How to Write a Convincing Proposal for UGS – DEA & DYF

Maureen A. Donnelly
Associate Dean for Graduate Studies
CASE
maureen.a.donnelly@gmail.com
University Graduate School

Dissertation Year Fellowship
(writing)

Doctoral Evidence Acquisition
(data collection)
DYF = 2 semesters

DEA = 1 semester**
gradschool.fiu.edu
Financial Aid

Students interested in applying for loans or externally funded need-based awards should visit the Office of Financial Aid website and complete the Free Application for Federal Student Aid (FAFSA), which is available January 1 each year.
Financial Aid

Students interested in applying for loans or externally funded need-based awards should visit the Office of Financial Aid website and complete the Free Application for Federal Student Aid (FAFSA), which is available January 1 each year.
FIU Fellowships offered by UGS for Prospective Students

Presidential Fellowship (PF)

Learn More

McKnight Doctoral Fellowship (MKF)

Learn More
FIU Fellowships offered by UGS for Prospective Students

- Presidential Fellowship (PF)

- McKnight Doctoral Fellowship (MKF)

Learn More
FIU Fellowships offered by UGS for Current Students

Doctoral Evidence Acquisition Fellowship (DEA)
Learn More

Dissertation Year Fellowships (DYF)
Learn More

Latin American and Caribbean Graduate Fellowship
FIU Fellowships offered by UGS for Current Students

- **Doctoral Evidence Acquisition Fellowship (DEA)**
  - Learn More

- **Dissertation Year Fellowships (DYF)**
  - Learn More

- **Latin American and Caribbean Graduate Fellowship**
Doctoral Evidence Acquisition Fellowship (DEA)

The Doctoral Evidence Acquisition (DEA) Fellowship is specifically intended to support doctoral students who have no financial support for evidence acquisition activities or those 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.

**SUPPORT**

$8,300 per Semester
For 1 term

Support via tuition waiver and health insurance from the UGS

**TIMELINE**

Dissertation Year Fellowships (DYF)

Dissertation Year Fellowships (DYFs) provide support to highly-qualified FIU doctoral students during the data analysis and writing phase of their dissertation. It is intended to facilitate the timely completion of high-quality manuscripts and dissertations.

Students who are conducting outstanding research in their discipline and have established a notable record of publication during their doctoral studies (in comparison to others in their discipline) are favored in the application process. Dissertation Fellows are expected to graduate within 1 year after receiving the award.

**SUPPORT**

$8,300 per Semester
For 2 terms
$8,300 per Semester
For 2 terms
Support via tuition waiver and health insurance from the UGS

**TIMELINE**

**Approximate Date Fellowship Guidelines Released to Faculty/Students**
Spring 2018 – September 18, 2017

**Approximate Deadline to Submit to UGS**
Spring 2018 – October 20, 2017

**Award Notification**
Spring 2018 – November 17, 2017

<table>
<thead>
<tr>
<th>DEPARTMENT NOMINATED?</th>
<th>DETAILS AND FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>DEA Details and Forms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER AWARDED</th>
<th>AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Spring, and Summer</td>
<td>Previous Recipients</td>
</tr>
</tbody>
</table>

**TIMELINE**

**Approximate Date Fellowship Guidelines Released to Faculty/Students**
Spring 2018 – September 18, 2017

**Approximate Deadline to Submit to UGS**
Spring 2018 – October 20, 2017

**Award Notification**
Spring 2018 – November 17, 2017

<table>
<thead>
<tr>
<th>DEPARTMENT NOMINATED?</th>
<th>DETAILS AND FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>DYF Details and Forms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER AWARDED</th>
<th>AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Spring, and Summer</td>
<td>Previous Recipients</td>
</tr>
</tbody>
</table>
1. Name ____________________________________________________________
   Last         First         Middle

2. Home Address _______________________________________________________
   Street       City         State        Zip Code
   Tel. # ___________ Panther ID _______________________ E-mail ___________

3. Department ___________________________________________ Degree _________

4. Date (D-2) accepted by UGS ________________________ 5. Date (D-3) accepted by UGS _________

6. Proposed Title of Dissertation _______________________________________

7. Major Professor __________________________________________ E-mail ___________

8. Number of Semesters (1-3) for which support is requested ____________

9. By signing this application form you affirm that: 1) the information you have provided is true; and 2) you will work full-time on your dissertation research during the period of the fellowship (if awarded) and will not hold other employment during this time.

