Doctoral Evidence Acquisition (DEA) Fellowship Guidelines – Spring 2027

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 Fellowship.

The UGS will make DEA Fellowship awards available three times per year. The present application is for funding that begins in Spring 2027. The DEA Fellowship provides a stipend of **$10,358.16* for one term**. After a student has advanced to candidacy, they are 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 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. Starting Summer 2026, the DF stipend totals per semester have been adjusted to match pay periods, rather than two equal lump sums per semester, to more closely resemble the GA payment schedule. As a result, Fall and Spring stipend totals are larger than Summer stipend totals. These stipends assume the following pay period split: Summer – 6.5 pay periods, Fall – 10 pay periods, Spring – 9.5 pay periods (26 pay periods total). Please note that any changes in the university's pay period schedule may result in stipend variances

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 GA contract through HR/Payroll. Please note that any DEA Fellowship offers are conditional upon your successful completion of background checks and pre-employment processes established by federal and state laws and FIU policies.

- 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 2026 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 2026 (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 2027) at the time of receiving the award are **not** eligible to apply: If you were admitted in Spring 2023 or earlier, you are **not** eligible to apply.

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 20, 2026.**

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 **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 **two** 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 one additional faculty member** to be submitted online by **11:59pm on Sunday, September 20, 2026.**

- 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 the DEA opportunity 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 re-sending 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 20, 2026.**

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.

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.

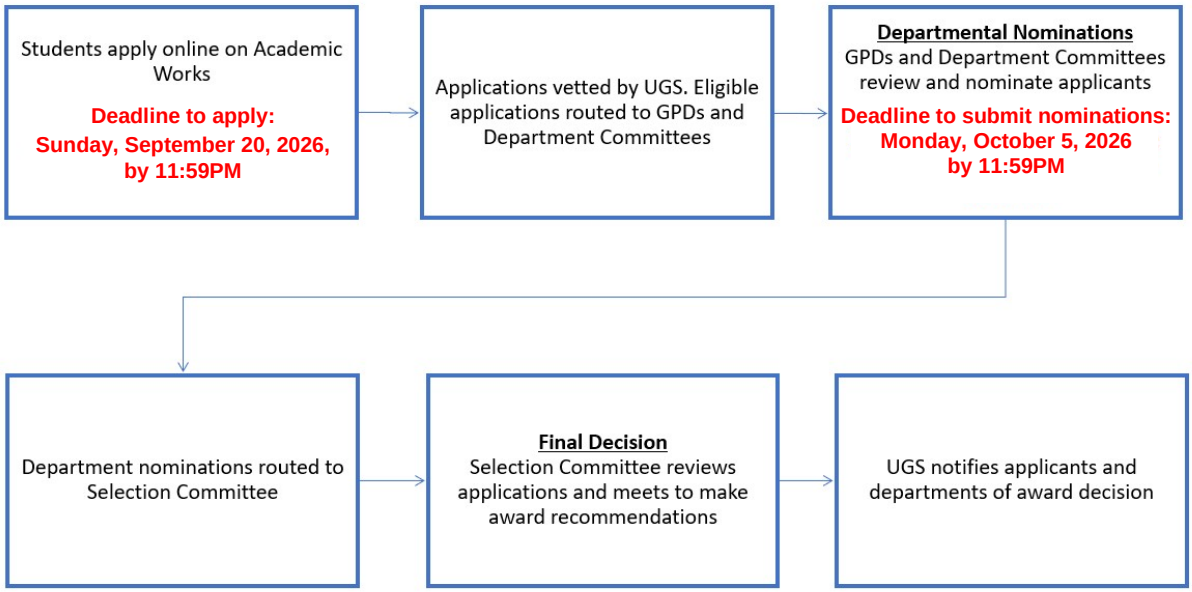
- In addition to endorsing the application, Graduate Program Directors (GPDs) and departmental committees will be asked to provide an overall impression score according to their discipline's standards.

- 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 Monday, October 5, 2026.**

SPRING 2027 APPLICATION WORKFLOW AND AWARD TIMELINE



Sunday, September 20, 2026 by 11:59pm
Deadline for students **and** recommenders to submit completed documents through Academic Works

Monday, October 5, 2026 by 11:59pm
Deadline for Graduate Program Directors to submit nominations through Academic Works

Week of Monday, October 27, 2026
Selection Committee meets to make award recommendations

Week of Monday, November 2, 2026
The UGS notifies departments of awards and sends official letter to all applicants

SPRING 2027 APPLICATION QUESTIONS:

