

Fredric M. Jablin Doctoral Dissertation Award Application

Frequently Asked Questions

Q: What should I include in the letter of interest?

A: Applicants should include a few words about how the dissertation research demonstrates substantial insights and implications for the study of leadership.

Q: What forms of documentation are acceptable as verification of the dissertation defense date?

A: A letter verifying the successful completion of a dissertation defense may be in the form of:

- (1) an email (including header information) sent to you from your advisor and then forwarded to jepsonaward@richmond.edu
- (2) a scan of document on official letterhead and signed by the advisor which is then submitted as an email attachment from you
- (3) an email message or scanned letter sent directly from the advisor
- (4) a copy of the dissertation signature page
- (5) A URL link to a database such as ProQuest Dissertations and Theses where the approved dissertation was published
- (6) An official document which attests to the awarding of the Ph.D., such as a transcript

Q: Could you give me some more details about what to include in the brief biography?

A: A paragraph or two is sufficient. It may be likened to a brief CV, but narrated.

Q: I had my dissertation defense but there were some revisions to be made before final approval; is eligibility to apply for the award determined by the dissertation defense date or the final approval date?

A: The final approval date determines eligibility.

Q: Is this award only for U.S. citizens?

A: The award is not restricted to U.S. citizens. However, submission materials must be in English.

Q: I was wondering if I can have the abstract single-spaced. Also, do the figures and references count toward the 5-page limit?

A: We prefer that abstracts be double spaced. It should not be a problem if your abstract exceeds the page limit as a result of the inclusion of figures and references.

Q: I have applied for this award in the past. Does this exclude me from submitting again?

A: Candidates may reapply for the award provided that the dissertation was successfully completed within the two year period specified in the call for submissions.

Q: May I send the full dissertation in addition to the chapter abstract?

A: Please send only the three- to five-page abstract of the dissertation chapter that best represents the dissertation. The award committee will contact finalists to request a full dissertation chapter.

Q: Should I have my committee advisor submit a letter of support?

A: A letter of support is not required.