



Graduate School

Graduate Student Fellowships Committee

Application Instructions for:

Distinguished Dissertation Fellowship (DDF)

Distinguished Graduate Student Fellowship (DGSF)

2024-2025 Awards

This guide is updated annually

Instructions for the AOP Fellowship Competition can be found here:

<https://uwm.edu/graduateschool/students/financial-support/fellowships/aop-fellowship-guidelines/>

Fellowship Application

<https://web.uwm.edu/fellowships>

Questions? Contact

Fellowship Office

Distinguished Dissertation Fellowship

<https://uwm.edu/graduateschool/students/financial-support/fellowships/distinguished-dissertation-fellowship-guidelines/>

Distinguished Graduate Student Fellowship

<https://uwm.edu/graduateschool/students/financial-support/fellowships/distinguished-graduate-student-fellowship-guidelines/>

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Questions about DDF or DGSF
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General Instructions for Students, Letter-Writers, and Graduate Programs

This document contains instructions for applicants, letter-writers, and graduate program representatives for Graduate School Fellowships administered by the Graduate Student Fellowships Committee. All of those involved in the application process should review this document in its entirety.

The Graduate Student Fellowships Committee invites applications for the following Fellowship competitions:

The [Distinguished Dissertation Fellowship](#) (DDF) award recognizes and supports the most academically excellent PhD students who have achieved dissertator status at UWM or will do so by the start of the academic year of the award. Students are nominated for this award by their programs and compete with other nominees from across the university.

The [Distinguished Graduate Student Fellowship](#) (DGSF) recognizes and supports the most academically excellent master's and doctoral students enrolled at UW-Milwaukee. (Only doctoral students who have not achieved dissertator status by the application deadline for the award are eligible for the award. Programs can nominate incoming students for the award, understanding that incoming students are rarely as competitive for this award as enrolled students.) Students are nominated for this award by their programs and compete with other nominees from across the university.

Application Review Process

The Fellowships are reviewed and rated by the members of the Graduate Student Fellowships Committee (GSFC). The GSFC is made of faculty from a variety of disciplines across the University. This means we require guidance to contextualize student achievement across disciplines. To review the applications effectively, the committee needs information from the applicant, letter-writers, and graduate program that contextualizes the student's work within their discipline (accomplishments, scholarly output) and delineates how their candidate differentiates themselves from other students in their program and from students in other programs like theirs across the country.

You will find the rubric the selection committee uses to rank nominees here:

Distinguished Dissertation Fellowship Rubric: [ddf-rubric-2024-25.pdf](#)

Distinguished Graduate Student Fellowship Rubric: [dgsf-rubric-2024-25.pdf](#)

- Each application is reviewed by multiple members of the GSFC (including reviewers who are both familiar and unfamiliar with the student's discipline) using the relevant rubric.
- A certain number of DGSF awards are made to students in masters programs each year.
- A maximum of 3 awards in each Fellowship category are made to students within a given graduate program.

Student Application Instructions

Please provide this document as well as a copy of your application to your letter-writers.

- 1) In the application system, you will be asked for information about Undergraduate, Graduate, and Current Degrees.

- 2) In the application system, you will be asked to provide a LIST (not a narrative) of relevant information which would assist the committee in evaluating your application (e.g., honors, previous fellowship awards, publications [peer-review journals, newsletters, etc.], major exhibitions, performances, presentations [local, regional, national conferences, student-only conferences, and annual meetings], departmental assistantships and/or other employment experiences or internships). Applicants are asked to clearly distinguish published or completed work from work that is still in progress. (word limit: 2500)
 - Please include full citations – all authors, title, name of publication/setting, page numbers
 - Please indicate whether each work is peer-reviewed
 - Please use the following headings as appropriate to categorize your completed accomplishments (you may also add additional headings appropriate to your field):
 - a. Peer-reviewed publications in press or published
 - b. Encyclopedia entries
 - c. Book chapters
 - d. Other non-peer-reviewed publications
 - e. Thesis
 - f. Conference proceedings
 - g. Conference talks – national/international
 - h. Conference talks - local
 - i. Conference posters – national/international
 - j. Conference posters – local
 - k. Other local presentation
 - l. Other national presentation
 - m. Creative writing publications peer reviewed – local
 - n. Creative writing publications peer reviewed – national/international
 - o. Creative writing publications not peer reviewed – local
 - p. Creative writing publications not peer reviewed – national/international
 - q. Performance – local, nonjuried
 - r. Performance – national/international, nonjuried
 - s. Performance – local, juried
 - t. Performance – national/international, juried
 - u. Exhibitions – local, nonjuried
 - v. Exhibitions – national/international, nonjuried