1. Please indicate the semester and year when you began your Ph.D. program (e.g. Fall 2022).
2. Have you reached doctoral candidacy at the time of this Fellowship application (candidacy approved by UGS in Summer 2026 or earlier)?
3. Proposed Title of Dissertation
4. Summarize the significance of the project in **non-specialist** language.
5. 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.
6. 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.
7. 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)
8. 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.
9. 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. In many disciplines “first author” name ordering conventions relay information about the relative size of an author’s contribution to the project – please describe your level of contribution to a project if you feel that the order of authors’ names provides an inaccurate impression (e.g. contributions were equal and authors used alphabetical ordering rather than “first author” conventions).
10. Numbered list of manuscripts from work done at FIU that are currently **in progress** or **under review**. Provide full citation, number of pages, and current stage of development (e.g. initial planning, data collection phase, full working draft, under review, revise and resubmit, etc.). Indicate clearly if manuscript is an original article, book chapter, or refereed conference proceeding. In many disciplines “first author” name ordering conventions relay information about the relative size of an author’s contribution to the project – please describe your level of contribution to a project if you feel that the order of authors’ names provides an inaccurate impression (e.g. contributions were equal and authors used alphabetical ordering rather than “first author” conventions).
11. 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, date and, if available, acceptance rates. In many disciplines “first author” name ordering conventions relay information about the relative size of an author’s contribution to the project – please describe your level of contribution to a project if you feel that the order of authors’ names provides an inaccurate impression (e.g. contributions were equal and authors used alphabetical ordering rather than “first author” conventions). 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?

12. List all external funding specifically applied for by the student. Indicate if funding was awarded, the **amount awarded**, and the period of support provided.
13. Please request a reference from your Major Professor (Letter of recommendation from Major Professor is **required**).
14. Please request one reference from a faculty member other than your major professor (Letter of recommendation from one more faculty member is **required**).
15. 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

Criteria	Score Descriptions										Weight
Academic Performance	GPA ≤ 3.50	GPA 3.51 to 3.55	GPA 3.56 to 3.60	GPA 3.61 to 3.65	GPA 3.66 to 3.70	GPA 3.71 to 3.75	GPA 3.76 to 3.80	GPA 3.81 to 3.85	GPA 3.86 to 3.90	GPA ≥ 3.91	**(x0.5)**
Score	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	
Project Significance	Significance of research is not clearly described in non-specialist language		Significance is somewhat described in non-specialist language		Significance is described in non-specialist language		Significance is clearly described in non-specialist language.		Significance of the research is clearly described in non-specialist language & is compelling		**(x2)**
Score	**1**		**2**		**3**		**4**		**5**		
Project Plan and Timeline	Weak project plan and timeline		Project plan and timeline are somewhat reasonable		Project plan is good and timeline is reasonable		Project plan is very good and timeline is reasonable		Project plan is excellent and timeline is extremely detailed		**(x2)**
Score	**1**		**2**		**3**		**4**		**5**		
Funding Justification	Justification for funding is not clearly stated		Exhibits most characteristics of '1' and some of '3'		Student wants to focus only on research, but data acquisition is at/near FIU		Exhibits most characteristics of '3' and some of '5'		Student is working away from FIU or data acquisition is not possible with current funding contract		**(x2)**
Score	**1**		**2**		**3**		**4**		**5**		
Productivity and Progress	Poor productivity and progress		Exhibits most characteristics of '1' and some of '3'		At least one peer reviewed paper/scholarly product, conference presentation, application for funding, and good progress		Exhibits most characteristics of '3' and some of '5'		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)**
Score	**1**		**2**		**3**		**4**		**5**		
Letters of Recommendation	Good letters		Exhibits most characteristics of '1' and some of '3'		Very good letters		Exhibits most characteristics of '3' and some of '5'		Excellence letters		**(x1)**
Score	**1**		**2**		**3**		**4**		**5**		

Overall Impression	Qualified	Exhibits most characteristics of '1' and some of '3'	Very qualified	Exhibits most characteristics of '3' and some of '5'	Extremely qualified	**(x1)**
Score	**1**	**2**	**3**	**4**	**5**	

Note: Prior to being evaluated by our DF committee, students must be endorsed by their GPD or GPD Review Committees. During this preliminary endorsement, GPDs/GPD Review Committees will be asked the following:

1. Do you believe this applicant should be nominated as a finalist? (Yes/No)
2. Please assign this student's application an overall impression score from 1 to 5 (with 5 being the best) based on your discipline's/program's standards for progress (timeline), productivity (presentations, publications, funding applications, etc.) and research significance.
3. In one or two sentences, please describe your program's expectations for research productivity for a student at the applicant's stage (e.g. *at this stage in their doctoral program, it is expected that students have published at least two articles, presented at some conferences, and submitted additional works for review).*

Revised May 2026