To nominate a graduate student for a Doctoral Dissertation Completion Grant, please complete this form and **attach the following** **supporting documentation**:

* A 300-word research abstract prepared by the nominee.
* Statement of interest and justification for participation in this program from the nominee.
* A timeline for completion of the dissertation: As this program is focused on the writing of the dissertation, nominations must include a detailed timeline that demonstrates that the student has the potential to complete the dissertation within the grant period.This section of the nomination should include the following elements: 1) Current status of the dissertation, and a timeline that demonstrates that data collection, analysis, and major figure generation (if applicable) will be completed prior to the beginning of the grant period. 2) Projected timeline after the beginning of the grant period for completion of each chapter of the dissertation. Be sure to include sufficient time for revisions and incorporation of feedback from committee members when developing the timeline.
* A CV for the nominee.
* A listing and brief description of any previous professional development/writing support programming in which the nominee participated at NC State University.
* A justification of the need for the award from the student’s committee chair. This should include the student’s: 1) research progress to date, 2) the type of obstacles being encountered that are hindering the completion of the dissertation, 3) how these obstacles have prevented the nominee from making satisfactory progress on the dissertation and how this program can help in overcoming such obstacles, and 4) the extent to which the student has the potential to complete the dissertation within the grant period. It is important to address not only financial obstacles in this justification. Other obstacles are critical information for the selection committee. Nominations that identify obstacles *beyond those* that are financial will receive highest priority.

This form and supporting documentation should be compiled into a **single pdf** document and e-mailed to Dr. David Shafer, Assistant Dean of the Graduate School ([dmshafer@ncsu.edu](mailto:dmshafer@ncsu.edu)).

**1. Personal Data**

**Name of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Last First Middle*

**Student ID Number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home Telephone:**  **Office Phone:**

**E-Mail Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department and/or Graduate Program:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Committee Chair:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Chair’s E-Mail Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Education** (Please start with current degree program.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of College/**  **University** | **Attendance** | | **Degree Received** | | |
| From | To | Degree | Major | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**NC State Graduate GPA:**

**3. Statement of Nomination**

I, , hereby nominate for a

*Director of Graduate Programs Nominee*

Doctoral Dissertation Completion Grant.

I certify that the nominee:

1. Has met all course requirements and passed preliminary written and oral exams;
2. Will complete all research, analysis and relevant figures (where appropriate) for the dissertation by the beginning of the grant period and that all that remains to complete it is the writing of the dissertation;
3. The student has exhausted their GSSP eligibility \_\_\_\_ **Yes** \_\_\_\_\_ **No**
4. If the answer to C is “No”, the student\_\_\_ **will** \_\_\_ **will** **not** *(check one)* receive funding in the form of a TA, RA or Fellowship if not selected for a Dissertation Completion Grant.

**Signed** **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Director of Graduate Programs\**

***\*Note to Director of Graduate Programs****:  If you have additional information regarding the nominee that would be of value to the reviewers, please include a brief comment in the application.*

**4. Nominee’s Acknowledgement of Program Requirements**

1. I understand that I must have completed all research, analysis and most of the figures (where applicable) for my dissertation prior to the grant start date and that all that will remain as of the beginning of the grant period is the writing of the dissertation.
2. I will not hold a TA or RA or outside employment during the grant period.
3. I will register full-time during the period of the grant.
4. In accepting this grant, in addition to the requirements of my graduate program, I will participate in the following activities:
5. Attend support and writing group meetings with other awardees;
6. Meet regularly with a designated dissertation writing coach;
7. Actively support other grantees in meeting the shared goal of completing

their dissertations; and

1. Dedicate the 6-month grant period to finishing the dissertation.
2. I understand that the Grant will provide a 6-month stipend in the amount of $10,000, as well as tuition and health insurance.

**Signed** **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Nominee*