NOTE that the application for the GSAS dissertation completion fellowship (DCF) has been radically revised. See below for new instructions.

A dissertation completion fellowship is assured to all eligible candidates in Harvard University’s Graduate School of Arts and Sciences (GSAS) in fields in the humanities and social sciences who are ready for the completion year. In order for students to declare and document readiness for the completion fellowships, they must submit the materials described below, revised, as noted, into a reduced and more streamlined set of requirements. NOTE: Graduate Prize Fellows, Presidential Scholars, and Ashford Fellows are subject to the same application requirements.

ALSO NOTE: Students who enter the GSAS dissertation completion fellowship pool must apply for all other internal and external completion fellowships for which they are eligible, either from a Harvard source such as a research center or departmental fellowship, or an external funding source. Students must accept the alternative non-GSAS award. In the event that the alternative award is less than the standard GSAS stipend and tuition and health fees, GSAS will supplement to make up the difference. The alternative award is a matter of substitution, fulfilling the function of the guaranteed award. Presidential Scholars and Ashford Fellows need not take this step.

PURPOSE:

The purpose of the dissertation completion fellowship (the DCF) is to support all eligible doctoral students in GSAS in fields in the humanities and social sciences who are ready to complete the dissertation during the fellowship year. They are intended to be held for the entire academic year and to be confined within a single academic year. Students are expected to complete the dissertation during the completion fellowship year; this will be the final year of GSAS funding even for students who do not finish during the fellowship year. In addition, after holding a dissertation completion fellowship, students will ordinarily be limited to no more than one additional academic year of registration in the Graduate School. Since this guaranteed fellowship is intended for students who are truly at the completion stage, students who apply for a research fellowship are expected to withdraw from the completion pool at the time of applying for the research fellowship; otherwise, receipt of a research fellowship may be counted as supporting the completion year, regardless of the stated purpose of the fellowship, and students will be ineligible to re-enter the completion pool the following year. While we recognize that it can be difficult to name a precise completion date, we firmly believe, nevertheless, that with the support of a DCF and the avoidance of taking on other responsibilities, students who show serious readiness for completion, will get so close to finishing, if not entirely finished, during the DCF year, that all that will remain are small manageable tasks. We believe, in other words, that the basic intent of the award can be fulfilled, despite the unpredictable nature of the write-up process.

ELIGIBILITY:

The eligibility requirements for dissertation completion fellowships, from all funding sources within the Harvard community, are described below. All registered students in GSAS, in fields in the humanities and social sciences, who meet the eligibility requirements will receive dissertation completion funding, with specific funding sources to be named as a final step.

- Completion of all departmental requirements and an approved dissertation prospectus.
- Completion of two drafts of dissertation chapters, or, for students in fields where the dissertation consists of three articles, the existence of one article in draft, to be confirmed by the dissertation advisor(s).
The GSAS dissertation completion fellowship is intended to be held as early as G4 or, ordinarily, as far along as G7. There is no guarantee of a completion fellowship beyond the G7 year.

Students are not eligible for a GSAS dissertation completion fellowship if they have already had a dissertation completion fellowship, whether from GSAS or an alternative late-stage writing fellowship from any other source, internal or external to Harvard. As previously stated, students who enter the guaranteed completion fellowship pool and who apply for a research fellowship are expected to withdraw from the completion applicant pool; otherwise, if they receive any alternative award, regardless of stated purpose, it may be counted as covering the completion stage and they will not be permitted to re-enter the completion pool a second time.

APPLICATION INSTRUCTIONS FOR THE STUDENT:

As noted above, the application process for the GSAS dissertation completion fellowship has been revised, with a goal of having a more streamlined process. Please note that the new instructions are for GSAS completion fellowships and are also required for Graduate Prize Fellows, Presidential Scholars, and Ashford Fellows. For instructions for the participating research centers, be sure to consult the entries for the individual centers to which you are applying, since the centers each have their own application requirements. All instructions and accompanying forms are available at the GSAS Fellowships Office website. There is a single application deadline of February 12, 2016 and a standard CARAT application form, over and above the individual materials required for GSAS and each research center.

For GSAS fellowships, the following are the steps and requirements:

1. The most important new step is that students now apply for the GSAS dissertation completion fellowship entirely through the electronic CARAT application by the deadline of February 12. This replaces the old system of submitting applications to departments on a designated department deadline. The CARAT application is available at the GSAS Fellowships Office website at the bottom of the DCF webpage. In addition to the CARAT application form, the following items need to be uploaded into the electronic GSAS application.

