


# MICHIGAN STATE UNIVERSITY

June 26, 2017 (revised September 20, 2017)

TO: CANR Department Chairpersons and School Directors  
CANR Graduate Program Directors and Graduate Secretaries

FR: Kelly Millenbah, Associate Dean and Director 

RE: Dissertation Completion Fellowships 2017-18

The College of Agriculture and Natural Resources will award several Dissertation Completion Fellowships to students enrolled in CANR doctoral programs in each semester during this academic year. Those students awarded funding may also receive the equivalent of a quarter-time assistantship from other sources. However, the DCF is intended to allow a student to devote full time to writing the dissertation, with the goal that the dissertation ***will be completed by the end of the semester in which the award is received.***

To qualify for the fellowship, the student must have passed the comprehensive examination by the end of the semester prior to the semester in which the award is received. For departments in which a proposal is required, the proposal must also be approved by this time. The CANR Graduate Committee will provide input to the selection of fellowship recipients.

**ONE COPY** of the application must be received (electronically in PDF) by the CANR Graduate Secretary, 121 Agriculture Hall, **by the following deadlines:**

- Fall Semester: **Wednesday, August 9, 2017**
- Spring Semester: **Wednesday, October 18, 2017**
- Summer Semester: **Wednesday, February 28, 2018**

The Graduate Committee will base their evaluation on the following:

1. the status of the dissertation writing and **capacity to finish in the semester indicated,**
2. the student's overall academic record,
3. the level of need,
4. the overall quality and organization of the application, and
5. the **strength of supporting letters** in addressing these criteria.

The **APPLICATION** consists of:

1. Attached data sheet.
2. A cover memo from the applicant that includes an explanation of how the fellowship will enable the candidate to complete her/his dissertation in the semester indicated. This memo should be no more than one page.



## College of Agriculture and Natural Resources

Academic and Student  
Affairs

Michigan State University  
Justin S. Morrill Hall of Agriculture  
446 W. Circle Drive, Room 121  
East Lansing, MI  
48824-1039  
  
517-355-0234  
Fax: 517-355-8364  
<http://www.canr.msu.edu>

MSU is an affirmative-action,  
equal-opportunity employer.

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3. An abstract of the subject of the dissertation, summarizing the research idea and presenting the hypotheses and/or questions to be addressed and an outline of the dissertation (**no more than two pages**).
4. A copy of the applicant's curriculum vitae (**no more than four pages**). Focus the CV on publications and presentations during the time enrolled in the doctoral program.
5. A letter of support and a statement of progress by the major professor indicating the likelihood the student will complete in the semester indicated and the need for the fellowship.

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6. A letter from the department chairperson or school director including information on the need for the fellowship, outlining past financial support from the unit and, **when more than one student from a unit is applying**, prioritizing the multiple applicants. Departments with multiple applicants are welcome to submit one letter that includes a review of all applicants in the same letter. The letter may be submitted separately from the packet to [canr.grad@anr.msu.edu](mailto:canr.grad@anr.msu.edu).

Please submit an electronic document consisting of a **single PDF file** containing the items listed above in the order stipulated (1 – 5; the letter from your department chair or school director may be submitted separately). Please **DO NOT SUBMIT MULTIPLE PDF** files for a single application! Send the PDF application to [canr.grad@anr.msu.edu](mailto:canr.grad@anr.msu.edu).

Make sure the department's Graduate Program Coordinator or Graduate Secretary, as relevant for the department or school, receives a copy of the application submission email message and DCF application package for inclusion in the student personnel file.

Those students funded may be expected to provide a brief progress report to the Graduate Committee and the Graduate School.

If you have questions, please contact me at [millenba@msu.edu](mailto:millenba@msu.edu).

Thank you.