***The Graduate School***

# Dissertation Completion Fellowships

***Recipients are expected to be in good academic standing and to have demonstrated outstanding potential for academic success, the ability to complete their degrees in a timely manner, and personal and professional integrity.***

Dissertation Completion Fellowships assist doctoral candidates in the completion of their degrees. Fellowship recipients are expected to be leaders in their respective disciplines and trendsetters for The University of Tulsa doctoral degree. New recipients will receive awards with up to 21 credits in tuition, a stipend of $4,000 for June and July of 2025, and a stipend of $20,000 for August 2025 to May 2026.

To be eligible for a Fellowship, a doctoral student must be admitted to candidacy and must demonstrate a good track record with respect to timely completion of Ph.D. milestones. Progress reports are due June 1, August 1, October 1, December 1, February 1, and April 15 for all recipients.

The Dissertation Completion Fellowship program is designed for full-time doctoral candidates who are working toward the completion of degree requirements. These fellowships are intended to provide an opportunity for doctoral candidates to focus on their dissertations without other work commitments. It is expected that recipients will work full-time, on average at least 40 hours per week, on activities for completion of the dissertation. Hence, participants in the Dissertation Completion Fellowship program may not receive payment for any work on or off campus during the Fellowship period except with the written permission of the Dean of the Graduate School.

The Dissertation Completion Fellowship is designed for students who can complete their doctoral programs within the Fellowship period. As such, there are no extensions to the Fellowship, and Fellows will not be eligible for any additional funding upon completion of the Fellowship period.

# THE UNIVERSITY OF TULSA

## Application for

## Dissertation Completion Fellowship

**Applications are due to the Graduate School Office no later than 5:00 pm on January 15th.**

Recipients of this award are expected to have demonstrated outstanding potential for academic success, and the ability to complete their degrees in a timely manner, with personal and professional integrity, while in good academic standing. Recipients will abide by the rules and regulations of the University now existing or existing in the future.

You must be a current full-time doctoral student that is admitted to or will be admitted to candidacy (passed all qualifying or comprehensive exams and successfully defended the prospectus or dissertation proposal) prior to receiving this award.

*(Please type or print when completing the application)*

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(last) (first) (middle)

**TU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No**. (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Doctoral Discipline**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Colleges or universities attended to date** **Dates attended Degrees awarded**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of graduate credits beyond spring enrollment needed to complete the degree: \_\_\_\_ (Should be < 21 credits.)

Anticipated degree completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Director of Graduate Studies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Requirements:

1. **Fellowship Application Letter:** Attach a one-page letter to the Dean of the Graduate School that explains your career interests and goals, discusses your ability to meet academic milestones based upon your past academic record, discusses how the Dissertation Completion Fellowship will help with the timely completion of your doctoral degree, and how the award will help shorten your time to degree completion. Applicants must provide convincing evidence that they could complete the dissertation during the fellowship period.
2. **Dissertation Completion Timeline:** Submit a one-page timeline for degree completion approved by your dissertation advisor. Describe all remaining tasks associated with your dissertation, and planned professional or academic activities (practicum, classes, etc.) that are expected to occur during the fellowship period. The template for the timeline is as follows:

**Timeline Example:** Place an **X** in the appropriate month(s) for each task to chart your timeline.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tasks | June | July | August | September | October | November | December | January | February | March | April | May |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Dissertation Completion Fellows are expected to work independently, seek advice of their committee as a resource when appropriate, and have regularly scheduled meetings (at least every two weeks) with their advisors to discuss their progress. Applicants must discuss their proposed timeline with their advisor.

1. **A current CV**

1. **Research Compliance Documentation:**

* Does your research involve human subjects or animals? **Yes**\_\_\_ **No**\_\_\_
* If yes, did the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) review and approve the research? **Yes**\_\_\_ **No**\_\_\_
* Does your research involve the use of infectious agents, select agents and toxins, human or endothermic vertebrate materials (including blood, body fluids, cells and tissues), recombinant DNA, synthetic nucleic acid molecules or transgenic animals? **Yes**\_\_\_ **No**\_\_\_
* If yes, did the Institutional Biosafety Committee (IBC) review and approve the research? **Yes**\_\_\_ **No**\_\_\_
* **If you answered yes to any compliance question, a copy of the approval letter from the appropriate committee must be submitted with this application or an explanation provided as to when approval is anticipated.**

1. **Letter of Recommendation:** The dissertation advisor’s letter should

* comment on the applicant’s timeliness in meeting past academic milestones and the applicant’s potential to meet the proposed timeline for degree completion;
* attest to the availability of the advisor for regular meetings during the Fellowship period;
* attest to the committee members’ availability to aid the doctoral candidate according to the proposed timeline.
* Letters of recommendation should be e-mailed to [competitive-awards@utulsa.edu](mailto:competitive-awards@utulsa.edu).

1. **Signature of the Department’s Director of Graduate Studies**

If you accept another award prior to the awarding of the Dissertation Completion Fellowship, please notify the Graduate School to remove yourself from consideration.

***Email completed applications to the Graduate School at*** [***competitive-awards@utulsa.edu***](mailto:competitive-awards@utulsa.edu) ***by January 22nd.***

* All completed application forms and supporting materials must be received by the Graduate School no later than January 22nd.
* Failure to supply any of the requested information will result in the applicant being disqualified from consideration for this award.
* Applications received after January 22nd will not be considered.

**Assurance:**

My signature below indicates:

* I certify that all of the foregoing is complete and correct;
* I understand that this award may be terminated at any time for

1. failure to maintain a satisfactory academic record;

2. failure to maintain personal and professional integrity; or

3. failure to abide by the rules and regulations of the University.

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**