

January 19, 2012

MEMORANDUM

TO: Department Chairs and Graduate Program Directors

FROM: David A. Francko, Dean, Graduate School

SUBJECT: **Call for Nominations for Research and Creative Activity Fellowships (DUE FEBRUARY 9, 2012)**

The Research and Creative Activity Fellowships are for **current** UA graduate students engaged in their own thesis/dissertation research **or** for current UA graduate students working with faculty members in research or scholarly/creative activities. The nominations are due February 9, 2012. Please note that additional information submitted after the due date will not be considered by the committee.

Students may be nominated in one of the following four categories:

- *Thesis*: awarded to students working full time on thesis research.
- *Dissertation*: awarded to students working full time on dissertation research.
- *Research*: awarded to students who are working with a faculty member on a research project that will become part of a new federal grant proposal or will lead to new funded research. **Departments must commit to an additional year of a .50 assistantship for students awarded fellowships in this category.**
- *Scholarly/creative activity*: awarded to students who are working with a faculty member on scholarly or creative projects that will lead to a public performance, public exhibition, commercial recording, or refereed publication (e.g., short story, essay, book). **Departments must commit to an additional year of a .50 assistantship for students awarded fellowships in this category.**

Call for Nominations for Graduate Council Research and Creative Activity Fellowship

Application procedures for the Research and Creative Activity Fellowship are included with this memo. Please post these instructions in a prominent place in your office and/or circulate among faculty and students who might be eligible to apply.

All applicants are asked to submit a synopsis of their research, along with the faculty supervisor's endorsement, to their department chairperson on the attached form. After reviewing the proposals, department chairpersons will submit their nominations to the Office of the Graduate School **by February 9, 2012**. Nominations are limited to two students or 5% of the department/program fall 2011 graduate enrollment, whichever is greater. If, however, the department offers both a master's and a doctoral degree, three students may be nominated so long as the nominations are divided between at least two of the four categories (thesis, dissertation, research, creative activity).

Nominations should be submitted in ranked order. Please note, however, that these rankings are but one piece of information that the committee members consider in awarding these fellowships.

The selection committee will have access to the Graduate School's copy of the student's graduate application, including statement of purpose, transcripts, and test scores. In addition to these documents, the following suggestions were developed by the Graduate Council Financial Aid Committee to assist you in making your nomination:

- ◆ Nomination materials from the department should describe why the project has a high potential for success and why it is important in your field of study. You are encouraged to address any aspect of the nominee that may not meet the highest criteria and explain how other criteria may better indicate potential success.
- ◆ *All materials submitted by the student, faculty, and departments should be written in simple and non-technical terms that can be understood by the committee.*
- ◆ Nominees should have graduate GPAs above 3.5 on coursework in your program. **However, quantitative qualifications alone are insufficient to be selected for a fellowship.** Departments are encouraged to provide information that documents the nominee's other qualifications.

Students in the thesis and dissertation categories typically will have received official faculty approval for their thesis or dissertation plan (e.g., approval of the prospectus, proposal, research question, etc.) prior to the fellowship year. The selection committee will give preference to those nominees in the thesis and dissertation categories that are likely to finish the thesis or dissertation during the fellowship year.

Students selected for a Graduate Council Research and Creative Activity Fellowship will be expected to register as full-time students with 12 total credits each term of the fellowship. Depending on which one of the four categories (thesis, dissertation, research, creative activity) for which a student is selected, at least 6-9 credits each term must be dedicated to thesis/dissertation credits or to credits for the research or scholarly activity.

Please note that, unlike an assistantship, a fellowship may reduce the base level of total allowable federal financial aid. If your nominee is selected for a Graduate Council Fellowship and plans to receive federal loans or aid, he or she should contact the UA Student Financial Aid Office before accepting the fellowship. Any questions regarding the fellowships or the nomination process should be directed to Ms. Beth Yarbrough, Registrar in the Graduate School Office, at 8-5921.

c: Provost Judy Bonner
Deans

**APPLICATION PROCEDURES FOR
GRADUATE COUNCIL RESEARCH AND
CREATIVE ACTIVITY FELLOWSHIP
2012-2013**

Graduate Council Research and Creative Activity Fellowships are awarded to students engaged in their own thesis/dissertation work **or** for students working with faculty members in research or scholarly/creative activity. Department chairs nominate highly qualified students for these fellowships, with the nominees' materials being reviewed by a committee of the Graduate Council composed of faculty from across the campus.

