Frequently Asked Questions and Answers

Q: I will still be a level II student on the February 7, 2012 application deadline, but I expect to be level III before February 16, 2012. May I submit an application on February 7, 2012?

A: Yes, you may apply, but if you do not move to level III before February 16, 2012, your application will not be considered.

Q: May I apply again next year if for some reason I do not move to level III by the February 17, 2012 deadline?

A: Yes.

Q: May I apply again next year if I apply and do not win an award this year?

A: Yes, as long as you are registered full time or on an official leave of absence when you apply next time.

Q: I heard that in the past you required two letters of recommendation. Is it true that in this year’s competition you require only one letter and it must be from my adviser?

A: Yes.

Q: Do I need to submit multiple copies of the letter of recommendation from my adviser?

A: No, only the original letter in a signed/sealed envelope. Please remember that no application will be accepted without the letter.

Q: What if my adviser is on leave or out of the country and cannot submit a letter? May I ask another member of my committee to write a letter of reference for me?

A: Yes. In this situation, your adviser must send an email to Rachel Sponzo (RSponzo@gc.cuny.edu) and explain s/he is not able to provide a letter of reference for you and state who will write the letter instead.

Q: How many copies of my application should I submit?

A: You must submit 6 hard copies of your application (original, plus 5 copies). Plus, an additional copy for each of the special focus awards you apply for. You must also submit a PDF copy of your application to dissertationgrants@gc.cuny.edu.
Q: Can I submit by email? What if I am not in New York City?

A: The PDF copy of your application should be emailed to dissertationgrants@gc.cuny.edu. But, you must also submit hard copies of the application, and students must submit their letter of recommendation in a signed/sealed envelope along with the hard copies.

If you are not in New York City you can either mail the materials (well in advance of the February 7 deadline) to Rachel Sponzo, Office of the Associate Provost, Room 8113, CUNY Graduate Center, 365 Fifth Avenue, New York, NY 10016. Alternately, you may also designate someone to submit materials on your behalf.

Q: If I win a dissertation fellowship from an external agency, may I also hold a GC dissertation fellowship or award?

A: Yes.

Q: May I serve as an adjunct at CUNY while holding a GC Dissertation Fellowship?

A: Yes.

Q: If I am a fourth year Enhanced Chancellor’s Fellow and expect to be a CUNY Writing Across the Curriculum Fellow (WAC Fellow) in 2012-2013, may I apply for a Dissertation Fellowship?

A: You may apply and if you win, you will have to select between the WAC Fellowship and the Dissertation Fellowship and accept one. You may not defer either until 2013-2014. If you accept the WAC Fellowship, you may apply again for a Dissertation Fellowship or Award. If you accept the Dissertation Fellowship, you will forfeit the WAC Fellowship and may not apply for a WAC Fellowship again.

Q: Do Dissertation Fellowships and Awards provide eligibility for NYSHIP health insurance?

A: No.

Q: Do Dissertation Fellowships and Awards provide tuition?

A: Some Dissertation Fellowships include tuition, some do not. Please see the award descriptions for details.

Q: What Dissertation Fellowships will I be considered for if I do not check off any of the awards on page 2 of the application?

A: There are a number of awards that are available to students in all disciplines and for any dissertation topic. All students will be considered for these general focus awards decided by panels convened by the Provost’s Office. The only awards that students need to specify that they are applying for are awards that have a highly specialized focus, or are reviewed by separate centers or institutes.
Q: How many Dissertation Fellowships and Awards do you expect to make for 2012-2013?

A: Due to uncertainties about further budget cuts, we will not know this until sometime in Spring 2012.

Q: What should I include in my 150 abstract?

A: A concise summary of your 9 page proposal. You may wish to ask your adviser or research how to write a grant abstract.

Q: May I list items on my one page bibliography I have not cited in my proposal?

A: You should start by listing all the references in your proposal. After that, if space allows you may list other relevant references that inform your proposal.

Q: What should I include in my 2 page CV? Should I include jobs that have no bearing on my academic career?

A: Your CV should include your name, the educational institutions you have attended since high school, starting with the most current (PhD Program in X, CUNY, 20XX-present), and any degrees you have received since highschool. Include employment you consider relevant to your degree. You may wish to include a separate section on teaching experience and/or research experience. You should list paper and poster presentations at conferences or workshops. If you have publications, include them. If you have organized a conference or a workshop or a session at professional conference, list them. If you have given recitals or performances, or helped curate an exhibit, you should include those. You may wish to show your CV to your advisor or EO.

Q: Who will evaluate my proposal?

A: A faculty selection committee with 3-4 members will review each proposal. Proposals are grouped by disciplinary cluster and there is one faculty member from each discipline represented. Review panels are asked to rank their top applicants and awards are made on the basis of these panel rankings. Some specialized awards are also reviewed and decided by specific centers and institutes.

Q: When will I be notified if I have won a fellowship?

A: Notification of awards will take place in the spring semester, usually by mid-April.

Q: What other general criteria are important?

A: Some of the standard criteria include:
- A clearly written proposal that does not have spelling, grammatical or formatting errors, that is not overburdened with jargon that readers beyond the discipline of the applicant will not understand;
- Statement of problem or project description;
- Significance and originality of the topic; the overall argument of the project; why the project matters;
- Feasibility of completing the proposed project within the given timeframe;
- Methodology and the use of evidence; critical approach; critique of relevant literature.

**Q: What are some other resources I can use while working on my proposal?**

**A: Below is a list of some helpful links. A web search will also point you to many tutorials and information on grant and proposal writing.**

http://www.unc.edu/depts/wcweb/handouts/grant_proposals.html
http://iis.berkeley.edu/DissPropWorkshop/process/
http://www.ssrc.org/publications/view/7A9CB4F4-815F-DE11-BD80-001CC477EC70

If you have any additional questions or concerns, please contact Rachel Sponzo in the Office of the Associate Provost at rsponzo@gc.cuny.edu or 212-817-7282.