

**INSTRUCTIONS FOR HISTORY FACULTY RECOMMENDERS
2020-21 GRADUATE DIVISION CENTRAL FELLOWSHIPS**

By Department Applications

Instructions for Faculty Letters of Recommendation

1. Read fellowship descriptions on Graduate Division's [Central Continuing Student Fellowships 20-21](#):
 - Grad Div Dissertation Fellowship [Cover sheet](#) (department gets 3 nominations)
 - Graduate Opportunity Fellowship / GRMP [Cover sheet](#) (department gets 2 nominations)
 - Graduate Humanities Research Assistant Program [Cover sheet](#) (departments gets 3 nominations)
 - President's Dissertation Year Fellowship [Cover sheet](#) (department gets 1 nomination)
 - UC President's Pre-Professoriate Fellowship [Cover sheet](#) (New for 2020-21) (department gets 1 nomination)

Summary

Fellowship Cover sheet	Stipend amount	Duration	Fees and Health	NRST	Need to be advanced?	Max times	Domestic student only	Appt permitted
GOF/GRMP	\$24,000	1 year	Covered	No	No	2 ea	Yes	35% FTE for year
DISS	\$8,000	1 Q	Covered	No	Yes	1	Yes	No
PRES	\$24,000	1 year	Covered	No	Yes	1	No	No
HUMRA	\$24,000	1 year	Covered	No	Yes	2	Yes	35% FTE for year
PRE-PROF	\$30,000	1 year	Covered	No	Yes	1	Yes	No

2. Consult with your graduate student(s) about which fellowship(s) they should apply for. Graduate students will apply through google forms and you will get notice of their application.
3. If a student is applying for more than one central fellowship, you can either write a generic letter or tailor individual letters to specific fellowships.
 - a. Generic Letters: if you only write ONE letter for multiple applications for the same student, DO NOT NAME SPECIFIC FELLOWSHIPS. Simply state that you are nominating your student for a Graduate Division Central Fellowship.
 - b. Tailored Letters: if you tailor individual letters to specific fellowships, each letter should mention the specific fellowship. See guidelines for letter content below.
4. Send your letter to Rhiannon by Thursday March 5th at the latest. Or give it to your student to include in their application packet in advance of the deadline

Guidelines for Letter Content

Your letter should address the following:

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- **Relationship to applicant:** Describe how long you and in what capacity (e.g. committee chair) you have known the applicant.
- **Project:** Address significance, feasibility, contributions to the field, etc., in terms accessible to reviewers outside the discipline. Address how an award will allow the student to focus on their dissertation.
- **Timeliness:** At what stage is the student in his/her doctoral study? Is this the appropriate time in the student's career to apply for a fellowship? If applying for a dissertation fellowship, indicate the applicant's ability to set and meet a reasonable timetable for the completion of the dissertation. How realistic is completion within the timetable?
- **Applicant:** Discuss the applicant's academic record, qualifications and scholarly promise; indicate how he/she compares to other students you have supervised or are currently supervising. If possible, use percentile or tier rankings to quantify the student's performance and promise relative to other students you have worked with.
- **Diversity:** If the student is applying for one of the campus merit/diversity fellowships (Graduate Opportunity Fellowship, Graduate Research Mentorship Program) indicate how s/he will contribute to university and community diversity (see the GOF/GRMP fellowship cover sheet for additional details). For the new UC President's Pre-Professoriate Fellowship, the letter of support from Faculty Advisor should address the student's performance and potential as an exceptional academic, and comment on the likelihood that the student will pursue a professoriate path after receiving their PhD. (2-page maximum)
- **Other fellowship-specific information:** If the student is applying for the Graduate Opportunity or the Graduate Research Mentorship fellowship, be sure to mention your role as mentor.

Other Funding Opportunities for students

By Student Application

All graduate students will receive a separate e-mail notification of the availability of [central fellowships by student application](#) and the process by which they may apply. The notification will also include information on extramural fellowship opportunities and campus workshops designed to help students identify and obtain funding from outside sources. Applications must be submitted to Graduate Division by Friday March 13th at 4pm.

Departmental Dissertation Fellowships and TA applications for 2020-21

The call for departmental dissertation fellowships and TA applications for 2020-21 will be sent in Spring quarter.