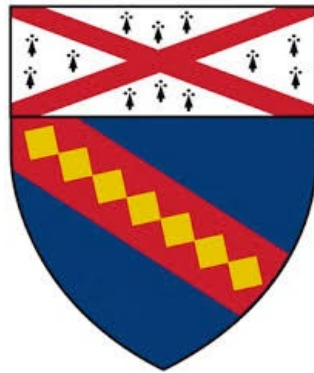


Graduate Student Handbook

Public Health Ph.D. Program



Yale School of Public Health

2023-2024

Table of Contents

1. Background	4
2. Ph.D. Program in Public Health	5
3. Graduate Studies Executive Committee	5
4. Diversity, Equity, Inclusion and Belonging	6
5. Health and Wellness	6
6. Milestones in the Ph.D. program	7
7. Progression to the Ph.D.	8
8. Choosing a Dissertation Advisor	9
9. Qualifying Exam	9
9.1. Biostatistics Qualifying Exam.....	9
9.2. Chronic Disease Epidemiology Qualifying Exam.....	9
9.3. Environmental Health Sciences Qualifying Exam.....	10
9.4. Epidemiology of Microbial Disease Qualifying Exam.....	11
9.5. Health Policy and Management Qualifying Exam.....	11
9.6. Social and Behavioral Sciences Qualifying Exam.....	12
10. Dissertation Advisory Committee	13
11. Prospectus Guidelines	14
12. Admission to Candidacy	16
13. The Thesis/Dissertation	16
14. Dissertation Submission	18
14.1. Deadlines.....	18
14.2. 4-6 Months Before Deadline:.....	18
14.3. 4-6 Weeks Prior to Deadline (no later than September for December graduates and no later than February for May graduates):.....	19
14.4. Before Deadline (After Readers are Approved) and Submission Information	20
14.5. After Dissertation is Submitted.....	20
14.6. Final Steps.....	21
Appendix I	23
Ph.D. Degree and Course Requirements.....	23
Appendix II	23
Links and Forms.....	23
Appendix III	25
Fellowships for Ph.D. Students.....	25

Fellowships without Citizenship Restrictions	25
Fellowships for Canadian Citizens.....	26
Fellowships for Female Students from a Developing Country	26
Fellowships for U.S. Citizens/Permanent Residents (some include non-citizen nationals and DACA)	27-28
Funding Databases	29
Other Funding Sources	29
Yale Specific Funding Resources.....	30
Funding for Research Expenses	31-34

1. Background

The Yale School of Public Health (YSPH), founded in 1915, is an accredited School of Public Health. YSPH houses six departments, namely Biostatistics (BIS), Chronic Disease Epidemiology (CDE), Environmental Health Sciences (EHS), Epidemiology of Microbial Disease (EMD), Health Policy and Management (HPM), and Social and Behavioral Sciences (SBS), and has 149 full-time faculty. The school offers Master's (MPH and MS) and doctoral (Ph.D.) degrees in six YSPH programs and eleven joint programs in partnership with other Yale schools. YSPH faculty are acclaimed leaders in a wide range of areas, including COVID-19, infectious, chronic and behavioral diseases, health equity and social determinants of health, the environment and more.

Doctoral training has been part of Yale's mission since early in its history. The University awarded the first Ph.D. in North America in 1861, and the doctoral program in public health began with the establishment of the department in 1915. Six years later, in 1922, Yale conferred the Ph.D. in Public Health on two candidates.

Within the Yale academic community, the Ph.D. is the highest degree awarded by the University. The School of Public Health offers studies toward the Ph.D. degree through its affiliation with the Graduate School of Arts and Sciences. The Graduate School makes the final decisions on accepting students into the program, admission to candidacy, and awarding the degree.

The primary mission of the doctoral program in Public Health is to provide scholars with the disciplinary background and skills required to contribute to the development of our understanding of better ways of measuring, maintaining, and improving the public's health. The core of such training includes the mastery of research tools in the specialty discipline chosen by the candidate. Public health spans disciplines that use tools available in the laboratory, field research, social sciences, the public policy arena, and mathematics. Students engage in a highly focused area of research reflecting scholarship at the doctoral level but are exposed to a broad view of public health as seen in the diverse research interests of the school's faculty.

2. Ph.D. Program in Public Health

Director of Graduate Studies

Christian Tschudi, Ph.D.

