

## **Dissertation Year Fellowship Application Instructions**

### **Application Overview**

The Dissertation Year Fellowship (DYF) application is submitted using an online process in two steps: filling out the application form and uploading PDF versions of your proposal, schedule, and CV. When uploading documents you will need your UNH ID and your confirmation number – which you get after you submit your application. This is used to associate your documents with your application. You are also required to provide two *specific* referees (see details below) who will each submit a letter of recommendation for your application.

### **Deadlines**

The application form, proposal, schedule, and CV are all due by midnight on: **January 4, 2018**  
Two letters of recommendation are due by midnight on: **January 16, 2018**

### **Letters of Recommendation**

All applicants must provide two referees in the online application form. When the application is submitted, automatic emails will be sent to each referee listed with instructions on how to write and upload their letters. The referees will not be able to access your uploaded documents; you will need to email each of them a copy of your proposal, schedule, and CV so they have them for review when writing your letters. All letters will be used solely in conjunction with the DYF selection process.

Applicants must request one letter to be written by each of the following:

- Graduate Program Coordinator
- Dissertation Chair\*

\*If the Dissertation Chair is also the Graduate Program Coordinator, then request a recommendation from a Dissertation Committee Member. Your Dissertation Chair/Graduate Program Coordinator will write your letter as Graduate Program Coordinator. Please indicate this under the comments section of the online application. Regardless of their dual function, the GPC cannot be replaced as a recommender.

### **Application Detailed Instructions**

It is suggested that you get everything ready in advance. That means having your proposal, schedule, and CV all written and saved as separate PDF files for uploading.

For your dissertation title, use the working title of your proposal. Your statement of significance is limited to 150 words and should consist of a brief statement describing your proposed research and its contribution to your program/discipline in clear, concise, non-technical terms.

Know who your referees are (when in doubt, ask) and verify their email addresses. Automated emails will be sent to each referee, which provides them with a special web link used to upload their letter, so

it is vital that you submit the correct referee information. You will need to know their name, phone (optional), email address, department, and position to complete the online form.

### Online Application Steps

1. Go to the online DYF Application form and complete it:
  - a. [http://gradschool.unh.edu/php/dyf\\_app.php](http://gradschool.unh.edu/php/dyf_app.php)
2. When you submit the application a confirmation page (and email) will give you your confirmation number. SAVE this number as you will need it to upload documents.
3. Upload your proposal, schedule, and CV on the DYF document upload page:
  - a. [http://gradschool.unh.edu/php/dyf\\_upload.php](http://gradschool.unh.edu/php/dyf_upload.php)
  - b. You will need your UNH ID and confirmation number to upload documents.
  - c. You may use this form at any time, before the deadline expires, to upload any revised versions of the three documents. They will replace any existing copies.
  - d. Each document must be in PDF format with a maximum size of 2MB.
  - e. **MAC Users:** When creating a PDF file on a MAC you need to make sure that the file is saved with a “.pdf” extension (i.e. my\_proposal.pdf) as the upload process checks for that extension. This option is often found under the “Save as...” dialogue window when saving a document.
4. Applications must be submitted by the deadline; incomplete applications will be deleted.

### Writing Your Proposal, Schedule, and CV

All three documents should be saved as PDF files and are not to exceed 2MB in size. Use **Times New Roman, 12 pt. font, and 1” margins** for all documents.

1. **Proposal Document**
  - a. In a clear, concise, non-technical statement, describe your proposed dissertation research. Your description should include a working title, as well as the purpose and methodology you will use. Format your proposal using double spacing. There is a **4-page double spaced limit** to the proposal. Please note that, although diagrams and pictures may be included in the proposal, they must be positioned within the stated 1” margins **AND** maintain the 4-page limit. **Appendices will not be accepted.**
  - b. **Citations**
    - i. If you cited scholarly works in your proposal, you will need to cite them in a bibliographical citations list (annotations are not required). Please use the citation style appropriate to your discipline. As the use of citations will vary depending on whether or not works were mentioned in your proposal, there is **no stated page limit for citations**; however, please cite only those works explicitly referenced in your proposal.
2. **Schedule Document**
  - a. Outline, in grid or table format, your work plan for the upcoming academic year. The schedule may be broken down monthly or by quarter: e.g., May- July: August- October, etc., whichever best fits your proposed plan of study. If you have **not** been advanced to candidacy, also outline what remains to be completed.

Format the schedule using single-spacing with blank spaces between items; there is a **1-page limit**.

3. **Abbreviated Curriculum Vitae Document**

- a. Submit an abbreviated CV that includes the following (please make sure to distinguish achievements and publications completed while at UNH):
  - i. Academic background/degrees
  - ii. Scholarly achievement at UNH
  - iii. PUBLICATIONS
    - Books and Book Chapters
    - Peer-Reviewed Journal Articles (w/ acceptance rate and impact factor)
    - Refereed Papers in Proceedings
    - Research Reports
    - Other Publications
    - Work in Progress
  - iv. PROFESSIONAL PRESENTATIONS
    - International
    - National
    - Regional
    - UNH
  - v. Previous awards and other relevant academic achievements
  - vi. Do not include courses taken
- b. The section headings may be bolded to distinguish them from the section text; there is a **2-page limit**.
- c. For additional resources on how to write an effective CV, please contact the UNH Connors Writing Center: <http://www.unh.edu/writing/cwc/>.