MEMORANDUM

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

FROM: Bradley G. Bond
        Associate Vice President and Dean

RE: Dissertation Completion Fellowships for 2017-2018

Application Deadline: February 10, 2017

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 2017-2018. Fellows will be appointed for the academic year (August 16, 2017–May 15, 2018).

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 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 covers $357 per credit hour up to a maximum of 9 hours in each of the Fall and Spring semesters and up to 6 hours in the Summer term, 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 covers $357 per credit hour up to a maximum of 9 hours in each of the Fall and Spring semesters and up to 6 hours in the Summer term, 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 2017 or Spring or Summer of 2018.

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.

Please submit Dissertation Completion Fellowship application materials electronically to Bonni Feltz (bfeltz@niu.edu) by 4:30 p.m. on Friday, February 10, 2017. For each applicant, submit one PDF file of the following items in the order listed below:

1. Ranked and signed application cover page
2. Proposal
3. Applicant’s CV
4. Evaluation by dissertation director
5. Two letters of support from faculty

The Graduate Council Dissertation Completion Fellowship Committee will meet in early March to select the fellows.

Enc.
NORTHERN ILLINOIS UNIVERSITY
GRADUATE SCHOOL
DISSERTATION COMPLETION FELLOWSHIPS

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.
## Dissertations Completion Fellowships

### Application Cover Page – 2017-2018

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
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</thead>
<tbody>
<tr>
<td><strong>Student:</strong></td>
<td><strong>EMPLID:</strong></td>
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<td><strong>Address:</strong></td>
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<td><strong>Department:</strong></td>
<td><strong>Cumulative GPA:</strong></td>
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<td><strong>Name of Ph.D. or Ed.D. Program (as in Graduate Catalog):</strong></td>
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<td><strong>Title of Dissertation:</strong></td>
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### Doctoral-Degree Requirement

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>Formal Course Work Completed (except 699 and seminar)</td>
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<tr>
<td>Foreign Language/Research Tool (if required)</td>
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<tr>
<td>Doctoral Candidacy Examination</td>
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<tr>
<td>Approval of Dissertation Director</td>
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<td>Approval of Dissertation Proposal</td>
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<td>Research Compliance Committee Review (if required)</td>
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<td>Completion of Dissertation Research</td>
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<td>Defense of Dissertation</td>
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<td>Internship (if required)</td>
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<tr>
<td>Anticipated Graduation</td>
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**Applicant Signature**

**Dissertation Director Signature**

**Dept. Chair/Designee Signature**

**Proposal Rank in Dept.** **Date**