

Sheila Carson Dissertation Completion Fellowship **Guidelines for the 2022-2023 Fellowship Year**

Applications due: March 18, 2022 (11:59PM EST)

The **Sheila Carson Dissertation Completion Fellowship** supports a student enrolled in the **History** doctoral program to finish their dissertation. The purpose of the Sheila Carson Dissertation Completion Fellowship is to support timely completion of Ph.D. work; it is designed for students whose work is far enough advanced so that completion and final approval of the dissertation during the academic year can be assured.

In addition to finishing the dissertation, a Sheila Carson Dissertation Completion Fellow will be expected to participate in the intellectual life of the Department of History. The Fellow will also be expected to attend the History Department Workshop series and give one public presentation on their research during the Fellowship as part of the History Department Workshop series. The Sheila Carson Dissertation Fellow receives a 9-month stipend of \$23,831(September 2022-May 2023) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The Fellow is expected to complete their degree during the year of the fellowship award.

Eligibility

To be considered for the fellowship, applicants must:

- be full-time students in the History doctoral program, in good standing both in the Laney Graduate School and in their program
- be in candidacy at the time of application
- be in their 5th, 6th, or 7th year of graduate study at the time of application; while students in their 7th year are eligible to apply, preference will be given to students in their 5th or 6th year who show that they are likely to complete their dissertations during the fellowship year
- not have held an Emory completion fellowship previously

When applicable, the fellowship replaces other graduate school stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that other funding cannot be reserved to be used in a subsequent year. The Fellow is expected to work full time on their research and hence may not undertake teaching opportunities at Emory or elsewhere. The Fellow is eligible for Professional Development Support funds subject to the usual criteria. If the Fellow receives offers for other awards, they should contact the Laney Graduate School to determine whether awards may be held concurrently.

Evaluation Criteria

As you put together nomination and application materials, please consider how the selection committee will evaluate the applications. Before the committee meets, each committee member will complete a confidential rating sheet, rating the applications on a scale of one to five, with one being the lowest rating and five being the highest rating, in these categories:

- demonstrates strength and breadth of research, ability to clearly situate the dissertation in the relevant scholarly literature, and the project's potential scholarly contribution.
- dissertation progress: has the applicant made timely progress so far and how persuasive is the case that the applicant will complete his or her degree by May of the fellowship year? A minimum of one approved dissertation chapter must accompany the application for it to be considered complete.
- the quality of the applicant's academic performance
- the strength of the advisor's letter of recommendation/nomination

That ranking is used as the starting point for the committee's deliberations, but it does not by itself determine the outcome. Neither individual members nor the committee are bound to abide by the rating results, and additional distinctions (e.g.: awards, publications, experiences that strengthen the applicant's file) may be considered in the committee's overall determination.

Student Applications – to be submitted by the student

Each student should submit a full application containing the following items:

1. **Dissertation abstract:** 300 words maximum, 12-point type, double-spaced
2. **Dissertation description and table of contents:** 1000 words maximum, 12-point type, double-spaced. The Applicant should describe the specific research and writing planned for the period of the Sheila Carson Fellowship, explaining the basic historiographical ideas, problems, or questions to be explored. Included should be explanations of the objectives and significance of the dissertation, and the methodology to be employed. The Description should make clear the present state of the dissertation and the work that remains to be done (e.g. chapter drafted, completed, submitted to committee, etc.). Please specify which parts of the dissertation have already been completed, and which parts the Applicant's Committee has approved.
3. **Dissertation timeline:** 1 page maximum. The Applicant should show that the current state of the dissertation indicates that they will complete all work on it while a Sheila Carson Dissertation Completion Fellow for a May graduation. The Timeline should be as precise as possible about dates for completing the dissertation during the Fellowship. Please remember that the Fellow is expected to attend all History Department Workshops and give one public presentation on their research during the Fellowship as part of the History Department Workshop series.
4. **Curriculum Vitae:** no more than 2 pages (single or double-spaced)
5. **Chapters:** A copy of the approved prospectus and one copy of all chapters approved by the Dissertation Committee. A minimum of one approved dissertation chapter must accompany the application for it to be considered complete.
6. **Emory Transcript:** One original (unofficial) transcript, obtainable from the Emory Registrar's Office.

All applications materials should be submitted as **ONE PDF** file in the specific order listed above to:
LGS.profdev@emory.edu

There are a number of ways to produce PDF files, including scanning. To help keep file sizes to a minimum, please treat scanning as the method of last resort, to be used only for items that exist only on paper. You will find some helpful information about producing PDF documents on our website, on the [Advanced Student Fellowships webpage](#): refer to the right side bar document entitled "How to Make PDF Files."

Each student should also arrange for the following to be sent to the History Graduate Program Coordinator (Katie Wilson, kbwilso@emory.edu):

An advisor's letter of support, addressing the student's scholarly promise and presenting evidence that the student has made sufficient progress on the dissertation that they can be expected to finish by May of the fellowship year.

Review

Applications will be reviewed by the History Graduate Studies Committee.

Award Notifications

Awardee will be notified at the end of March – early April 2022.

Questions?

Contact LGS.profdev@emory.edu