Administrative Director/Registrar, Graduate Student Affairs

Melanie Elliot

Advisor, Graduate Student Affairs

Katie Doucet

Senior Administrative Assistant, Graduate Student Affairs

Elizabeth Cappello

3. Graduate Studies Executive Committee

Christian Tschudi, Director of Graduate Studies (DGS)

Elizabeth Claus, BIS Representative

Andrew DeWan, CDE Representative

Caroline Johnson, EHS Representative

Virginia Pitzer, EMD Representative

Reza Yaesoubi, HPM Representative

Joan Monin, SBS Representative

4. Diversity, Equity, Inclusion and Belonging

At the Yale School of Public Health, we're committed to cultivating an anti-racist and inclusive culture in which all members belong and are treated with respect. Across our close community of peers, mentors, collaborators and staff, we have adopted mentorship, recruitment, retention and professional development practices to help meet our goal of having an outstanding and diverse School of Public Health, a place that better reflects the local, national and international communities we study and serve.

Our commitment to diversity, equity, inclusion and belonging is embedded within our academics, research, practice and policy. We work daily to continue improving our inclusive culture with our promise to seek out and draw in expertise, materials, knowledge and skills from around the corner and around the world.

5. Health and Wellness

Taking care of your health is an important part of life as a graduate student. All GSAS students have access to Yale Health, which is the comprehensive, on-campus, full-service health center and health care plan for students and their family members. Yale Health Basic Coverage is provided at no cost to students enrolled at least half-time in Ph.D. programs. For information about Yale Health, see [the GSAS Student Health and Wellness Resources](#).

Good mental health and wellness are critical to your success as a graduate student. There are many supportive resources and people at Yale to help. Students are encouraged to seek professional counseling when needed. Yale Health offers free and confidential [Mental Health & Counseling](#). For additional resources, see [Mental Health Resources](#).

Dr. Eva Wilson is the Graduate School's embedded mental health clinician. Confidential drop-in therapy appointments are available *via* her [Bookings Page \(link is external\)](#). Please note that Dr. Wilson does not offer emergency or crisis services. Rather, she is available for brief therapy or for interim support while students seek a longer-term clinician. Students can sign up for appointments up to 7 days in advance.

6. Milestones in the Ph.D. program

First-Year Milestone: Course Work. In the summer before matriculation, each student is assigned an academic adviser to help with general academic questions and course selections. During the first-year students concentrate on course work (Appendix I). The students' progress in the first two years is monitored by the academic advisor, who provides a yearly written report, and by the Director of Graduate Studies (DGS). It is expected that a student chooses a dissertation advisor at the end of the first year, which often turns out to be the academic advisor.

Second-Year Milestones: Course Work, Teaching and the Qualifying Examination. In the second year, students complete most or all of their course requirements (Appendix I), serve as a teaching fellow, take their qualifying exam, and begin their thesis research. During the second and third year, all doctoral students are required to serve as teaching fellow (Level 10 or 20) for two terms. During the first term of teaching, students must attend training sessions conducted by the Poorvu Center for Teaching and Learning. The qualifying exam is typically taken by the end of the second full academic year.

Third Year-Milestone: Dissertation Prospectus. After successful completion of the qualifying exam, the student, in consultation with the dissertation advisor and the DGS, assembles a Dissertation Advisory Committee (DAC), usually consisting of three members. The dissertation advisor is the chairperson of the DAC, and the DAC is expected to meet at least twice each year, and more frequently if necessary. The Chair of the DAC produces a summary evaluation of progress and plans for the coming year. The student and the DGS receive a copy of the signed document from the DAC Chairperson. A dissertation prospectus outlining the research proposed for the Ph.D. must be submitted to the Graduate School by the end of the third year, e.g. August 31. The DAC reviews and approves the prospectus and the student submits the prospectus to the DGS and the Public Health Graduate Studies Executive Committee for final approval. After all pre-dissertation requirements are successfully completed (courses, two honors and high pass average requirements, qualifying exam, teaching requirement, and dissertation prospectus), a student is admitted to candidacy for the Ph.D. degree. From this point on, the Yale Graduate School of Arts and Sciences requires that students submit a progress report once a year in late spring. This report is reviewed by the dissertation advisor, the DGS and the associate dean of the Graduate School.

Final Milestones: Dissertation Research and Defense. The DAC reviews the progress of the dissertation research and decides when the dissertation is ready to be submitted to the readers. There are a minimum of three readers, two from Yale and one who is an authority in the dissertation research from outside the University. Members of the DAC are not eligible to serve as readers. Ph.D. dissertations in Public Health must be presented in a public seminar.

