

## Dissertation Fellowship (DF) Guidelines – Spring 2025

The Dissertation Fellowship (DF) 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 Fellows are expected to graduate within one year after receiving the award.**

The University Graduate School (UGS) awards the DF three times per year. The present application is for funding that begins in Spring 2025. DF provides a stipend of **\$18,899.10 for two terms, or \$9,449.55\* 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 DF should acknowledge the financial support of a Florida International University Dissertation Fellowship. A copy of any such publication should be sent to the University Graduate School.

\*As of Spring 2024, if the DF 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 DF Fellowship is **NOT** allowed.
- Students may not hold any other employment or undertake other types of training during the period you are receiving your fellowship.
- The DF Fellowship is processed as a scholarship through Financial Aid. Please note that in order not to exceed the cost of attendance, the DF 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 to be eligible to apply. **NO exceptions will be made.**

To be eligible for consideration for a DF, 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 Program for Doctoral Degree and Application for Candidacy Form** on file in the UGS at least two terms prior to applying for this fellowship (**Spring 2024 UGS approved candidacy**)
  4. Have an **approved Doctoral Dissertation Proposal Form** on file in the UGS at least one term prior to applying for this fellowship (**Summer 2024 UGS approved proposal**) \*
- \* **Note:** For programs requiring the proposal as part of candidacy, **both** candidacy and proposal forms must be approved and on file in the UGS two terms prior to applying for this fellowship (**Spring 2024 UGS approved candidacy and proposal**)
5. Have completed all data collection for the dissertation.
  6. If applicant has an approved Dissertation and Request for Oral Defense on file, they are **not** eligible to receive the DF.
  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 (including recommendation letters) through [Academic Works](#) by **11:59pm on Sunday, September 29, 2024.**

## 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)
- A 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

## 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 DF.
- 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 DF 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 reference requests to recommenders, 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 submitting) until the submission deadline of **Sunday, September 29, 2024.**

## **GUIDELINES FOR MAJOR PROFESSOR/ RECOMMENDERS**

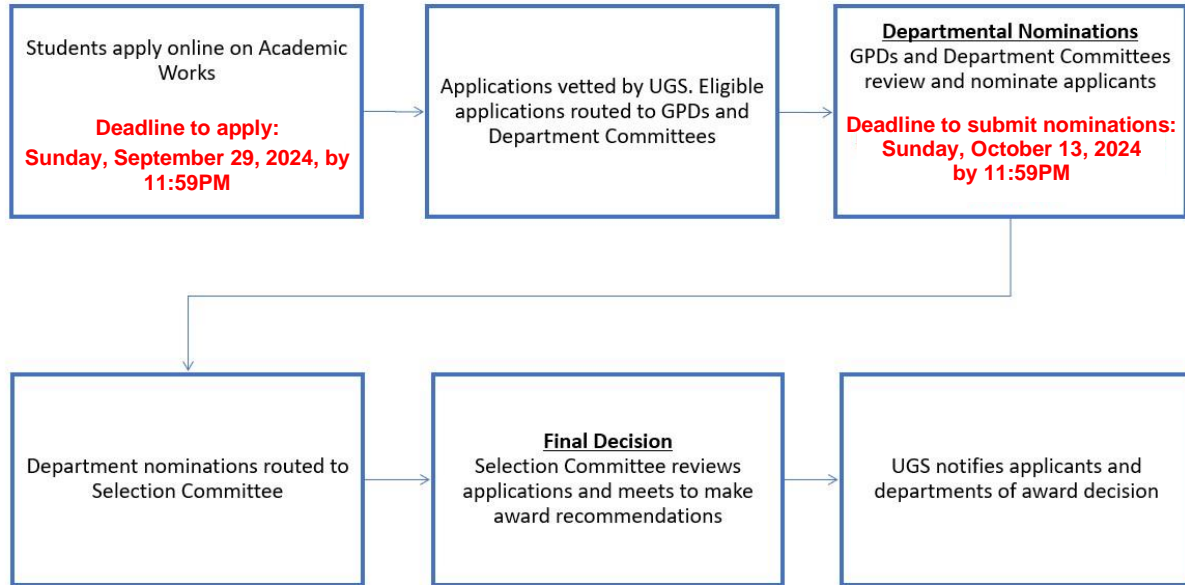
- Major Professors and Recommenders will receive an automated email from “FIU Scholarships” with a link to complete a questionnaire and upload the letter of recommendation.
- To access the online reference portal please follow the link and click on the **reference and reviewer tab** on the top right 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 timeline to degree completion.

## **GUIDELINES FOR DEPARTMENTS**

- Each doctoral degree-granting program may submit unlimited DF 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 access the portal, GPDs and departmental committee members will use their MyAccounts username (i.e. jdoe001@fiu.edu) and password. Once logged in:
  - 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.**

**SPRING 2025 DF 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

## SPRING 2025 DF APPLICATION QUESTIONS

1. Do you have an approved Program for Doctoral Degree and Application for **Candidacy** Form on file in the UGS at least two terms prior to applying for this fellowship (Spring 2024 UGS approved candidacy)?
2. Do you have an approved Doctoral Dissertation **Proposal** Form on file in the UGS at least one term prior to applying for this fellowship (Summer 2024 UGS approved proposal)\*? \*Programs for which the dissertation proposal is part of candidacy, BOTH candidacy and proposal forms must have Spring 2024 UGS approved candidacy and proposal.
3. Do you have an approved Dissertation and Request for Oral Defense on file?
4. Proposed title of dissertation
5. Summarize the significance of the project in **non-specialist** language.
6. Provide a timeline for completion of your doctoral work. Please be specific and clear about where the research currently stands.
7. 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.
8. 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.
9. Summary of previous and ongoing financial support during Doctoral Studies at FIU while as a student (e.g. TA, RA, Fellowships, scholarships, etc.).
10. List all external funding applied for by the student. Indicate if funding was awarded, the **amount awarded**, and period of support provided.
11. Please request a reference from your Major Professor (Letter of recommendation from Major Professor is **required**).
12. Please request two references from faculty other than your major professor (Letter of recommendation from two faculty members is **required**).
13. 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.

**DF RUBRIC**  
Rubric for the Assessment of Performance

<b>LEVEL OF ACHIEVEMENT</b>							
	<b>Indicators of Performance</b>	<b>1</b>	<b>2*</b>	<b>3</b>	<b>4**</b>	<b>5</b>	<b>Score</b>
1	<b>Academic Performance</b>	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)	<b>(x1)</b>
2	<b>Project Significance (Question 5)</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>Timeline to graduation (Question 6)</b>	Weak project plan and timeline is not reasonable		Project plan is good and timeline is reasonable		Project plan is excellent and timely graduation is guaranteed	<b>(x2)</b>
4	<b>Productivity and Progress (Questions 7-10)</b>	Poor productivity and progress		At least one peer reviewed paper/scholarly product <b>OR</b> conference presentation <b>OR</b> application for external funding, <b>AND</b> good progress		At least one first author peer reviewed paper/scholarly product (or multiple non-first or non-corresponding authorships), <b>AND</b> conference presentation <b>AND/OR</b> successful award of salary support, <b>AND</b> excellent progress	<b>(x2)</b>
6	<b>Letters of Recommendation (Questions 11-12)</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'