



Mellon Mays Undergraduate Fellows Dissertation Grants Program 2017 Application Instructions

All documents listed below must be received no later than December 2, 2016.

General Instructions:

Please label all materials. The Personal Statement and Prospectus must be double-spaced and 12-pt. font. If submitting an unpublished draft chapter, it must also follow these formatting guidelines. The application should be emailed in a single PDF file (excluding letters of recommendation) to mmufdis@woodrow.org. Letters of recommendation should be written on institution letterhead, signed, and emailed directly by referees.

Application Documents:

1. **Official Application form:** Fill out completely via the fillable pdf. For text formatting options, click Ctrl+ E.
2. **Table of Contents:** Please include a list and page numbers for all documents in the application packet being submitted.
3. **Curriculum Vitae/Resume.**
4. **Personal statement (three-page maximum):** Explain how the award will allow you to complete the dissertation within one year, including reasons for undertaking the dissertation project. Comment on the dissertation process at your institution, and its impact on your ability to complete the dissertation. Include a brief personal biography. *Label the document as the Personal Statement.*
5. **Prospectus (three-page maximum):** This should include a description of the proposed dissertation including major features and/or topical organization. The final page should include a schedule or timeline for the year's work. The prospectus is separate from the personal statement; they are **NOT** the same. It **cannot** be combined into one document with the personal statement. *Label the document as the Prospectus.*
6. **Draft chapter (50-page maximum):** Draft chapter will not be returned.
7. **Official graduate transcript:** Your institution must send the transcript directly to the Woodrow Wilson National Fellowship Foundation.
8. **Budget:** Complete the Budget Form. Allocate funds (up to \$20,000 maximum) for the 12-month grant period (e.g., necessary living expenses, research-related expenses, and other relevant costs). Include the amount of dissertation funding requested from your institution, if applicable.



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9. **Two letters of recommendation:** Letters should not exceed two pages. The first letter should be from your *dissertation advisor* and the second from *an academic scholar* who is knowledgeable about your graduate performance and/or familiar with your dissertation project. Recommenders should comment on your research and scholarship to date and your ability to finish the dissertation within one year. All letters must be signed and on letterhead and should be emailed to us at mmufdis@woodrow.org.

Please note the following:

Fellowships are awarded on a competitive basis according to funds available in a given fiscal year. Woodrow Wilson National Fellowship Foundation (WW) does not comment on the deliberations of its award panels. WW does not provide evaluations of successful or unsuccessful applications.

Applications and supporting documents become the sole property of WW and will not be returned or held for another year.

Applications are reviewed by distinguished scholars and should be prepared accordingly.

Fellowships may not be deferred.

Stipend checks are made payable to fellows, not to institutions.

Fellows are responsible for reporting the fellowship as income to the U.S. Internal Revenue Service.



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Mellon Mays Undergraduate Fellows Dissertation Grants Program Frequently Asked Questions

I am a candidate for a doctoral degree other than a Ph.D. Am I eligible to apply?
You must be a Ph.D. candidate in order to be eligible for this fellowship.

I do not see my field of study in the list of eligible fields. Is my program eligible for support?
Only fields which have been designated by the Andrew W. Mellon Foundation are eligible for support. If you question the eligibility of your particular field you may contact us to inquire: mmufdis@woodrow.org.

Eligible Fields

Humanities: American and English Literatures, Foreign Languages and Literatures (including Area/Cultural/Ethnic/Gender Studies), Art History, Classics, Film, Cinema and Media Studies (theoretical focus) History, Linguistics, Musicology and Ethnomusicology, Performance Studies (theoretical focus), Philosophy and Political Theory, Religion and Theology, Theater (non-performance focus)

Social Sciences: Anthropology and Archaeology, Demography, Sociology

Physical Sciences: Computer Science, Earth/Environmental/Geological Sciences, Ecology, Geography and Population Studies, Geology, Mathematics, Oceanographic/Marine/Atmospheric/Planetary Science, Physics and Astronomy

Are social work and clinical psychology eligible fields of study?

No, only fields designated by the Andrew W. Mellon Foundation are eligible. (See listing above)

When must the application materials be received on the deadline date?

All application materials must be **RECEIVED** by 11:59pm on the **December 2, 2016** deadline.

