

**CLAREMONT GRADUATE UNIVERSITY  
INSTRUCTIONS AND INFORMATION ABOUT  
APPLICATION FOR CGU DISSERTATION AWARD  
2023-2024**

Please submit the following application materials with all required supporting documents (see instructions below) using the airSlate form, by **5:00 pm on Tuesday, April 11, 2023**.

For further information and to access the airSlate form visit <https://my.cgu.edu/research/student-resources/dissertation-fellowships/>.

**Award Amount:** up to \$10,000 per award.

**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 to the Registrar's Office on or before Tuesday, April 11, 2023.
- 4) A REASONABLE EXPECTATION OF COMPLETION of all remaining requirements for the Ph.D. degree by the end of calendar 2024.
- 5) PREVIOUS RECIPIENTS of this award or a Transdisciplinary Dissertation Award are *not* eligible.
- 6) DOCTORAL STUDY REGISTRATION must be maintained during Fall 2023 and Spring 2024, unless the dissertation is completed earlier.

**APPLICATION FOR CGU DISSERTATION AWARD 2023-2024  
Instructions**

The following items *must be submitted* to comprise a completed application.

**Item #**

- 1) A publishable ABSTRACT, 100 words or less, of your dissertation project.
- 2) 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.
  - c) In addition to the synopsis, you may submit up to one page each of bibliographic information and appendix material.
- 3) AN ACADEMIC TIMELINE including the date of your advancement to candidacy and stages of progress (and completion) of your dissertation. (One half page maximum.)
- 4) A BUDGET JUSTIFICATION explaining how you would use the dissertation award, including, if relevant, an itemized budget for research expenses. (One page maximum.)
- 5) A CURRICULUM VITA. (Two pages maximum.)
- 6) One or more DRAFT CHAPTERS (maximum of 60 pages total) from your dissertation.
- 7) The Certification of Eligibility Statement signed by the applicant and one member of the applicant's dissertation committee certifying the applicant's eligibility to apply for the award.

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

Applicants cannot save a draft of their application within airSlate. Applicants must complete the airSlate application form in one session. Incomplete Applications will be rejected, and the applicant will need to re-submit their application.

### **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 11, 2023	Deadline for submission of all application materials
May 9, 2023	Announcement of awards
September 2023	Disbursement of first half of award
February 2024	Disbursement of second half of award