- w. Exhibitions – local, juried
- x. Exhibitions – national/international, juried
- y. Awards – local (your undergraduate or graduate institution)
- z. Awards – non-local (outside your institution)
- aa. Grants UWM (indicate role, source, and amount)
- bb. Grants non-UWM (indicate role, source, and amount)
- cc. Service activities – UWM or other academic institution in which enrolled
- dd. Service activities – outside UWM or enrolled academic institution
- ee. Other (please feel free to add additional headings as appropriate)

You may also include the works in progress, making sure to designate the kind of work—book chapter, publication to be submitted to peer review journal, planned performances or exhibitions, and its level of completion):

- a. Works under review
 - b. Works in preparation; note that this list of work in preparation does not need to be comprehensive – it will be weighed less heavily than completed work.
- 3) In the application system, you will be asked to include a short narrative that summarizes what you see as your most important academic accomplishments to contextualize your achievements (250 words)
- 4) In the application system, applicants for the DDF will be asked for the following:
- Dissertation Title:
- Abstract: Please provide an abstract of your proposal. It must be written in clear, concise language appropriate to readers outside your discipline. Please include how your research will contribute to and/or change your discipline. (word limit: 300)
- 5) In the application system, applicants for the DGSF will be asked to provide the names and emails of who will be uploading your letters of recommendation.

A confirmation email with your application will be emailed to you. Your application will not be submitted to your graduate program representative for consideration until after all relevant letters of recommendation (major advisor for DDF, 2 letter-writers for DGSF) have been provided. You will receive an email when the letters of recommendation have been uploaded.

Letter of Recommendation Instructions

Letters of recommendation assist the Graduate Student Fellowships Committee in evaluating nominee applications. Letters of recommendation should focus on student academic background; experience; perspectives; aspirations, values; and academic accomplishments.

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Please carefully review the rubric the selection committee uses to rank nominees here:

- **Distinguished Dissertation Fellowship Rubric:** [ddf-rubric-2024-25.pdf](#)
- **Distinguished Graduate Student Fellowship Rubric:** [dgsf-rubric-2024-25.pdf](#)

In your letter of recommendation, please address the following:

- Highlight the strengths and the exceptional qualities of the applicant
- Demonstrate how the applicant stands out from others in their field of study
- Elaborate on special achievements of the applicant or the potential for such
- Evaluate the applicant's scholarly impact, capacity, potential, and/or productivity in their field of study.
- Please make sure to contextualize the applicant's scholarly impact with your program and within your field, keeping in mind that reviewers will come from a variety of disciplines and will vary in familiarity with your discipline.

The letter of recommendation should be on a letterhead, and not be more than 2 pages. Please check with the applicant for the letter of recommendation deadline.

Instructions for Nomination by Program

The Graduate Student Fellowships Committee requests that you take great care in completing this important section of the application form. Your graduate degree program evaluation should include specific information, which highlights the strengths and the exceptional qualities of each nominee. It should demonstrate how this student stands out from others in your graduate degree program.

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Please review the rubric the selection committee uses to rank nominees here:

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- **Distinguished Graduate Student Fellowship Rubric:** [dgsf-rubric-2024-25.pdf](#)

Within the application system, you will be asked to include a narrative about the candidate. Be sure to include information, which adds to, elaborates on, or explains the following:

- a. Special achievements listed under "Achievements and Other Relevant Information" of the nominee's application (in the absence of special achievements, please identify the potential for such)
- b. The nominee's academic record
- c. Remaining credits and other requirements for degree completion after current semester: (e.g. Thesis, comprehensive exams, internships, etc.)
- d. The comments made in the letters of recommendations
- e. Significance of nominee's research to selection committee reviewers, who may be outside of student's discipline

For DDF applications, in the application system you will be asked to state your expectation about which semester the dissertation is likely to be defended.

For DGSF applicants, you will be asked to provide the following information about enrollment status as follows:

- Current Status of Nominee in UWM Graduate Program
- Currently Enrolled
- Admitted; Not Yet Enrolled
- Application Submitted; Admission Pending*

* Nominee must be formally admitted to the graduate program for the fellowship nomination to be considered. Please see the fellowships website for the deadline to admit.

Note: Instructions for Nomination by Program continue on following page

Instructions for Nomination by Program, cont'd

Department Support to Degree

National graduate education norms from the Council of Graduate Schools find that graduate students make better progress toward degrees when given the same considerations as graduate assistants (e.g., TAs) or visiting scholars.

Within the application system, you will be asked the following:

1. Please explain what departmental resources will be available to the student to support degree completion.
2. Please explain what additional funding, research, and professional development opportunities the student will be eligible for during graduate enrollment.