

FORD FOUNDATION FELLOWSHIP PROGRAMS

Administered by the National Research Council
of the National Academies

Dissertation Fellowships Suggestions from Reviewers

This fellowship is intended for the **final year of dissertation writing**. If you advanced to doctoral candidacy recently, you may not yet be prepared to provide reviewers with the specific information that will make an application competitive. Below are recommendations based on comments made by the reviewers. If you are not sure of your eligibility, you may wish to contact the Fellowships Office for further clarification.

Most awardees are careful in the preparation of their applications and have consulted with their advisers and mentors. They submit all parts of the application in accordance with established deadlines, and adhere to our guidelines. Invariably, their applications are consistent in content and appearance and the goals stated are in alignment with the goals of the program.

Audience

Applications will be evaluated by college professors and researchers in your broad field of study. Reviewers may have to read applications outside their area of specialization. You should avoid jargon and make your proposal accessible to a larger audience.

Format of Application

Your application should look and read like a professional document. You should strictly follow our guidelines in terms of content. Essays should be double-spaced in a commonly used font such as Times New Roman in 12-point type or larger. The list of publications and bibliography may be single-spaced. If submitted, a bibliography should be prepared in accordance with the style required by your discipline.

Statement of Previous Research Experience

- Describe any research in which you have participated, such as research projects undertaken as part of course work, research projects undertaken outside of course work, or job-related research projects.
- State the goals of your research, the methods used, and the results of your work.

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Proposed Plan for Completion of Dissertation

- Use clear methodological description.
- Specifically state your hypothesis and the theoretical framework of your study.
- Indicate the kinds of data or sources you expect to use. If applicable to your field of study, provide information on sampling, instrumentation, data sources and collection, analyses, and expected results.
- If your proposed site is different from the institution where you are earning your degree, explain why your proposed research/writing site is especially suited to your field of study and for pursuing the work you have described in your *Proposed Plan*.
- Clearly state preliminary findings.
- When citing publications, use a standard bibliographic format appropriate for your field.
- Present a time line for completion of your dissertation.
- Applicants may wish to ask their dissertation adviser or a professor in their discipline to review the proposed plan, especially for substance, clarity, and organization, prior to submission.

Annotated Bibliography

Provide an annotated bibliography (two-to-three sentences each for no more than ten key sources).

Letters of Reference

You should select supportive reference writers who are able to comment on your academic performance and potential. Your file should contain four letters of reference. Files must contain a minimum of three letters of reference in order to be evaluated. *This requirement will be strictly enforced.*

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- Select supportive reference writers who are able to comment on your current academic work and potential. References from personal friends, clergy, medical doctors, and family are not appropriate.
- Provide each reference writer with a copy of your *Proposed Plan for Completion of Dissertation* and *Annotated Bibliography*. Discuss your *Proposed Plan for Completion of Dissertation* with reference writers so
- that they may comment on your ability to carry out your proposed research and study.
- You may wish to provide your reference writers with a Curriculum Vitae so that they can include greater detail in the letter.