

## **GUIDELINES FOR THE PREPARATION OF NOMINATIONS FOR DISSERTATION RESEARCH ASSISTANTSHIP AWARD**

Dissertation Research Assistantships are academic awards designed for students who are in the dissertation preparation stage of their graduate education. Students should be able to complete the dissertation during the period of the award.

Students holding Dissertation Research Assistantship Awards must have a service requirement, with specific duties assigned by the chairperson of the department. These duties should be linked to the dissertation research project. A student should be enrolled for at least six (6) dissertation hours if awarded for the fall and/or spring and three (3) dissertation hours if awarded for the summer during the term of the award (normal maximum is twelve (12) semester hours per semester). A student will be expected to resign the award at the time the dissertation is submitted to the Graduate School, if this occurs prior to three weeks before the end of the time period for the award.

### **Stipend and Tenure of the Award**

The Dissertation Research Assistantship Award stipend is approximately \$1610 per month for a maximum of eleven months.

There are several types of awards that may be awarded:

- Academic year (11 months) – combination fall, spring and summer or summer, fall and spring
- Fall and Spring award (9 months)
- Semester only award (4.5 months) – fall or spring semester
- Summer only award (1.5 months)

The Dissertation Research Assistantship Award may begin either summer or fall. Depending upon availability of fiscal year funds, some summer awards may begin on July 1<sup>st</sup>.

### **Eligibility for Dissertation Research Assistantship Awards**

1. An overall graduate grade point average of at least 3.25. (No minimum undergraduate grade point average is required.)
2. The student must have prepared a dissertation proposal with tentative or final approval by at least the chairperson of the dissertation committee.
3. Students are eligible to be nominated for the DRA before they are advanced to candidacy. However, failure to be admitted to candidacy before the award begins will result in suspension of the award.
4. The student must not have more than four calendar years of financial support as a doctoral student, including this award for which the student is being nominated, unless granted an exception by the Graduate School. (*Note, support limits vary among academic departments.*)

5. Students who have held or currently hold a Dissertation Research Assistantship are ineligible for the current competition. Doctoral students are limited to two years of support of any combination of doctoral fellowship or dissertation research award. *(Note: The Morris Doctoral Fellows may be nominated for the Dissertation Research Assistantship Award but not for the Doctoral Fellowship.)*
6. The student cannot hold any other paid position within the university.

### **Criteria for Dissertation Research Assistantship Award and Review Process**

Nominations will be based on student's qualifications and the promise of excellence of the dissertation as demonstrated in the proposal or prospectus and as judged by the student's dissertation committee and department.

The Graduate School will determine the number of awards granted to each college annually. Each of the deans of colleges in which doctoral programs (Ph.D.) are offered will establish faculty committees to review the nominations.

After the faculty committee reviews the nominations, the Dean of the College will submit a rank ordered list of students *recommended* for the Dissertation Research Assistantships (*please do not include alternates or denials*) to the Dean of the Graduate School, along with the fully completed application packets for those recommended students by the deadline specified below.

The Graduate School will review each of the recommended students and will then notify recipients and their respective departments. Alternates and denials will be notified by either the Dean of the College or the department.

### **Deadlines**

- Friday, 4:00 p.m., March 24, 2017:** Deadline for submission of nomination to the Dean's office of the College in which the student's department is located.
- Friday, 4:00 p.m., April 7, 2017:** Deadline for the College to submit a rank-ordered list of nominees to the Graduate School.
- Friday, April 21, 2017:** Recipients will be notified by the Graduate School.

### **Preparation of Nominations for Dissertation Research Assistantship Award**

Packets should be submitted to the Dean's Office of the College in which the student's department is located. **All forms should be typed.**

1. DEPARTMENTAL RECOMMENDATIONS FORM
  - a. To be completed by the department.
  - b. Only one list of recommendations per department needed.
2. DRA PACKET CHECKLIST

- a. To be completed by the department.

### 3. APPLICATION FOR DRA AWARD

- a. To be completed in part by the student **and** in part by the department.

### 4. BIOGRAPHICAL STATEMENT

- a. To be completed by the student.
- b. In a maximum of two-pages please indicate your educational goals and professional interests. Feel free to mention any honors, honors organizations, as well as any other activities above and beyond the Academic Program that you feel are pertinent and may help in evaluating your application.

### 5. CURRICULUM VITAE

- a. To be completed by the student.

### 6. THREE (3) LETTERS OF RECOMMENDATION

- a. One letter **must** be a letter of endorsement from the Chairperson of the student's dissertation committee evaluating the general qualifications of the student to do research and the quality of the proposed dissertation.
- b. The other two letters should be from individuals who are familiar with the student's total doctoral study and who are qualified to judge the general qualification of the student to do research and the quality of the proposed dissertation.

### 7. DRA PROPOSAL FORM

- a. To be completed by the student.

### 8. OTHER MATERIALS AS REQUESTED BY THE COLLEGE