

<b>Dissertation Year Fellowship Program</b>	
<b>Deadline</b>	March 4, 2015 or as determined by your department
<b>Decision</b>	May 29, 2015
<b>Amount</b>	<p>\$20,000 stipend plus standard tuition and fees (excluding nonresident supplemental tuition and professional degree supplemental tuition). For 2014–2015, there were approximately 200 fellowships awarded under this program. The number of fellowships for 2015–2016 will depend on available funding.</p> <p>Among the DYFs offered, up to five may be funded by the following programs:</p> <p><b>The Rosenfield–Abrams Dissertation Year Fellowship Fund</b></p> <p>Two fellowships for exceptionally promising doctoral students in the humanities and social sciences. Each fellowship will offer a \$21,000 stipend, mandatory standard tuition and fees (excluding nonresident supplemental tuition and professional degree supplemental tuition).</p> <p><b>The Siegfried W. Ulmer Dissertation Year Fellowship</b></p> <p>Up to three fellowships to support the dissertation year of European graduate students earning their doctoral degree at UCLA and who are in good academic standing. Priority will be given to candidates whose last name or whose mother’s or grandmother’s maiden name is Ulmer, Dehaene, Dalbera or Berenguer. United States citizens with the last name or whose mother’s or grandmother’s maiden name is Haldi are also eligible and are given priority. Each fellowship will offer a \$20,000 stipend, mandatory standard tuition and fees (excluding nonresident supplemental tuition and professional degree supplemental tuition). This DYF is offered pending funding availability.</p>
<b>Research Allowance</b>	Up to \$500.00 is available as a reimbursement for dissertation expenses incurred during the tenure of your fellowship. No reimbursements are allowed after the last day of the term in which the final DYF payment was issued. The funds are paid in

the form of a stipend. For international students, this means that appropriate taxes will be withheld.

Allowable expenses include: travel to a research site, expenses to attend a conference or professional meeting (travel, hotel [no stays in someone's home], registration fees), purchase of books, photocopying and dissertation copying costs, software/computer supplies/computer time, research supplies (e.g., audio/video tapes, chemicals, inexpensive electronic storage media, etc.), photographic supplies and professional journal reprints. Permanent equipment (computer hardware, cameras, etc.) purchases, dissertation filing fees and services that are part of the awardee's professional development (e.g., transcription services, dissertation editing) will not be reimbursed.

**Eligibility**

This program is intended to support students in their final year of graduate school, at the dissertation writing stage and planning to start teaching or research appointments soon after the end of their dissertation fellowship year.

Award recipients should complete all degree requirements within 12 months of beginning their dissertation fellowships and will be asked to submit a report of their progress at the midpoint.

These and the submission and eligibility criteria also apply to Distinguished TA recipients activating their Dissertation Year Fellowship.

Students who have incomplete grades that remain unresolved are expected to provide a statement explaining the reason for the incomplete(s), the steps that will be taken to resolve the incomplete(s) and the timeline for doing so.

**The following minimum standards must be met:**

Students must be officially advanced to doctoral candidacy at the time they are nominated by their departments (usually one month after the student deadline). "Officially" means ATC documents have been received by the Graduate Division's Academic Services. Exception: Distinguished TA recipients have until mid-September to advance.

Students must file their dissertations within 12 months of beginning their fellowships. The thoroughness with which nominees have provided details in their application for completion of their dissertation is an important element in assessing their candidacy for a Dissertation Year Fellowship.

No student who has previously received any dissertation fellowship from Graduate Division funds (such as, but not limited to, a Distinguished TA Dissertation Year Fellowship) is eligible for a Dissertation Year Fellowship. Students who have

received dissertation funding from other sources of funding specifically for the last year of write-up also are not eligible.

Recipients must be registered and enrolled in at least 12 units during the entire academic year. Registration/enrollment is not required for summer payments. Awardees starting their DYF on July 1 must have been registered/enrolled in the previous Spring and must plan to register/enroll in the following Fall. If not, their summer funding will be cancelled, and it will have to be repaid.

