UCLA Graduate Division

Dear UCLA Faculty,

Competitive extramural fellowships provide much-needed support for UCLA graduate students. In preparing a fellowship application, a student develops important communication skills, and winning the award represents a noteworthy accomplishment that can pave the way for future successes in graduate school and beyond.

To support our students’ success in winning extramural fellowships, the Graduate Division seeks eight Faculty Extramural Fellowships Advisers (FEFAs) who will be appointed for either the period February 2016 – June 2016 or for July 2016 – December 2016.

FEFAs will inspire students to learn about the fellowship application process, encourage candidates to work with their faculty mentors on their applications, and provide input on the scope, organization, writing and presentation of the students’ submissions to increase the likelihood they will be funded. FEFAs will be expected to dedicate 60 to 70 hours total. The compensation will consist of a $5,000 stipend plus actual benefit costs.

Each FEFA will be assigned to coach and assist 10 to 15 graduate and senior undergraduate students in preparing their extramural fellowship proposals (e.g., Ford Foundation, NIH, Soros), dedicating about 50 hours in a combination of one-on-one office hours, reviewing/editing and email consultations. Each FEFA will also co-lead two (more if desired) two-hour workshops along with Graduate Division Fellowship staff and former fellowship recipients. The content of these workshops has already been developed; the faculty member’s role will be to contribute his/her academic insights and personal experience in crafting successful research proposals. Finally, FEFAs will assist with practice runs for general fellowship interviews and/or will participate in actual interviews such as for Fulbright fellowships.

If you would like to be considered for a FEFA appointment, please send a brief statement of interest (no more than one page) indicating your relevant experience and the types of fellowships or funding agencies that would be best fits to your area(s) of expertise. We aim to appoint two groups of FEFAs. The first will be for the period February 2016 through June 2016, during which time the fellowships of interest include Phi Beta Kappa, Fulbright and Haynes Foundation. The second group will be appointed for July 2016 through December 2016, when the fellowships will include NSF, Ford Foundation and Luce Scholars, among others. If you have a preference for the first or second window, let us know.

Please send your statement of interest by e-mail to Ana Lebon by 5:00 p.m. PST on February 1, 2016. You can expect to hear back within two weeks. If you have any questions, please contact Ana at alebon@grad.ucla.edu.

We hope you will welcome this opportunity to support the success of UCLA graduate students and look forward to working with you.

With best wishes,

Robin L. Garrell
Vice Provost for Graduate Education
Dean, Graduate Division