Required Supporting Documents for Financial Support

Please note the following information regarding additional documents to submit for various funding opportunities. You may wish to print this page as a guide to organize your submissions.

FUNDING DEADLINES:

Nov. 11, 2024, 5:00PM

History Reference Forms: Only submit one form per faculty member. Complete the top portion of the form and put the name of the History professor on the line which states "Your Name: (please print or type)" and list the type of letter being requested. The Graduate Program Coordinator will maintain a log of the reference forms and obtain the signatures from History professors only—you must obtain the signature if the letter writer is outside the department.

Nov. 15, 2024 5:00PM:

Self-evaluation (APR): Highlights progress over the past academic year. This should discuss your progress through program stages (prelims, dissertation research progress, plans for pre-defense and defense, etc.). Send it to your advisor, the DGS and Graduate Program Coordinator.

Dec. 02, 2024 12:00 PM (Noon):

All Financial Aid Supporting Documents (this includes recommendation letters) are due to Graduate Program Coordinator by noon on December 2, 2024. Faculty will submit their letter directly to the Graduate Program Coordinator.

1) Financial Appointment Request Forms. This form is located under Financial Support Forms.

2) TA Application: This form is located under Financial Support Forms.

3) Recommendation Letters Release: For every recommendation letter you request (including advisor's letter), you will need to submit to the Graduate Program Coordinator a History Reference Form. This form is located under Financial Support Forms.

4) Funding Card form (located on the History's webpage): located under Financial Support Forms.

5) Current Updated CV (listing publications)

6) Academic Coursework History: printed from the student self-service

"AND" **provide the requested documentation for specific appointments:**

Note: Each document must include in the header the name of the specific Fellowship/ Grant/Award competition for which it is to be used

Teaching Assistant Positions **–** Teaching Assistantship criteria information and Special Teaching Assignments: Advanced Comp. sections and Widenor teaching appointments information.

New TA –Two letters of recommendation (one must be from advisor).

Renewal TA – Up-to-date letter that speaks about your previous work in the classroom as a TA. This letter should be written by any professor who had previously been the supervising professor to the TA.

Widenor and Stand-Alone Teaching – Applicants should submit a copy of the dissertation prospectus, an up-to-date letter from the thesis supervisor, a teaching letter of support, ICES printouts, and a detailed course rationale with provisional syllabus. A complete, detailed syllabus is not required; but the submitted material should clearly indicate how the primary purpose of the course would be achieved. List 3-5 other courses you would be willing to teach.

ABD Fellowship – Two recommendation letters (one from Advisor), dissertation proposal of no more than 10 pages (bibliography not counted).

THE FOLLOWING HAVE DIFFERENT DUE DATES: PLEASE CHECK THE FALL 2024 OR SPRING 2025 ACADEMIC DEADLINE FORM.

Department Summer Pre-Dissertation Travel Grant – Due to Graduate Program Coordinator by 5:00PM 2/14/2025– Travel request form (online form), CV, 3 page research proposal, budget worksheet, and letter from advisor (letter from your financial aid packet is used).

FLAS – DUE 1/TBD/2025 - SEE FLAS WEBSITE FOR SPECIFIC REQUIREMENTS AS THERE ARE OTHER REQUIREMENTS.

Grad College Dissertation Completion Fellowship – Due to Graduate Program Coordinator by 5:00PM 3/10/2025

Applicant checklist:
1. CV. The CV is limited to three pages, and it must have one-inch margins and at least 11-point font throughout.

2. Research Proposal. The Research Proposal must be written in an accessible, jargon-free manner appropriate for a multidisciplinary review panel. It should contain the following components:
    A. Introduction/Problem Statement. (In this section, the research question,

hypothesis, or engineering goal must be stated explicitly.)
- B. Background and significance.
- C. Preliminary research.
- D. Methodology.
- E. Timeline.
- F. Expected outcomes.

The research proposal is limited to three double-spaced pages, and it must be in Times New Roman, with 12-point font and one-inch margins.

A separate one-page References Cited section is allowed (must be single-spaced, in Times New Roman, with 12-point font and one-inch margins). No appendices or other supplemental sections are allowed.

3. Two letters of reference: one from the student's adviser and one from another member of the student's dissertation committee. Each letter is limited to two pages and must be in 12-point font with one-inch margins.

4. Current University of Illinois transcript (unofficial will suffice).

Grad College Dissertation Travel Grants –Due to Graduate Program Coordinator by 5:00PM 11/08/2024 (Fall Application) and 2/25/2025 (Spring Application)

Applicant checklist:

1. CV. The CV is limited to three pages, and it must have one-inch margins and at least 11-point font throughout.

2. Research Proposal. The Research Proposal must be written in an accessible, jargon-free manner appropriate for a multidisciplinary review panel, and it should explain and justify the specific activities to be undertaken during the grant period. The proposal should include the following sections:

A. Introduction/Problem Statement. (In this section, the research question, hypothesis, or engineering goal must be stated explicitly.)
B. Background and Significance.
C. Preliminary research.
D. Methodology.
E. Timeline.
F. Expected outcomes.

Within the above sections, the research proposal should explain how the proposed travel is essential for the research, including specific locations and dates of travel. The student should indicate how far he/she has progressed in the research project, what remains to be done, and how the research would contribute to the quality and timely completion of the dissertation. If the research project involves human subjects or vertebrate animals, the student should indicate what steps have been or will be taken to secure the necessary approvals.

The research proposal is limited to three pages, and it must be double-spaced, in Times New Roman, with 12-point font and one-inch margins.

A separate one-page References Cited section is allowed (must be single-spaced,

in Times New Roman, with 12-point font and one-inch margins). No appendices or other supplemental sections are allowed.

3. [Dissertation Travel Grant Budget Worksheet](), as completed by the student. The worksheet must give the dates of travel and also specify and justify expenses up to $5,000 during the proposed travel. Do not use per diem calculations. Indicate the source of the budget estimates (travel agency, website, etc.). The worksheet should be accompanied by a brief (~1/2 page) budget justification narrative explaining each of the items requested.

4. Letter of support from the student's advisor that discusses the importance of the proposed travel within the overall significance of the dissertation, the student's academic and research accomplishments, and the student's specific stage in the degree program (milestones passed, requirements remaining to be completed, and estimated length of time to degree completion). The letter must be a maximum of two pages, in 12-point font and with one-inch margins.

5. Current University of Illinois transcript (unofficial will suffice).

[Grad College Conference Presentation Award]() – Due to Graduate Program Coordinator by 5:00PM 10/15/2024 (FA) and 2/10/2025 (SP)

Applicant Checklist:

1. Conference travel award application.
2. Submit your confirmation showing you were asked to participate.
3. Abstract of your presentation (if presenting).
4. Save receipts to turn in afterwards.

Submit completed applications ONLY. If you are a first time TA, your ICES won't be available until January, please submit them at your earliest convenience.