These nonrenewable fellowships carry a stipend of \$15,000, a grant to pay full tuition, according to the basic UA schedule for in-state/out-of-state tuition and fees, and single-coverage health insurance. Students may be nominated in one of the following four categories:

- ◆ **Thesis:** awarded to students who are working full time on their thesis
- ◆ **Dissertation:** awarded to students who are working full time on their dissertation
- ◆ **Research:** awarded to students who are working with a faculty member on a research project that will become part of a new federal grant proposal or will lead to new funded research
- ◆ **Scholarly/creative activity:** awarded to students who are working with a faculty member on scholarly or creative projects that will lead to a public performance, public exhibition, commercial recording, or refereed publication (e.g., short story, essay, book)

Students interested in applying for a Graduate Council Research and Creative Activity Fellowship for the 2012-2013 academic year should initiate the nomination process by talking with their faculty supervisor, preparing an account of the project to be undertaken during the coming year, and submitting materials to the department chair. It is the responsibility of the student, not the advisor, to compile these materials. The department's nomination package should include the following:

1. **Student Application/Department Nomination Form** (see attached)
2. **Project Proposal Form** - completed by the faculty supervisor and nominated student (see attached). Please address each of the following:
 - * Nature of the project
 - * Major objectives of the project
 - * Significance of the project in your field of study and for your department
 - * Procedures and methods of proposed research or scholarly/creative activity
 - * Timeline or schedule for the project
 - * Current and anticipated future sources of funding for the project
3. **Student's Curriculum Vitae** – Please include a summary of previous or current research or creative activity with which you have been involved: Published research, Papers presented at conferences, Scholarly and creative activities, and so forth.
4. **Supporting/Recommendation Letters from UA faculty**

Please submit all materials in 12 point font.

Because committee members determining the funding are from various departments across the campus, it is very important to write your proposal in a manner that is understandable to those outside of your field. Departmental nominations are due in the Graduate School Office by

February 9, 2012. Please be aware that, unlike an assistantship, a fellowship may reduce the base level of total allowable federal financial aid. If you plan to receive federal loans or aid, it is important to contact the UA Financial Aid Office to determine if there will be any effect on your overall aid package should you be awarded this fellowship.

Questions regarding the application and nomination process should be directed to Ms. Beth Yarbrough in the Graduate School Office at 8-5921.

STUDENT APPLICATION/DEPARTMENT NOMINATION FORM
GRADUATE COUNCIL RESEARCH AND CREATIVE ACTIVITY FELLOWSHIP
(To be completed by student and signed by Faculty Supervisor and Department Chair)

To be considered for a Graduate Council Research and Creative Activity Fellowship, you must complete this form, obtain all appropriate signatures and submit a two-page proposal description addressing the following: 1) nature of the project, 2) major objectives of the project, 3) significance of the project in your field of study and for your department, 4) procedures and methods of proposed research or scholarly/creative activity, 5) a timeline or schedule for the project, and 6) current and anticipated future sources of funding for the project. Please use 12 point font.

STUDENT NAME IN FULL **CWID**

ADDRESS

EMAIL ADDRESS **MAJOR** **DEGREE**

FACULTY SUPERVISOR **TOTAL HOURS** **OVERALL GPA**

Category for which you are applying (check one):

- Thesis Dissertation Research Scholarly/Creative Activity

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TITLE OF THE PROPOSED GRADUATE COUNCIL FELLOWSHIP PROJECT (thesis, dissertation, or project title):

Date of department approval of prospectus/proposal for this project: _____

Have you applied for funds elsewhere for this project? Yes _____ No _____

If you answered yes above, please indicate: Where _____ Amount _____

What are your career plans? _____

Signed _____ Date _____
Student

Signed: _____ Date _____
Faculty Supervisor

Signed: _____ Date _____
Department Chair

***If the nominated student for the research and/or creative activity categories (not dissertation or thesis categories) is selected for the fellowship, the department agrees to provide the equivalent of a .5 FTE assistantship for at least one additional year, contingent on the student making adequate progress toward degree completion.

Signed: _____ Date _____

Department Chair

STUDENT PROJECT PROPOSAL FORM – Page I
GRADUATE COUNCIL RESEARCH AND CREATIVE ACTIVITY FELLOWSHIP

STUDENT NAME IN FULL

CWID

FACULTY SUPERVISOR

MAJOR

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NATURE OF THE PROJECT:

MAJOR OBJECTIVES OF THE PROJECT:

SIGNIFICANCE OF THE PROJECT IN YOUR FIELD OF STUDY AND FOR YOUR DEPARTMENT:

STUDENT PROJECT PROPOSAL FORM – Page II

STUDENT NAME IN FULL

CWID

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**PROCEDURES AND METHODS OF PROPOSED RESEARCH OR SCHOLARLY/CREATIVE
ACTIVITY:**

TIMELINE OR SCHEDULE FOR THE PROJECT:

CURRENT AND ANTICIPATED FUTURE SOURCES OF FUNDING FOR THE PROJECT: