INSTRUCTIONS FOR APPLICATION FORM
PROVOST’S DEVELOPMENT FUND AWARD - DOCTORAL FELLOWSHIPS (AY2020-21)

Due to the Office of the Vice Provost and Dean of Students
By Friday April 17, 2020

All Roman numerals and capital letters on this sheet correspond to numerals and letters on the application form.

I. A-B. Items are self-explanatory.
   C. Indicate your marital status and those who are financially dependent on you. Be sure to list your dependents by relationship
   D-E. Complete information on U.S. citizenship and Pennsylvania residency. YOU MUST BE A U.S. CITIZEN OR PERMANENT RESIDENT TO QUALIFY. If unsure about residency status, please contact the Registrar’s Office, 412-624-7610.
   F-G. Indicate your school, department and student status.
   H. Indicate whether or not you have passed comprehensive examinations. If you have not taken these examinations, indicate when you anticipate taking them.
   I. Indicate whether or not you have had an overview accepted or rejected and, if so, when.
   J. The graduation date is the date when all requirements have been completed including the dissertation, and an official degree is bestowed. Answer with a month and year, e.g. April 2021.
   K. Indicate (by checking appropriate spaces) whether you are requesting tuition remission, stipend, and/or dissertation research costs. Dissertation research requests may be made only by those who have had, or will have had an overview accepted by the beginning of the award period.
   L. In a brief description of your program of study, indicate area of interest within your discipline or profession and the nature of your dissertation. An up-to-date transcript of grades and an employment vita which includes degrees held and the institutions from which they were received should also be attached.

II. A. This section requests data on your total household income, i.e., you, your spouse, your parents, or anyone else who is appropriate. Please indicate the source of the income, whose income it is and the amount of the income in the appropriate space. State income per year if possible. If you had several jobs, write “several” and list the total amount earned on all jobs.
   B. For anticipated income, follow the same instructions as II-A, but do not include the Provost’s Development Fund.
   C. Indicate any outstanding educational loans and the amount of these loans.
D. If you were receiving income in 2019-2020 that you do not anticipate for 2020-21, state why you will not be receiving that income.

III. A-B. Complete these sections if you are requesting tuition and/or a stipend. (List monthly expenses under Section B as well.) Because you should have completed all of your course work, only tuition for full-time dissertation study ($805 per term or prevailing rate) will be considered for a maximum of three terms. Stipend awards will be considered for a maximum of two terms.

C. Complete this section if you are requesting funds to cover dissertation research and related items such as typing, duplication, etc. Specify when you will be traveling, when typing will be done, etc. Your dissertation advisor’s signature is required if you request dissertation support. (List monthly expenses under Section B as well.)

IV. The application should be signed by you and your department chairperson. (Students in professional schools which do not have departments should have their applications signed by the dean of the school.) Under separate cover, two letters of support - one from your advisor or committee chairperson and one from another faculty member in your department - should be sent to Brian Hamluk, Office of the Vice Provost and Dean of Students, via email submission to: BFH8@pitt.edu. Previous applicants should have letters submitted which attest to their academic progress. Please ask the writers to identify their letters as pertaining to the Provost’s Development Fund.

V. Indicate other outstanding funding requests, and the expected response date(s) to such requests.

PLEASE MAKE SURE YOUR APPLICATION CONTAINS COMPLETE INFORMATION.
NO ACTION WILL BE TAKEN ON INCOMPLETE APPLICATIONS.

Review Procedures

All applications will be reviewed by a faculty committee, as well as the Office of the Provost. The major criteria used for making awards are substantial financial need; demonstrated academic merit; and enrollment in educational or professional programs in which women or minority groups have been under represented. Within this context, and, given the magnitude of under representation, African American males in general, and women in the Sciences will be given a higher priority.