MEMORANDUM

TO: Doctoral Department Chairs/Directors
    and Coordinators/Directors of Graduate Studies

FROM: Bradley G. Bond
      Dean

RE: Dissertation Completion Fellowships for 2016-2017

Application Deadline: February 10, 2016

Please bring this announcement to the attention of interested doctoral students and faculty in your department.

Budget permitting, Dissertation Completion Fellowships will again be available for doctoral students in 2016-2017. Fellows will be appointed for the academic year (August 16, 2016 – May 15, 2017).

Fellowships will be awarded to two groups of applicants. The first group will be composed of students who during the fellowship period carry a full academic load and who are committed to dissertation completion as their primary occupation during that time. Full-time fellows will receive a stipend of $14,000 and a partial tuition waiver. The tuition waiver would cover $357 per credit hour up to a maximum of 9 credit hours in the Fall and Spring semesters and up to 6 credit hours in the Summer semester in which they are enrolled in but does not cover the costs of international courses.

The second group consists of students who are pursuing their doctoral degrees on a part-time basis. Part-time fellows will receive a partial tuition waiver but no stipend. The tuition waiver would cover $357 per credit hour up to a maximum of 9 credit hours in the Fall and Spring semesters and up to 6 credit hours in the Summer semester in which they are enrolled in but does not cover the costs of international courses.

Eligible students will have achieved doctoral candidacy, identified a dissertation topic, obtained an approved dissertation director, and developed an approved dissertation proposal. If these doctoral-degree requirements have not been satisfied at the time of application, they must be fulfilled before the start of the fellowship. Fellowship awards will be considered conditional until the above requirements are met. A student may receive only one dissertation completion fellowship.

Students must submit an application that addresses the points indicated in item 2 of the enclosed statement of criteria. A checklist of degree requirements and a timetable for their completion must be provided on a cover page in the enclosed format and must be signed by the student, the dissertation director (official or intended), and department chair (or designee).
While departments are expected, though not required, to forward all applications, they are advised to recommend only those applicants for whom there is a high probability of completing and successfully defending the dissertation during the Fall 2016 or Spring or Summer of 2017.

If more than one application comes from a department, the appropriate departmental graduate studies committee is to determine departmental ranks for those proposals, and the ranks are to be indicated on the proposal cover pages. Ranking of an application by departments and by the Dissertation Completion Fellowship Committee is to be done on the merits of the application, with separate listings and rankings of the students who will be full-time and part-time during the award period.

The Dissertation Completion Fellowship application materials are due in my office by 4:30 p.m. on Wednesday, February 10, 2016. No additional copies of the nominee’s application materials will be needed this year. The Graduate Council Dissertation Completion Fellowship Committee will meet in early March to select the fellows.

cc: Dr. Jerry Blazey, Interim VP for Research and Innovation Partnerships
    Bonni Feltz, Office of Recruitment and Student Support Services

Enc.
CRITERIA FOR EVALUATING APPLICATIONS

1. **Evidence that completion of the dissertation will take place** during the fellowship period or the summer immediately after. The cover page of the application must include a checklist and timetable for completing all doctoral-degree requirements. (See enclosed.)

2. **Strength of the proposal submitted by the student.** All proposals should be written in language understandable to non-experts; jargon and overly specialized technical language should be avoided. The proposal must not exceed five typed pages, double-spaced (exclusive of any references). Proposals must include a working title for the dissertation, the student’s name, and academic program. The proposal must include the following labeled components:
   a. **Abstract:** A one-paragraph abstract of the dissertation proposal written to be understood by educated lay readers who are likely untrained in the field of study and placed at the beginning of the proposal.
   b. **Significance of the Research:** Describe the intellectual significance of the dissertation and its original contribution to the discipline. Provide an overview of the dissertation that describes the questions, problems, or ideas examined. Explain how the dissertation will enhance or challenge existing knowledge. If the dissertation project involves substantial collaborative work with others, the specific contributions of the student should be described.
   c. **Methods and Work Plan:** Describe the methodology you will use in the project and justify its use in the dissertation. Describe what research has been conducted and what will be accomplished during the fellowship period. Clearly state when you will defend the dissertation.
   d. **Access and Competence:** If the project requires access to specialized equipment, supplies, human or animal subjects, or research facilities provide assurances that the materials, etc. will be available to you; or if it requires competence in languages or methodology provide assurances of competence.

3. **Evidence of applicant’s past performance and potential** as determined by:
   a. Applicant’s vita, to be enclosed.
   b. Evaluation of applicant and project by the dissertation director.
   c. Two enclosed letters of evaluation from faculty other than the dissertation director.

4. **Financial need is not a criterion** for these awards.
DISSERTATION COMPLETION FELLOWSHIPS
APPLICATION COVER PAGE – 2016-2017

_____ Full-time

Student: ___________________________________________  EMPLID ID: __________________________

Address: __________________________________________

Department: ________________________________________

_____ Part-time

Cumulative GPA _________

Name of Ph.D. or Ed.D. Program (as in Graduate Catalog):

______________________________________________________________________________

Title of Dissertation:

______________________________________________________________________________


Doctoral-Degree Requirement

Formal Course Work Completed (except 699 and seminar) ________________________________

Foreign Language/Research Tool (if required) ________________________________

Doctoral Candidacy Examination ________________________________

Approval of Dissertation Director ________________________________

Approval of Dissertation Proposal ________________________________

Research Compliance Committee Review (if required) ________________________________

Completion of Dissertation Research ________________________________

Defense of Dissertation ________________________________

Internship (if required) ________________________________

Anticipated Graduation ________________________________

Applicant Signature ________________________________ Date

Dissertation Director Signature ________________________________ Date

Dept. Chair/Desigee Signature ________________________________ (___of___) Proposal Rank in Dept. Date