It is expected that students receiving the Dissertation Year Fellowship will not be employed more than 25% time, including those who activate in the summer.

Dissertation Year Fellows are not eligible to receive Graduate Division funding of any kind after the last DYF payment has been issued.

Students may apply for the DYF in only one doctoral degree program.

#### **Application Procedure**

Applicants must be nominated by their department, IDP or school. To apply for nomination, students must go to the 2015–16 Fellowship Application for Continuing Graduate Students site at [www.grad.ucla.edu/asis/flap/apply.htm](http://www.grad.ucla.edu/asis/flap/apply.htm). There, upload a single PDF of the following documents (except the Letter of Recommendation Cover Forms and the letters of recommendation) in the order listed. Complete the top portion of the Letter of Recommendation Cover Forms, save them to your desktop/laptop and then email them to your recommenders.

1. The student's proposed plan for completing the dissertation. Evidence that the student can successfully complete the dissertation in the year of the award is an important factor in the selection process. The student's name and "Proposed Plan for Completing the Dissertation" should appear at the top of each page. The document should be no more than four pages (including notes and/or references), double spaced, no less than 11 pt font and 1" margins, and should describe or include:

- A brief abstract that summarizes in a manner appropriate to the subject or discipline:
  - motivation, context and/or foreground for the research;
  - question or hypothesis being addressed;
  - theoretical framework, experimental approach or research methodology;
  - preliminary findings;
  - innovation, significance and/or impact of the work.

Typically, the abstract is about 150 to a maximum of 300 words in length. It is essential that it be written for faculty who may not be expert in the student's field of research.

- A brief introduction that provides background and context for the work.
- A research plan that describes the current status of the research and the plan for addressing the remaining research aims/goals to complete the

dissertation. This section may include images, graphs, and/or tables, if appropriate.

- If applicable, the plan should include information on sampling, instrumentation, data sources and collection, analyses and expected results. A synopsis of preliminary results or analyses may be incorporated as space permits.
  - A detailed timeline with projected monthly progress for the remaining research, writing, revision and defense of the dissertation (see “Activation Term Selection” section below).
2. An unofficial transcript that includes Fall Quarter 2014 grades. *Do not submit a Degree Progress Report (DPR).*
  3. The student’s personal statement of career goals after receiving the degree (maximum two pages, double-spaced).
  4. The student’s resume or curriculum vitae that includes the following, as appropriate to the discipline:
    - Education (degrees earned and in progress, with dates; date of advancement to doctoral candidacy)
    - Extramural, departmental and Graduate Division awards, prizes and fellowships (include year and amount)
    - Published and submitted manuscripts, if any, while a doctoral student at UCLA. Provide full citations, including start/end pages. Do not include manuscripts in preparation.
    - Conference presentations, if any, while a doctoral student at UCLA. Indicate the conference date and place, and whether it was a poster or oral presentation. If there are multiple authors, place an asterisk by the name of the presenter.
    - Other creative, academic and professional contributions in the student’s field, such as performances, exhibits, community and public service.
  5. Two signed letters of reference, on departmental letterhead, one of which must be from the dissertation adviser. References should emphasize academic accomplishments, degree progress and feasibility of completing the dissertation within the 12-month period proposed by the applicant. .
    - The *Graduate Fellowships Letter of Recommendation Cover Form* must be used. Do not include in the PDF. Complete the top portion of the *Letter of Recommendation Cover Forms* from within the online application, save them to your desktop/laptop and then email them to your recommenders.

**Activation Term Selection**

Awardees will have the option to select one of three DYF start dates: July 1, October 1 or January 1. Whichever start date is selected, the awardee will have 12 months during which to complete and file the dissertation. In the application, please propose one of these activation dates. This is not a firm commitment but is essential information for reviewers to evaluate the likelihood that the work will be

completed within the proposed timeframe.