2. An evaluation form to be completed by the principal dissertation advisor and an additional advisor, upon receiving the two dissertation chapter drafts, or the equivalent. The form is also to be signed by the student applicant, who will upload the two signed evaluation forms into the electronic application. In order for the applicant to have this form completed by the application deadline, the submission of chapter drafts should be the earliest step in the process. Note that this form replaces the formerly required letters of recommendation.

3. Prepare the dissertation abstract (one-page double-spaced) along with a Table of Contents indicating progress status for each chapter or article and upload that as well.

4. As noted above, students who apply for GSAS dissertation completion fellowships must also apply for all other internal and external completion fellowships for which they are eligible, either from a Harvard source, such as a research center or departmental fellowship, or an external funding source. A list of participating Harvard research centers appears on the DCF page of the Fellowships Office website; for external fellowship opportunities, see the online Graduate Guide to Grants on the same webpage. (Again, Presidential Scholars and Ashford Fellows need not take this step.)

5. CARAT applications to the participating Harvard research centers, although similar to the GSAS process, must be submitted directly to each individual Harvard center to which you are applying.
CONDITIONS AND TERMS OF THE AWARD:

1. Students are expected to complete the dissertation during the completion fellowship year; this will be the final year of GSAS funding even for students who do not finish during the fellowship year. In addition, after holding a dissertation completion fellowship, students will ordinarily be limited to no more than one additional academic year of registration in the Graduate School.

2. The dissertation completion fellowships ordinarily may not be combined with grants from other sources, although exceptions are made for smaller grants. Also as noted, they are intended to be held for the entire academic year and must be confined within a single academic year.

3. During the dissertation year, no concurrent teaching is permitted; other forms of employment are also excluded.

INSTRUCTIONS FOR THE DEPARTMENTS:

The most important change in streamlining the DCF application process is that departments are no longer asked to submit a ranked list of department applicants. We have also eliminated the step of having students submit their DCF applications through the departments; they now apply directly through CARAT by the deadline of February 12. Please do not email completed applications to GSAS as done in past years! What is now needed from department administrators is a list of department applicants in alphabetical order. This is to be compiled within five days after the standard deadline of February 12 and submitted via email to: gsasDCF@fas.harvard.edu. The list should also be circulated to the department chair and DGS. This will allow us all to be on the same page as to who is applying. In order to facilitate this task – and also to facilitate responding to any questions from faculty and students – we are granting department administrators access to CARAT. With these reading privileges, administrators will have access to completed applications.

SPECIAL MESSAGE ON READINESS FOR THE DISSERTATION COMPLETION FELLOWSHIP:

Students at times have difficulty deciding on readiness for a completion fellowship. They let the DCF deadline go by, putting off producing the required chapter or article drafts, only to discover at a later date that they would in fact be ready to complete the dissertation during the upcoming academic year. Making an assessment of readiness is something that should entail close consultation between the student and the dissertation advisor. We therefore are urging advanced students and their departments to make sure that this consultation takes place, doing so well in advance of the GSAS February deadline, perhaps in December or January. At that time, students and advisors should also plan a strategy for having the required two chapter or article drafts ready by the deadline. We believe that if these preparatory steps are taken in a timely fashion, then requests for submission delay would become a rare occurrence, only used under exceptional and unexpected circumstances.
Purpose and Instructions:
- To highlight the key factors that help to enhance dissertation completion
- To encourage candid and constructive discussion of these factors between advisee and advisor
- The form is not intended as a reference form and has no effect on receipt of the guaranteed award.
- The form is to be completed separately by two faculty advisors.
- The student must upload each one-page signed document as a supplemental file to his/her DCF application in CARAT.

To the Faculty Advisor:

Please answer the following:

1. Confirmation of having reviewed two dissertation chapter drafts or one article draft and a Table of Contents indicating progress status for each chapter or article.
   - □ Yes, I have reviewed these documents

2. On the basis of the review of two dissertation chapter drafts or one article draft and a Table of Contents, how do you estimate the likelihood of completion during the fellowship year?
   - □ Very likely   □ Likely

3. On the basis of your knowledge of the applicant’s time management and organization skills, how do you estimate the likelihood of completion during the fellowship year?
   - □ Very likely   □ Likely

4. On the basis of the size and scope of the dissertation project, how do you estimate the likelihood of completion during the fellowship year?
   - □ Very likely   □ Likely

5. Other factors that could enhance completion by this student? Please specify.
   ____________________________________________________________

Comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Faculty advisor’s signature: ____________________________  Date: ________________

Printed name: ____________________________________________  Date: ________________

Student’s signature*: ______________________________________  Date: ________________

* To be signed by applicant to confirm awareness of key factors for completion