7. Progression to the Ph.D.

Generally, the first two years of the Ph.D. program are devoted primarily to course work and rotations for students in some areas. All doctoral students are required to successfully complete a minimum of ten graduate-level courses and must satisfy the individual departmental requirements (Appendix I). Courses such as Dissertation Research, Preparing for Qualifying Exams, Research Ethics and Responsibility, and Seminars do not count toward the course requirements. However, students must register for these courses, in order for them to appear on the transcript ([Yale Degree Audit](#)).

All first-year Ph.D. students must enroll in and complete training in Research Ethics and Responsibility (EPH 600). This course will introduce and prepare students for responsible conduct in research, including data acquisition and management, mentor/trainee responsibilities, publication practices and authorship standards, scientific misconduct, and conflict of interest. Research Ethics and Responsibility is offered annually and is graded Satisfactory/Unsatisfactory.

The Graduate School uses grades of Honors, High Pass, Pass, or Fail. Students are required to earn a grade of Honors in at least two full-term courses and must achieve a High Pass average. (This applies to courses taken after matriculation in the Graduate School and during the nine-month academic year.)

Teaching and research experiences are regarded as an integral aspect of the graduate training program. All students are required to serve as teaching fellows for two terms at the TF level 10 or 20, typically during years two and three ([Teaching Fellow Information](#)). Prior to the first term of teaching, students must attend teacher training sessions conducted by the Poorvu Center for Teaching and Learning. First-year students are encouraged to focus their efforts on course work and are not permitted to serve as teaching fellows. A Ph.D. student who has fulfilled the

teaching requirement is not permitted to serve as a teaching fellow without special permission from the DGS. In the rare instances this exception is approved, the student will only be allowed to serve at the TF-10 level. Contact [Katie Doucet](#) if you need help to find a TF position.

At the end of years one and two, advisers will be asked to complete a progress report for each student evaluating the student's academic progress and describing the student's readiness for teaching and/or conducting research. This is then discussed with the student and reviewed by the DGS. Students who have not progressed adequately will be asked to meet with the DGS to address the situation.

8. Choosing a Dissertation Advisor

In the summer before matriculation, each student is assigned an academic adviser to help with general academic questions and course selections. This assignment takes into consideration a student's request to work with a certain faculty member. It is expected that a student chooses a dissertation advisor at the end of the first year, which often turns out to be the academic advisor. However, students may choose a different dissertation advisor from their initial academic advisor to have a better alignment with their research interest. A desire to change the dissertation advisor should be discussed with the DGS.

9. Qualifying Exam

The qualifying exam is typically taken by the end of the second full academic year.

9.1. Biostatistics Qualifying Exam

The qualifying examination has three parts. There are two written exams (applied and theory) that demonstrate facility with the use of statistical principles to develop methods of application. The third part involves development of a written proposal and oral defense of a research protocol on a topic agreed upon by the candidate and the BIS faculty adviser that will be evaluated by a committee approved by the BIS faculty.

9.2. Chronic Disease Epidemiology Qualifying Exam

The qualifying examinations in CDE entail a three-part system emphasizing biostatistics, epidemiologic methods, and the student's chosen specialty area. The examination covering epidemiological methods includes both an in-class and a take-home portion. A faculty committee is responsible for coordinating this examination, and the examination content is developed by the overall faculty. The specialty area examination is usually prepared in a tutorial with one or more faculty member during the semester prior to the examination. Students in CDE that achieve a minimum grade of HP in three 600-level BIS (or comparable courses) are exempt from the BIS component of the qualifying exam. Otherwise, students must take the BIS exam. For more details contact [Melanie Elliot](#).

9.3. Environmental Health Sciences Qualifying Exam

A qualifying examination composed of two parts 1) the written dissertation proposal and 2) an oral presentation of the proposal must be passed by the student. The student's Dissertation Advisory Committee (DAC) will administer the qualifying examination by the end of the student's 2nd year. Prior to the examination, the Graduate Studies Executive Committee must review and approve the DAC and specific aims with a working title for the research (deadline is end of Spring semester of the 2nd Year). This will ensure that the DAC is approved early in the process to avoid any questions or concerns.

The written dissertation proposal can be either in the format of the full prospectus (20-pages double-spaced, see section 9 below) or in the format of a NIH NRSA F30 or F31 Predoctoral Fellowship grant; single-spaced Arial 11 or Times New Roman 12, specific aims (1 page), research strategy, with sub-sections covering the proposal's significance, innovation, approach (6 pages), references (unlimited). At least three weeks before the oral qualifying examination, the written proposal will be distributed to the EHS faculty. The faculty will provide constructive comments by email to the student and dissertation advisor.

