



## SPRING AND SUMMER 2025 DISSERTATION COMPLETION FELLOWSHIPS

*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. The College may provide a small number of additional College-funded DCFs.*

Associate Dean Kristine Bowman will host an information session about DCFs on October 14, 2024 from 10:00 – 11:00 am. Register [here](#).

### Eligibility:

- Students must be positioned to submit the final versions of their dissertations to the Graduate School within one year of receiving the fellowship (e.g., after receiving a Spring 2025 DCF, the dissertation should be submitted by the end of Spring 2026).
- Students must have their “comprehensive exam passed date” entered in Grad Plan by Friday, November 8, 2024 at noon to be eligible for a spring or summer DCF via this competition.
- Students must have their dissertation **proposal** passed by December 2, 2024 for a spring DCF or April 1, 2025 for a summer DCF.
  - This means that summer DCFs may be awarded provisionally if a student has not yet passed their proposal. We are sharing this deadline well in advance so that all are aware. If a student is not going to be eligible for a summer DCF, this timing allows them to make arrangements for other funding. It also allows funds to be disbursed on the timeline required by the Graduate School.
- Students must be writing a solo-authored dissertation, not a collaborative dissertation.
- Students who have already defended their dissertation and are engaged in revisions at this time are *not* eligible for a DCF.
- Students who plan to defend their dissertation in late spring and complete revisions during summer are only eligible for a DCF in spring, *not* a summer DCF. Summer 2021 was the last summer where that practice was permissible.

### Terms of award:

- Spring DCF: \$9,000 fellowship.
- Summer DCF: \$7,000 fellowship.
- Both spring and summer fellowships are funded by the Graduate School and disbursed by the College in spring or summer semester. The funding differential between Spring and Summer reflects length of time for work.
- Under federal law, a student must be enrolled in at least one credit during the semester they receive the fellowship.<sup>1</sup>

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<sup>1</sup> If a student plans to receive the fellowship during summer semester, the student must be enrolled during summer semester. If a student will not be enrolled during summer, then the fellowship will be initiated in late spring for use during the summer. If and only if issuing the fellowship during the spring would have an adverse impact on the student’s financial aid, the College will pay for 1 credit of summer enrollment so that the fellowship may be disbursed during summer.

- While receiving a DCF, a student may not hold more than a quarter-time assistantship or other appointment consisting of more than 10 hours of work/week. Additionally, a student who works full-time, whether at MSU or elsewhere, is welcome to explain how this funding will create additional release time for them from their full-time employment, during which they will focus on their dissertation.
- A student may receive only one DCF during their time at MSU.

Submission, selection, and key dates:

- Students submit applications to their department by a deadline announced by the department.
- Departments may require students to submit the dissertation director's statement, or may allow the dissertation director to submit the statements directly to the department.
- Departments review and rank the applications; departments submit these rankings to the College by Friday, December 6, 2024, at noon.
- The Office of the Associate Dean for Academic and Student Affairs selects recipients based on departmental ranking and allocation of fellowships across the College.
- By mid-December, the Office of the Associate Dean for Academic and Student Affairs notifies recipients and departments/programs of decisions.
- The College makes the award in spring or summer

Application requirements:

1. Draft or approved dissertation proposal. Maximum 7000 words (roughly 25- 30 pages double spaced). The word count excludes frontmatter, appendices, reference lists, and transcripts. A representative section of a longer document is acceptable. The proposal should:
  - Discuss the dissertation research, overall
  - Include a timeline for completion with major benchmarks
2. MSU transcript for all PhD program coursework.
3. Statement from dissertation director if the department requires it. Maximum 250 words. This statement should:
  - Reaffirm (a) the proposal and (b) the timeline for completion
  - Summarize the dissertation's strengths

Selection criteria:

- Please inquire with your department for more information used in ranking decisions.
- The Office of the Associate Dean for Academic and Student Affairs reviews select 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.

Additional information:

- During summer 2021, students beginning their dissertation writing process became eligible for DCFs for the first time. Students cannot be simultaneously eligible for a DCF and an SRF.