Note that the DYF award **does not** override the deadline by which you can file your dissertation nor the fee(s) you will have to pay as a result of when you file. More details can be found in the Standards and Procedures for Graduate Study at UCLA, which is available at [www.grad.ucla.edu/gasaa/library/spfsgs.pdf](http://www.grad.ucla.edu/gasaa/library/spfsgs.pdf).

See the chart below for details of the funding disbursement options.

**X** = DYF activated

Option	Summer	Fall	Winter	Following Spring	Following Summer	Following Fall
1	X Stipend	Stipend, Tuition/Fees	Stipend, Tuition/Fees	Tuition/Fees	-	-
2	-	X Stipend, Tuition/Fees	Stipend, Tuition/Fees	Stipend, Tuition/Fees	-	-
3	-	-	X Stipend, Tuition/Fees	Stipend, Tuition/Fees	Stipend	Tuition/Fees
4	-	-	X Stipend, Tuition/Fees	Stipend, Tuition/Fees	-	Stipend, Tuition/Fees

**Preparing a Strong Application**

- The proposal should be written so that the work will be understandable and its significance appreciated by faculty who may not be expert in the applicant’s field.
- The proposal should outline, in a manner appropriate to the subject or discipline:
  - question(s), thesis or hypothesis that will be developed;
  - scope of the research and the research approach, plan or methodology;
  - significance, originality and/or and anticipated impact of the work.
- An important review criterion is whether the applicant has provided substantial and compelling evidence that the dissertation can be completed within the funded year.
- Each letter of recommendation should address the merits (e.g., quality, originality, significance) of the scholarship or research, as well as the distinction of the applicant. The letter must clearly state the likelihood the applicant will complete the dissertation within the timeframe described in the applicant’s proposal.

**Applying for the Distinguished TA DYF**

Distinguished Teaching Assistants are eligible to apply for the Dissertation Year Fellowship for the coming academic year only. They should meet the eligibility criteria described above except that they have until the end of the last summer session term to advance to candidacy.

Distinguished TA DYF applicants should follow the Application Procedures already described.

**Research Allowance Reimbursement Request**

All DYF recipients must submit the following to the Graduate Division Fellowships & Financial Services Office (1228 Murphy Hall) no later than the appropriate deadline below in order to qualify for the \$500 reimbursement:

- Student Research & Travel Reimbursement Form (available at [www.grad.ucla.edu/asis/stusup/travelform.pdf](http://www.grad.ucla.edu/asis/stusup/travelform.pdf))
- Graduate Division General Conditions for Student Travel (available at [www.grad.ucla.edu/asis/stusup/travelcndtns.pdf](http://www.grad.ucla.edu/asis/stusup/travelcndtns.pdf))

NOTE: Students must meet UCLA travel policies ([www.travel.ucla.edu](http://www.travel.ucla.edu)). Awardees are not eligible to receive reimbursement while on leave of absence status.

**Dissertation Year Fellowship** recipients may not receive the **Research Travel Grant Pilot Program** funding.

DYF Start Date	DYF Reimbursement Request Deadline
July 1, 2015	March 1, 2016
October 1, 2015	June 1, 2016
January 1, 2016	August 31, 2016

**Exception Request**

DYF awardees are expected to only work at most at 25% time. In what should be rare circumstances where awardees wish to work 26% to 50% time, they must submit the information listed below in order for the request to be considered. No other work appointments above 50% will be allowed.

- An exception request on the Graduate Division Intranet (Jasmine) via their home department's Student Affairs Officer (SAO)/Staff Graduate Advisor.
- Supplemental materials to the SAO, who will then forward them to the Fellowships & Financial Services Office:
- Forward letter of support (or email) from the dissertation chair with **detailed** information on academic benefit to the student and justification as to how the appointment will not impede progress towards completing the dissertation (e.g., provide hours to be spent on research, mentoring, etc.).
- Include student's explanation to the department chair for the exception request.
- Provide payroll information; dates of employment, compensation, percentage of time.

- Provide updated timeline of progress on dissertation writing with projected monthly progress for remaining research, writing, revision and defense of dissertation.

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