_____________________________________________________________________

Signature ___________________________ Date ___________
10. Summarize the significance of the project in **NON-SPECIALIST** language. (> 11 point font)
10. Summarize the significance of the project in **NON-SPECIALIST** language. (> 11 point font)

--- no acronyms/abbreviations
--- no jargon specific to the field
--- no complex descriptions about the work
--- strong statement about significance
--- what your research will do to move the field forward
11. Summarize your research methodology and describe where your evidence acquisition will take place. (≥ 11 point font)
11. Summarize your research methodology and describe where your evidence acquisition will take place. (≥ 11 point font)

--great if you are out of the country/out of state collecting data
--if you are visiting another lab, you need a letter of invitation from the PI
--great opportunity to apply new/different methodologies to your work
12. Provide a timeline for acquisition of doctoral evidence, including collection of pilot data or preliminary research. Be clear about where the research currently stands. Include only evidence acquisition activities, i.e., do not include analysis, writing or presentation activities. This is justification for the number of semesters of support requested (1-3). (≥ 11 point font)

14. Provide a timeline for completion of your doctoral work. **Please be specific** and clear about where the research currently stands. (≥ 9 point font, 250 word limit)
12. Provide a timeline for acquisition of doctoral evidence, including collection of pilot data or preliminary research. Be clear about where the research currently stands. Include only evidence acquisition activities, i.e., do not include analysis, writing or presentation activities. This is justification for the number of semesters of support requested (1-3). (≥ 11 point font)

--summarize completed work/chapters drafted or written or published
--summarize data collection activities with details as to status of chapters
--describe in detail what you plan to do during the months of award (Jan. to April).
--if you are going to another lab/site have a letter of invitation

14. Provide a timeline for completion of your doctoral work. Please be specific and clear about where the research currently stands. (≥ 9 point font, 250 word limit)

--describe status/plan for every chapter
--provide month by month plan
--describe in detail what you plan to do during the months of award
--be aware of defense dates—they come earlier than you know
--WRITING—no analysis for DYF.
13. 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. (≥ 11 point font)

15. Explain exactly how your current means of financial support precludes or significantly interferes with your ability to complete your dissertation in a timely fashion and how this will enhance your research productivity. (≥ 9 point font, 250 word limit)
13. 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. (≥ 11 point font)

If you are working off campus this is easy
If you are on campus, you need strong justification here
TA lines are half-time positions so some say, you have half time;
   describe how focusing on data acquisition will speed your projects to completion.

15. Explain exactly how your current means of financial support precludes or significantly interferes with your ability to complete your dissertation in a timely fashion and how this will enhance your research productivity. (≥ 9 point font, 250 word limit)

If you can focus on writing w/ DYF, you can finish more quickly
If you can focus on writing, you can craft submissions as you write
TA lines are half-time positions so some say, you have half time;
   describe how focusing on data acquisition will speed your projects to completion.
14. 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 point font)

15. Numbered list of published, accepted or submitted abstracts from work done at FIU. Provide full citation and number of pages. Do not repeat citations. (> 9 point font)

16. Numbered list of professional presentations (given or accepted) from work done at FIU. Only list presentations that have not been previously listed. Do not repeat citations. Provide meeting, location, and date. (> 9 point font)
17. Summary of previous and ongoing financial support during Doctoral Studies at FIU. E.g. TA, RA, Fellowships, scholarships, etc. (≥ 9 point font)

18. List all external funding specifically applied for by student. Indicate if funding was awarded and period of support provided. (≥ 9 point font)
17. APPLICANT’S WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENT

Under the Family Educational Rights and Privacy Act of 1974, a student enrolled at Florida International University has access to his or her educational records. We comply with this law, while still allowing the student the option of waiving the right of access. If you wish to waive the right to examine this recommendation, please sign. If left unsigned, you will have access to this document upon enrollment at Florida International University. The alternative you choose in no way affects our consideration of your application.

☐ I WAIVE my right to inspect the contents of the following recommendation

☐ I DO NOT WAIVE my right to inspect the contents of the following recommendation

________________________________________  ______________________________
(Signature of applicant)                  (Date)

Recommendation Section to be completed by Major Professor and Faculty Members

Dear Recommender, please submit signed recommendation form and attached recommendation to Graduate Program Director no later than Friday January 29th

Compare the applicant to other students you have known at a similar point in their career. Use the following numerical scores. Mark every block; insert “X” if insufficient knowledge.

1 – Outstanding – upper 5%  
2 – Excellent – upper 6 to 20%  
3 – Very Good (Above Average) – upper 21 to 40%  
4 – Good (Average) – middle 41 to 60%  
5 – Fair (Below Average) – lower 40%  
0 – Not Applicable

☐ Research Ability and Potential  ☐ Self-Reliance and Independence  ☐ Originality
☐ Written and Verbal Communications  ☐ Timely Progress toward Degree Completion  ☐ Number of Publications
☐ Perseverance in Pursuing Goals  ☐ Familiarity with Research Literature  ☐ Effort Devoted to Research
Questions???