How should letters of recommendation be submitted?

Letters of recommendation should be emailed to us at mmufdis@woodrow.org. All letters must be signed and on letterhead.

When are new grant awards announced?

New grant awards are announced in mid to late February.

When will alternates be notified if they were selected for a grant?

Should an alternate be selected, they will be notified by mid-April.



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How is the stipend disbursed to MMUF Dissertation Grant recipients?

Stipends are sent to the MMUF Dissertation Grant recipients in two equal payments, in June and the following January.

What reporting is required of MMUF Dissertation Grant recipients?

MMUF Dissertation Grant recipients are required to submit a final progress report at the end of the grant period. They are also required to inform the foundation when they have been granted the Ph.D. and provide updates to their contact information when necessary. The foundation will send an occasional survey to monitor progress and provide targeted communications to recipients.

Any additional questions should be directed to Mellon Program Associate, Ina Noble at noble@woodrow.org or Mellon Program Officer, Rayna Truelove at truelove@woodrow.org.



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IMPORTANT DATES
2017 MMUF DISSERTATION GRANT AWARD CALENDAR

EVENT	DATE
APPLICATION DEADLINE	DECEMBER 2, 2016
FINAL SELECTIONS DETERMINED	MID-JANUARY 2017
AWARD RECIPIENT NOTIFICATIONS	MID- LATE FEBRUARY 2017
ALTERNATE STATUS CHANGE ANNOUNCEMENT	BY END OF APRIL 2017

THIS IS A TENTATIVE SCHEDULE OF EVENTS FOR THE SELECTION AND ANNOUNCEMENT OF THE 2017 COHORT OF MMUF DISSERTATION GRANT RECIPIENTS.



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Mellon Mays Undergraduate Fellows Dissertation Grants Program

2017 Official Application Form

Applications Due: **December 2, 2016**

Name

Last

First

Middle

Current Address

Permanent Address

Home/Cell Phone:

Personal email:

Work Phone:

Work email:

Graduate Institution

Department (field of study)

Proposed Dissertation Title

No. Years in Grad School

Expected Degree Date

Date of dissertation topic approval

Education: (list all graduate institutions attended, present institution first)

Institution

Date Attended

Degree Received

Dept.

Institution

Date Attended

Degree Received

Dept.

Institution

Date Attended

Degree Received

Dept.



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Pre-dissertation Requirements

Date completed (month/year)

Course requirements

Foreign languages

Qualifying or comprehensive exams

Name and address of First Recommender (your dissertation director).

Name:

Email Address:

Name and address of Second Recommender.

Name:

Email Address:

Graduate level scholarships, fellowships or assistantships held. Give dates of tenure.

Graduate teaching experience or other pertinent employment.

Have you applied for an institutional dissertation grant? What type? Include amount requested.

List titles and citations of publications.



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Have you ever been awarded a dissertation grant?

When?

Name of Grant

Please list the name and dates of any other grants you have applied for and/or have received.

Check the appropriate box:

- African American Asian American/Pacific Islander Hispanic
 Native American/Native Alaskan Other, please specify

I hereby forego any claim to obtain letters of recommendation written on behalf of my application for a MMUF Dissertation Grant.

Signature of Applicant

Date

Email all application materials in a single pdf to: mmufdis@woodrow.org.

All application materials submitted to the Woodrow Wilson National Fellowship Foundation become its sole property and will not be returned.



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Mellon Mays Undergraduate Fellows Dissertation Grants Program
2017 Budget Form

Instructions: Please type or print legibly. Applicants must fill out this form as completely as possible. If necessary, attach an additional sheet explaining specific costs listed below or those not covered on this form.

Name:

Living Expenses

- Total Housing/Apartment Costs
- Total Utilities/Household Costs
- Total Food Costs
- Local Travel Expenses (car/subway/bus)
- Other

Dissertation-Writing Expenses

- Photocopy/Printing costs
- Books/Journals
- Dissertation Travel Costs

Other Dissertation-Related Expenses (Explain)

Subtotal:

Total Dissertation Grant Requested:

Have you requested funding from your institution? If yes, how much?

Maximum award is \$20,000 for a 12-month period (June 2017-June 2018).