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. 28, 2016 12:00 PM:**

1) All Financial Aid Supporting Documents (this includes recommendation letters) are due to Graduate Secretary by noon on November 28, 2016.

2) Financial Appointment Request Forms. This form is located at: [http://www.history.illinois.edu/graduate/forms/](http://www.history.illinois.edu/graduate/forms/) under Financial Support Forms and Policies.

3) Recommendation Letters Release: For every recommendation letter you request, you will need to submit to the Graduate Secretary's MAILBOX a History Reference Form found at: [http://www.history.illinois.edu/graduate/forms/](http://www.history.illinois.edu/graduate/forms/) under Financial Support Forms and Policies. Complete the top portion of the form and put the name of the History professor on the line that states “Your Name: (please print or type)”. The Graduate Secretary will maintain a log of the reference forms and obtain the signatures from History professors only—you must obtain the signature if letter writer is outside the department.

4) Funding Card form (located on the History's webpage): [http://www.history.illinois.edu/graduate/forms/](http://www.history.illinois.edu/graduate/forms/) under Financial Support Forms and Policies.

5) Current CV (listing publications)

“**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, Special Teaching Assignments: Advanced Comp. Sections and Widenor Teaching Appointments information, and TA Applications at: [http://www.history.illinois.edu/graduate/forms/](http://www.history.illinois.edu/graduate/forms/) under Financial Support Forms and Policies:

**New TA** – Two letters of recommendation (one must be from advisor). A mandatory meeting may be scheduled around the time of Spring Break. **READ YOUR EMAILS**
Renewal TA – Up-to-date letter that speaks to 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 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.

Department Fellowship – One recommendation letter (in addition to Advisor’s letter), dissertation proposal of no more than 10 pages (bibliography not counted).

THE FOLLOWING HAVE DIFFERENT DUE DATES: PLEASE CHECK THE FALL 2017 ACADEMIC DEADLINE FORM AT: http://www.history.illinois.edu/graduate/forms/

Department Summer Pre-Dissertation Travel Grant – Due 2/20/2017 - 3 page research proposal with budget.

FLAS – DUE 2/3/2017 - SEE FLAS WEBSITE (http://publish.illinois.edu/illinoisflas/graduate-student-instructions/) FOR SPECIFIC REQUIREMENTS AS THERE ARE OTHER REQUIREMENTS.

Grad College Dissertation Completion Fellowship – (https://www.grad.illinois.edu/fellowship/index.cfm?action=main.fellowship&fid=2807) Due to Graduate Secretary 3/20/2017

Applicant checklist:
1. Curriculum vitae (listing publications)
2. Research Proposal. The proposal should be written in an accessible, jargon-free manner appropriate for a multidisciplinary review panel. The proposal should include the following elements: research question, hypothesis (if applicable), significance, literature review, preliminary research, methodology, and timeline. The proposal should be a maximum of three pages, double-spaced, with one inch margins, and in Times New Roman. A separate bibliography (one page maximum) is allowed, but no appendices are allowed.
3. Two letters of reference, one from the student’s adviser and one from the student’s thesis director. If the student’s adviser and thesis director is the same person, the second letter should come from another member of the student’s dissertation committee.

Grad College Dissertation Travel Grants – (https://www.grad.illinois.edu/fellowship/index.cfm?action=main.fellowship&fid=3080) Due to Graduate Secretary 2/20/2017

Applicant checklist:
1. 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.

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

3. Letter of support from the student’s thesis director 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.

4. A completed Dissertation Travel Grant Budget Worksheet (available from the Guidelines page). 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.

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

Grad College Conference Travel Award – (http://www.grad.illinois.edu/general/travelaward) Due to Graduate Secretary 2/13/2017

Submit completed application ONLY. Application found at GC website or at: http://www.history.illinois.edu/graduate/forms/ under Financial Support Forms and Policies.