The DAC Chair will host the student during their talk (either in person or virtual) and also leads and helps field the questions following the talk. During the oral part of the qualifying examination, the student will present their dissertation proposal to the DAC and EHS faculty. Current EHS Ph.D. students are also welcome to attend. One hour will be scheduled for the student to present their proposal (30 min) and answer questions from the faculty (30 min). The questions will evaluate 1) the student's readiness to conduct the research proposed, 2) the

timeline for completion, 3) the rigor of the research, 4) the significance to environmental and public health, and 5) the student's communication skills and critical thinking. At the end of the presentation the student and other Ph.D. students in attendance will leave the room and the faculty will discuss and vote on the grade. The DAC Chair will not participate in the vote. The possible outcomes are (a) pass unconditionally with minor revisions, (b) pass conditionally, with further study suggested (or required) in one or more areas, or (c) fail, with the option to re-take the examination once after the areas of concern have been addressed. If a student receives an unconditional pass, the faculty should note whether the student will receive a merit of distinction defined by both an excellent written proposal and oral presentation.

9.4. Epidemiology of Microbial Disease Qualifying Exam

A general oral and written qualifying examination, "separate from course examinations", must be passed by the student. The Qualifying Examination serves as an opportunity for the faculty to evaluate students *en route* to their admission to candidacy for the Ph.D. degree. It also serves as a valuable learning experience, where a student has a chance to read critically and in-depth with various faculty members on both the thesis topic and two other topics of interest to the student.

The Qualifying Examination is normally taken during the spring semester of a student's second year but should be completed, before they register for their fifth semester. Students must have completed all course requirements and must have selected a dissertation advisor before taking the Qualifying Examination. Thus, the student should meet with their dissertation advisor no later than the third term of study in order to decide on an area of focus in preparation for the qualifying examination and in order to define the research area for their dissertation.

9.5. Health Policy and Management Qualifying Exam

Students will take three exams. Each qualifying exam will be graded by two faculty members.

1. HPM exam will be written by HPM faculty and will draw on HPM courses. Students should use selection of HPM courses taken to address the exam questions using their own preparation, which may differ based what courses each has taken.
2. Methods exam will be written by HPM faculty to reflect the sequence of methods classes

taken by the student (e.g., BIS, PLSC, SOC)

3. Area of Depth exam will be written by HPM faculty with expertise in that area and should reflect the four courses taken in that area of depth.

9.6. Social and Behavioral Sciences Qualifying Exam

The Qualifying exams for SBS consist of two primary components: (1) A written draft of the dissertation prospectus and (2) an oral presentation and defense of the proposal. The following steps outline these components.

- The Ph.D. student will submit their Dissertation Advisory Committee (DAC) and specific aims to the Graduate Studies Executive Committee (GSEC) for approval (Timeline is open based on a students' professional trajectory, but typically ranges from end of Spring Semester 2nd Year to end of Spring Semester 3rd year).
- The GSEC will approve the DAC and provide initial feedback of the specific aims.
- The students' DAC and the SBS GSEC representative will serve as the Oral Qualifying Exam committee. The Chair of the Oral Qualifying Exam Committee will be the member of the GSEC.
- The written dissertation proposal can be either in the format of the full prospectus (20-pages double-spaced, see section 9 below), or in the format of a NIH NRSA F30 or F31 Predoctoral Fellowship grant (just the research sections). When completed, the written dissertation proposal will be sent to the Chair of SBS, who will send it to the Oral Qualifying Exam Committee. The committee will compile a set of questions to serve as the base of the exam and send to the candidate at least one week prior to the exam.
- The Oral Qualifying Exam will be scheduled by the Oral Qualifying exam Chair approximately 3 weeks after receipt of the written dissertation proposal.
- During the Oral Qualifying Exam, the student will present the dissertation proposal (approximately a 30-minute presentation) and answer questions from the Oral Qualifying Exam Committee (30-45 minutes of questions). Questions will evaluate (1) methodologic approach and rigor of the proposed research, (2) conceptual and theoretical approach, (3) implementation barriers and facilitators to completion of the research, and (4) importance of the work to achieve health equity.
- At the end of the questions, the Ph.D. student will leave the room and the Committee will deliberate. The committee will decide on whether the student Passes with distinction,

Passes, Passes with conditions or Fails.

- The committee will bring the student back and tell them their evaluation. If the student Passes or Passes with distinction, they will move on to making revisions and submitting the full prospectus to the GSEC. If the student Passes with condition, the committee will ask the student to complete secondary steps within 2 weeks in order to address the committee's concerns and ultimately pass (e.g., modification to the prospectus, written response or literature review related to one of the student's answers to the questions, a second evaluation to go more in depth on a certain question/topic). If the student fails, there will be the option to re-take the examination once after the areas of concern have been pointed out and the student had time to prepare. The committee chair will send the results to Melanie Elliot and the Director of Graduate Studies.

