

GRADUATE DIVISION – SURVIVAL SERIES

ESSENTIAL INFORMATION FOR GRADUATE STUDENTS AT UC-SANTA BARBARA

TIMELINE FOR DISSERTATION RESEARCH FELLOWSHIPS

Available at: chaser.rutgers.edu/timeline.html

Due Date is in:

18 months	<p>Schedule meetings with advisor to begin to discuss applying for funding.</p> <p>Think about your graduate work thus far and your goals. Are you cultivating the skills and expertise that you need to do your dissertation work? Does your c.v. and transcript reveal that you are making wise choices to help cultivate your expertise? If you answer no to any of these questions, now is the time to begin to plan to integrate external funding into your academic career and to plan how you will build your c.v. to be a competitive profile for external funding.</p>
17 months	<p>Research funding options. Begin to understand the funder, why they exist and what they are looking for.</p>
16 months	<p>Begin to cultivate your research network. Set up a time to meet with your advisor to discuss applying for external funding and your progress through your degree. You should plan to apply for funding in about 16 months in order to be able to have funding 24-30 months from now. What do you need to do to be eligible to apply for funding and to have a well-conceived project in time for the application? Develop with your advisor a work plan for the next three years.</p>
15 months	<p>Assess what you will need to do the project (skills, access, contacts, data, preliminary work, etc.) and what you need to do to acquire these skills and resources. Develop a plan for putting these resources in place in time for your funding applications.</p>
14 months	<p>Begin the preliminary research on your topic and begin to build a fundable profile. Are there any small or preliminary research grants that you can apply for in the near future to support a pilot study and help you begin to build a good funding track record.</p>

NETWORKING AND PROJECT DEVELOPMENT

13 months	<p>Speak with the program officers to learn about the funding programs you are interested in. Learn as much as you can about the application and review process by asking the program officer a series of questions such as:</p> <ul style="list-style-type: none">▪ What are the goals of this funding program?▪ How competitive is this program?▪ What percentage of applications are funded?▪ What are you looking for in a competitive application?▪ What is your review process like?▪ Will an expert in my field review the proposal?▪ When will you notify applicants of the results?▪ If I win a grant or fellowship, how soon can I use the money?▪ May I hold more than one grant or fellowship with your award?
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12 months	Meet with your graduate program director. Let him/her know that you plan to apply for external funding in the next year. Learn what impact if any this will have on your funding package and find out if you will be able to defer any of your internal funding if you are successful with external funding.
11 months	Meet with your advisor. Assess your progress toward your degree and toward your plan to apply for external funding. Are you making good and timely progress through your degree requirements? How is your research project developing? Are you building your research network and skills to do your project? Are you encountering any problems? What will your problem-solving solutions be? Is there any need to re-adjust the course at this point.

PREPARING APPLICATION

6 months	Begin to write a draft of the proposal. You should be able to begin to answer the question of why your research is important or novel, how it will be in a conversation with the literature of your field and why your work is significant.
5 months	Continue to work on a draft of your proposal. Seek feedback from your advisor, mentor, and other colleagues and graduate students. If it is not already, your research methods should be formulated and clear.
4 months	Continue to work on a draft of your proposal. Seek feedback from your advisor, mentor, and other colleagues and graduate students. If your application requires a c.v. or personal statement, begin to draft the document, keeping in mind the funder's goals and their profile of a successful applicant. Identify your letter writers, ask them to serve as letter writers, schedule appointments with your letter writers, to discuss their letters, your application and proposal and any concerns that they may have about your work. If your letter writers raise any concerns, discuss them and develop a plan for solving problems and how to keep on track to apply for funding.
3 months	Continue to work on a draft of your proposal and c.v. and/or personal statement. Seek feedback from your advisor, mentor, and other colleagues and graduate students. If your proposal requires one, begin to work on your budget. Keep in mind that there should be continuity between your proposal narrative and your budget.
2 months	Continue to work on a draft of your proposal, c.v. and/or personal statement and budget. Seek feedback from your advisor, mentor, and other colleagues and graduate students. Examine the application forms and determine what needs to be completed and how the application should be processed. Is it an on-line application? Do you need any special software or technology to process the application? Will the application be submitted by the university or you? If the application will be submitted by the university contact the person in charge of submitting it.

SUBMIT APPLICATION!