



## SUMMER 2021 DISSERTATION COMPLETION FELLOWSHIPS—SECOND ROUND COMPETITION

*Dissertation Completion Fellowships are funded by the Graduate School at Michigan State University and are intended to expedite the completion of strong dissertations by providing students additional funding and thus time to dedicate to the completion of their dissertations.*

### Eligibility:

- **NEW:** Students who plan to defend their initial dissertation proposal in Spring 2021 are eligible. This is new and will continue to be the College's practice going forward.
- **NEW:** Students who plan to defend their dissertation in Spring 2021 and complete substantial revisions during the following summer are eligible. This is the last year for this practice.
- **UPDATED:** Students must be positioned to submit the final versions of their dissertations to the Graduate School by the end of Summer 2022 (the competition earlier this year required an expected completion by the end of Summer 2021).
- **UPDATED:** Students must have their "comprehensive exam passed date" entered in Grad Plan by Monday, February 15, 2021 at noon.
- **NEW:** Departments should consider new DCF applicants as well as applicants who applied for a DCF during the first round but were not funded.
- Students must be writing a solo-authored dissertation, not a collaborative dissertation.

### Terms of award:

- \$7000 fellowship, funded and disbursed by the Graduate School during late Spring or early Summer semester.
- Under federal law, a student must be enrolled in at least one credit during the semester they take the fellowship.<sup>1</sup>
- **CLARIFIED:** While receiving a DCF, a student may not hold more than a quarter-time assistantship or other appointment, including full-time employment elsewhere.
- A student may receive only one DCF.
- To be eligible for a DCF awarded later this year if more additional funding becomes available, a student must submit a complete DCF application as part of this competition.

### Submission, selection, and key dates:

- Students submit applications to their department by a deadline announced by the department.
- The department may require students to submit the dissertation director's statement, or may allow the dissertation director to submit the statements directly to the department.
- **UPDATED:** Departments review and rank the applications; departments submit these rankings (and complete nomination packets) to the College by Monday, March 1, 2021 at noon.

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<sup>1</sup> If a student plans to take the fellowship during Summer 2021, the student must be enrolled during summer semester and may be required to pay tuition. A student may take the fellowship at the end of Spring 2021 for use during summer, but that will have implications for students who receive financial aid.

- The Office of the Associate Dean for Academic and Student Affairs reviews the applications, confirms their completeness, and selects recipients.
- **UPDATED:** By mid-March, the Office of the Associate Dean for Academic and Student Affairs notifies recipients and departments of decisions.
- **UPDATED:** By mid-April, the Office of the Associate Dean for Academic and Student Affairs notifies the Graduate School of the recipients; the Graduate School makes the award in Spring or Summer.

### Application requirements:

- (1) Approved dissertation proposal. Maximum 7000 words (roughly 25- 30 pages double spaced). The word count excludes frontmatter, appendices, reference lists, and transcripts. To satisfy the word count, a representative section of a longer document is acceptable. The proposal should:
  - Begin with the following “frontmatter”: (a) student name, (b) PID, (c) program, (d) advisor, and (e) word count;
  - Not use a separate title page;
  - Discuss the dissertation research;
  - Include a timeline for completion with major benchmarks;
  - Explain how the \$7000 award will help release time to complete the dissertation;
  - Bear the file name: DCF21Prop[Applicant’sLastNameFirstInitial].docx or .pdf.<sup>2</sup>
- (2) MSU transcript for all PhD program coursework.<sup>3</sup> Save the transcript as a PDF and attach it to the dissertation proposal as the last page before uploading the proposal.
- (3) Statement from dissertation director. Maximum 250 words. This statement should:
  - Reaffirm (a) the proposal, (b) the timeline for completion, and (c) the use of \$7000 to help release time;
  - Summarize the dissertation’s strengths; and
  - Bear the file name: DCF21Letter[Applicant’sLastNameFirstInitial].docx or .pdf.<sup>4</sup>
    - Departments may choose to accept the statement as email text and, if so, should save each statement with this file name before submitting to the College.

### Selection criteria:

- Please inquire with your department for more information.
- The Office of the Associate Dean for Academic and Student Affairs reviews applications to confirm their completeness as indicated above in “Application Requirements.”
- The Office of the Associate Dean for Academic and Student Affairs allocates awards roughly proportionally to the number of full-time doctoral students in each department; the Office defers to departments’ rankings of nominees within departments.

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<sup>2</sup> For example: DCF21PropBowmanK.pdf.

<sup>3</sup> How to secure and insert your MSU transcript (submit only your PhD coursework): 1) go to [stuiinfo.msu.edu](http://stuiinfo.msu.edu); 2) Select Transcripts; 3) Select Official Transcript Request; 4) Click the link next to "Validate and Order using MSUNet ID and password"; 5) Under Transcript Order # 1, Select "Yes" to have your transcript sent to you; 6) Select "Electronic (PDF)"; 7) Enter your phone number and complete mailing address; 8) Go to the bottom and click "Next"; 9) You will receive a link to the PDF version via email, generally within one day; 10) Save the PDF and attach it to the DCF proposal after the last page.

<sup>4</sup> For example: DCF21LetterBowmanK.pdf.