

Graduate Financial Aid Workshop, Fall 2023 (for AY 2024-25)

[Financial Support](#) webpage

[Departmental Forms](#)

[Shannon's Deadlines and "Supporting Documents" Crib Sheet](#)

[Graduate College Fellowship Finder](#)

Financial aid applications are due **December 1st**.

This department is committed to ensuring your funding as long as you are making good progress. (For a sense of normative time expectations see "[Progressing through the Program](#)"). Your admissions letters initially stated that "the department is offering you a *five-year package of financial support*" via various types of funding. But our intent—and our record to date—is to support you until completion, within reasonable parameters. Hence we keep careful track of your progress through

first and second year meetings

the PhD portfolio

faculty letters and reports on your progress

the annual [Academic Progress Report](#), which you should already have submitted.

Many factors shape our ability to provide you with support:

campus and LAS allocation of funding to the department

the size of the incoming class

how many of you secure outside funding (Grad College, FLAS, Fulbright, etc.) or

the availability of TAs in other units

RAships secured by faculty (we strongly encourage them to apply).

But the **core principle** is: we will find a way.

That is our side of the deal—yours is to apply for all available forms of support, and to let us know when you receive it. That is why we ask you to fill out a financial aid funding card even when you are not reliant on the department for funding: this is how Shannon keeps track.

Concretely, this means

not missing important deadlines and

not waiting until the last minute to ask faculty for reference letters.

Why do we ask you to re-apply for financial aid each year? There are a few key reasons:

1. professionalization and accountability: these are good habits to form for their later life and careers

2. transparency and equity: having these materials gives the DGS and the Financial Aid Committee (a subset of the Graduate Studies Committee) a lot of pertinent, up-to-date information that will inform decisions in ways that are as fair as possible

3. our funding situation and sources change annually (see above).

Two basic points about your student-employee role:

- because of IRS rules for students receiving financial aid, you must be **registered for 12 credit hours** for terms when you receive fellowship funds;
- in order to ensure timely progress toward completion of your degree, it has long been department policy to **discourage additional employment** when you already have full-time (50%) employment (TA, RA, GA etc.) or full fellowship support; exceptions to this policy can be made when it is professionally useful and when it will not slow your progress toward completion, but there are also staff support considerations – so please consult your advisor and DGS before making any commitments.

SOURCES OF FUNDING

1. **Fellowships from outside the University**: many agencies, from governments to private foundations: e.g., Fulbright, DAAD, Mellon/ACLS, SSRC, SSHRC, AAUW, etc.

For information about these awards and deadlines:

[Grad College Fellowship Finder](#)

[GradLinks](#)

weekly messages from Shannon, DGS.

These fellowships are often very competitive and prestigious—which is good for you and for our ability to support everyone. The applications take time to prepare and advance planning is necessary because deadlines are often quite early in the fall.

2. **Fellowships from the University but outside the department**, e.g., conference travel, dissertation completion fellowships, etc.

[FLAS](#) (Foreign Language and Area Studies Fellowship): DUE January 26, 2024 and letters of rec commendation February 2, 2024.

[HRI](#) (Humanities Research Institute: graduate fellowships): DUE December 1, 2023.
– this year’s program is “Think Again.”

3. **History Department Fellowships and Teaching Assistantships**

Everyone applying for any department funding (fellowship or teaching) must fill out the [Financial Appointment Request Form](#).

To be a TA or Grader, you should also fill out the [TA Application form](#).

In addition, you will need to submit:

- the [“funding card”](#) – **to be filed annually, even if you are not applying for department support** (e.g. for those with Graduate College Fellowships)
- a confidential letter from your advisor
- a confidential letter from another faculty member (see below)
- a printout of your Current Academic Record from [UI Self-Service](#)
- a current CV.

About the 2nd letter of recommendation:

for **departmental fellowships (usually ABD or completion fellowships)**, the 2nd letter should be from a faculty member familiar with your research and its progress, preferably a member of your dissertation committee;

for a **TAship** (or stand-alone appointment, for advanced teachers) →

if this will be your first time as a TA, the 2nd letter can be from any faculty member familiar with your work to date;

if you are an experienced TA, the 2nd letter should be from a faculty member who has supervised or evaluated your teaching.

If you are applying for both a fellowship and a TAship, you will usually submit three letters: one from your advisor, one testifying to your research progress, one speaking to your teaching). If your academic advisor OR another faculty member familiar with your research has also supervised your teaching, they can submit a single letter describing both.

For **each requested letter**, a completed History Reference Form goes to Shannon before the November 10th deadline. If one of your letter writers will cover both academic progress and teaching, be sure to mark this on the History Reference Form, so that Shannon knows that she has all necessary letters.

ABD fellowships: you are eligible to apply for departmental support for a year-long fellowship in support of the research or writing of your dissertation but can only receive this once. This application includes a dissertation proposal.

Widenor and Stand-Alone Teaching Appointments are special opportunities for advanced teachers to design their own courses. Widenors usually teach a section of HIST 498, our capstone course for undergraduate History majors. Other appointments will be to teach courses in our academic catalog, to ensure that our curriculum is well-rounded and exciting. These applications require:

a dissertation proposal

a letter from your advisor on academic progress

a letter from a TA supervisor (about your teaching)

a course description and provisional syllabus

ICES scores.

Our DUS, Jim Brennan, requests that, along with your course description, you identify 3-5 other courses (from our existing catalog) that you would be interested in teaching, given curricular needs.

Predissertation travel award to fund travel to archives, usually in the summer before prelims, for students preparing a dissertation proposal: \$5,000 maximum. Application due February 2, 2024

3-page description of research to be done a

a budget (detailed, itemized, and reasonable) – see the worksheet

a letter from your advisor.

About the Funding Process:

the Financial Aid Committee meets to review your applications in early February

Nate and Shannon keep track of your external support, with your help

the DGS allocates teaching appointments, which are approved by the Chair.

Timing: when you will find out? There are a lot of contingencies influencing this, but we are required to let you know in writing by April 15th, and we will do so much sooner if possible.