**CLAREMONT GRADUATE UNIVERSITY**

**APPLICATION FOR CGU DISSERTATION AWARD**

**2021-2022**

This application page and all required supporting documents (see instructions on next page) must be sent via email to [Carrie.Herr@cgu.edu](mailto:Carrie.Herr@cgu.edu) in the Office of Research and Sponsored Programs by **5:00 pm on Monday, April 12, 2021** in any of the following formats: doc, docx, or pdf. For further information or to download this form, visit <https://my.cgu.edu/research/student-resources/dissertation-fellowships/>.

An email message from your faculty dissertation chair must be submitted by the same deadline, citing your name and dissertation title or forwarding your application materials, and *including the following assurance:*

*I have read this student’s application, I recognize it as the student’s own work, and I endorse the student’s eligibility and research plan. I will complete a reference submission to the review committee upon its request.*

**Eligibility requirements**

1. current registration as a doctoral student in any field of study at CGU.
2. Completion of all course work for the Ph.D., with the exception of Dissertation Research units that have been approved by the faculty.
3. advancement to candidacy, including approval of the Dissertation Proposal and submission of Advancement to Candidacy (Form Two) to the Registrar’s Office on or before Monday, April 12, 2021.
4. A reasonable expectation of completion of all remaining requirements for the Ph.D. degree by the end of calendar 2022.
5. Previous recipients of this award or a Transdisciplinary Dissertation Award are ***not*** eligible.
6. doctoral study registration must be maintained during Fall 2021 and Spring 2022, unless the dissertation is completed earlier.

**Applicant Information**

*ASSURANCE: I hereby certify that the information I am providing in this application is complete and accurate and is my own work. I understand that other documents, as described here, will be used in the selection process, and I agree to their inclusion. I meet the eligibility requirements noted in this application*.

Name & Student ID #:

Email Address:

Street Address:

Telephone Number:

School or Primary

Academic Unit(s):

Proposed Title:

Dissertation Chair:

(name, email address)

Committee Members:

(names)

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**Instructions**

The following items*must be submitted* to comprise a completed application. Items 1-6 must be submitted in doc, docx, or pdf format in at most two separate files. Item 7 should be a separate second or third file. Filenames *must be formatted*as (your) < lastname.firstname.21dd.1 > (or .2 or .3, in correct order) and emailed as attachments to [Carrie.Herr@cgu.edu](mailto:Carrie.Herr@cgu.edu) by 5:00pm on Monday, April 12, 2021.

(Please note that the “21” in the filename represents the year 2021. Prior there was a typo on these instructions that showed “17” however, Carrie Herr made a correction to it on March 29, 2021. Also, if applicants saw a previous version of the instructions with “17” that is no problem, and Carrie will correct their filenames to show 21.)

**Item #**

1. Applicant’s Assurances and all information items on previous page.
2. A publishable abstract, 100 words or less**,** of your dissertation project.

A synopsis of your dissertation research plan, not to exceed 1200 words (typically 5-double spaced pages). ***Most reviewers of each application will be faculty members who are outside of your field of study, so write clearly for a non-specialized audience.*** Your synopsis should include (and be organized by) the following:

a) the working title of the dissertation and word count of the synopsis

b) the rationale and context of the dissertation within previous scholarship; its specific aims, expected significance, and information-gathering and analytical methods and techniques.

In addition to the synopsis, you may submit up to one page each of bibliographic information and appendix material.

4) An academic timeline including the date of your advancement to candidacy and stages of progress (and completion) of your dissertation. (One half page maximum.)

5) A Budget Justification explaining how you would use the dissertation award, including, if relevant, an itemized budget for research expenses. (One page maximum.)

6) A curriculum vita. (Two pages maximum).

7) One or more draft chapters (maximum of 60 pages total) from your dissertation

The Office of Student Services will provide the review committee with a copy of your academic transcript.

## Evaluation Criteria

The Faculty Research Committee and designated reviewers will read all applications and select the recipients. Many students apply each year, and ***most of the reviewers of your application will be outside of your field of study, so it is essential to write clearly and logically for a non-specialized audience.*** Avoid esoteric or unusual terms or concepts or define them carefully. The specific criteria of evaluation are as follows:

(1) Command of the material and clarity in motivating and highlighting the merit and significance of the work;

(2) The clarity, validity and feasibility of the proposed methodology and/or research techniques;

(3) The feasibility of the projected timeline;

(4) The case for how a dissertation award will affect the prospects of completion; and

(5) Your academic record.

**Schedule**

April 12, 2021 Deadline for submission of all application materials

May 10, 2021 Announcement of awards

September 2021 Disbursement of first half of award

January 2022 Disbursement of second half of award