

The Graduate School Dissertation Completion Fellowship
College Deadline: Friday, March 16, 2012

**Graduate School Dissertation Completion Fellowship Nomination Packet
Instructions**

Nomination packets (PDFs) must be e-mailed from the e-mail address of the unit chair or graduate director/advisor.

Nomination packets are to be composed of a single multi-page document, saved as a PDF, and sent as an e-mail attachment to Janet Roe-Darden (jroe@msu.edu). They must include the nomination form *and* the items listed below (in the order shown).

For the Dissertation/MFA Completion Fellowship: Nomination packets are to be composed as a single multi-page document, saved as a PDF, and sent as an e-mail attachment to Janet Roe-Darden (jroe@msu.edu). They must include the nomination form *and* the items listed below (in the order shown).

1. One *letter of recommendation* (1 to 2 pages) from the nominator (usually the chair of the guidance committee), that includes:
 - ✓ the applicant's GPA and progress toward the degree since passing the comprehensive or comparable MFA milestone,
 - ✓ grounds for confidence that the dissertation or final project actually will be completed within the academic year 2010-11, and
 - ✓ any additional information that would be useful to a review committee likely to be composed of faculty not specializing in the nominee's area.
2. one *additional letter of recommendation* (1 to 2 pages) from a faculty member familiar with the student's work on this project;
3. a *curriculum vitae*, not to exceed one page, highlighting publications, presentations, exhibits, etc., and any special awards received;
4. *an abstract*, not to exceed three double-spaced pages (normal margins, moderate font), of the dissertation or project;
5. the nominee's *assessment*, not to exceed one double-spaced page, of the *relationship of the project* to contemporary scholarship in the discipline or interdisciplinary area (the statement situating the work within a framework understandable to educated non-specialists),
6. a *timetable*, providing completion dates for the various stages of the project and for any remaining degree requirements, emphasizing work to be completed during the fellowship semester.

Note: A statement or c.v. that exceeds the length limitation disqualifies the nomination. Additional materials, including additional letters of recommendation, chapters of theses or dissertations will not be considered.