clicking on “My applications”.
 - **NOTE:** If you have applied to either the DEA or DYF opportunities previously, please be sure to request **new** letters of recommendation by inputting the name and e-mail address of the recommenders again. Do not select a prepopulated recommender as this will attach old recommendation letters instead of prompting the system to create a new request.
- 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.
- Applicants may go back to make changes to the application (even after submitted) until the submission deadline of **Sunday, September 13, 2024.**

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.
- Strong letters of recommendation will emphasize the recommender’s knowledge of the applicant and their research and explain how the fellowship will make a difference in the applicant’s data acquisition activities.

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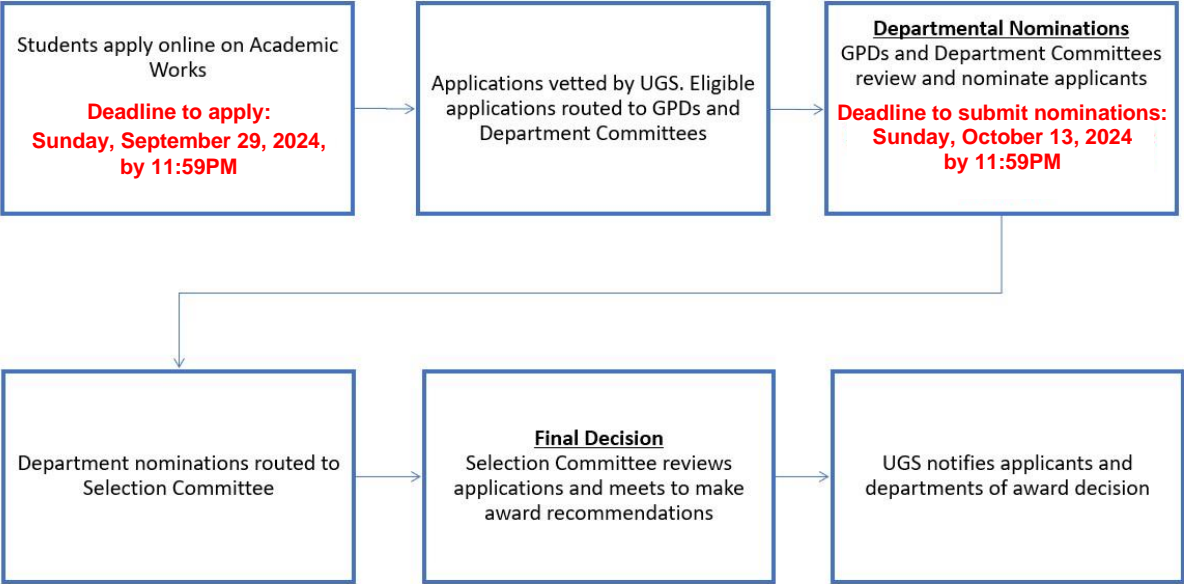
GUIDELINES FOR DEPARTMENTS:

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

GPDs must submit nominations through **Academic Works** by **11:59pm on Sunday, October 13, 2024.**

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SPRING 2025 APPLICATION WORKFLOW AND AWARD TIMELINE



Sunday, September 29, 2024 by 11:59pm

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

Sunday, October 13, 2024 by 11:59pm

Deadline for Graduate Program Director to submit nominations through Academic Works

Week of Monday, November 4, 2024

Selection Committee meets to make award recommendations

Week of Monday, November 11, 2024

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

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SPRING 2025 APPLICATION QUESTIONS:

1. Have you reached doctoral candidacy at the time of this Fellowship application (candidacy approved by UGS in Summer 2024 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	Academic Performance	Good performance (GPA \leq 3.50)	GPA 3.51 - 3.60	Very good performance (GPA 3.61-3.70)	GPA 3.71 -3.80	Excellent performance (GPA \geq 3.81)	(x1)
2	Project Significance (Question 3)	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	(x2)
3	Project Plan and Timeline (Questions 4-6)	Weak project plan and timeline		Project plan and timeline are described		Project plan and timeline are extremely detailed	(x2)
4	Funding Justification (Question 7)	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	(x2)
5	Productivity and Progress (Questions 8-11)	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	(x1)
6	Letters of Recommendation (Questions 12-13)	Good letters		Very good letters		Excellent letters	(x1)
7	Overall impression	Qualified		Very qualified		Extremely qualified	(x1)
Total							

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

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