10. Dissertation Advisory Committee

With the assistance of the dissertation adviser, generally after qualifying exams, each student requests appropriate faculty members to join a dissertation advisory committee (DAC). The DAC consists of at least three members, including the thesis advisor, who must have a Graduate School appointment and will chair the committee. The other two members do not have to have a Graduate School appointment and are often YSPH faculty, but can be from other Schools/departments, if that is appropriate. An additional committee member may be selected from outside the University, if they are a recognized authority in the area of the dissertation; a supporting curriculum vitae must be provided. The student should also submit a one-page specific aims (for the research plan) and a rationale for each committee member. The proposed DAC members must sign the one-page specific aims stating that they have agreed to serve on the committee (approval can be provided by email). The GSEC prefers that students submit this information prior to submitting the prospectus. The GSEC may request changes to the DAC. Once the GSEC approves the student's DAC, the student works with their committee to develop the prospectus. The DAC reviews and approves the prospectus as developed by the student and submits it to the DGS and the Graduate Studies Executive Committee (GSEC) for approval. The dissertation prospectus must be approved by the end of the third year.

Each DAC is required to meet as a group at least twice each year, and more frequently if necessary ([Roles of DAC and Readers](#)). The student schedules meetings of the DAC. The chair/adviser of the DAC produces a summary evaluation of progress and plans for the next six

months. The student and the DGS receive a copy of the final document. The DAC reviews the progress of the dissertation research and decides when the dissertation is ready to be submitted to the readers. This decision is based on a closed defense of the dissertation, which involves a formal oral presentation by the student to the DAC. At the adviser's discretion, other invited faculty may be present. Upon completion of the closed defense, the chair/adviser of the DAC submits the recommendation to the DGS along with the names of three appropriate readers.

11. Prospectus Guidelines

Before the end of the spring semester of the third year, the Graduate School requires each student to submit a Dissertation Prospectus, i.e. a written summary of the planned nature and scope of the dissertation research, together with a provisional title for the dissertation. It is strongly recommended that students begin working with their advisor on this process early in the third year. Ideally students should submit the names of DAC members and the Specific Aims page during the fall term of the third year and then submit the prospectus during the spring term of the third year. **Students must have both the committee members and the prospectus approved by the end of the third year (May).**

The purpose of the prospectus is to formalize an understanding between the student, the DAC, and the GSEC regarding the scholarship of the proposed dissertation project. The prospectus should:

- Provide a detailed description of the research plan as outlined below, including title, topic, background, significance, study questions, analytic plan, and methods.
- Establish a consensus between the student, the DAC, and the GSEC that the research plan meets the requisite standards of originality, scope, significance and skills.
- Formalize the DAC's willingness to work with the student to see the proposed research plan to successful completion.

The prospectus should be written in clear, plain English with minimal jargon, abbreviations, or colloquialisms and is limited to a *maximum* of twenty pages (double-spaced, Specific Aims page can be single-spaced). All tables, graphs, figures, diagrams, and charts must be included within the twenty-page limit. References are not part of the page limit. Be succinct and remember that

there is no requirement to use all twenty pages. A prospectus found not to comply with these requirements will be returned without review.

The following format should be used (similar to NIH guidelines):

Please note that students who have written an NIH F30 or F31 proposal may submit the Specific Aims and Research Strategy of the proposal and students who have written an NSF Graduate Research Fellowship proposal may submit the respective sections of the proposal.

1. Title of Proposed Dissertation (can be a working title).
2. Specific Aims (one-page, can be single-spaced): A self-contained description of the project, which should be informative to other persons working in the same or related fields. State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
3. Research Strategy: Use the following subsections:

(a) Significance

This section should place the research project in context and describe the proposed research in a manner intelligible to a non-specialist. This should include a brief, but critical, evaluation of the relevant literature and a description of how the proposed research project will advance scientific knowledge and/or technical capability in one or more broad fields.

(b) Innovation

Explain how the application challenges and seeks to shift current research paradigm(s). Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage(s) over existing methodologies, instrumentation, or interventions.

(c) Approach

Outline the research project envisioned at this time and sketch out the plan to attain the overall goals of the project. Describe the overall strategy, methodology, and analyses to be used. Include preliminary data, if available. Acknowledge pitfalls and limitations of the research and if possible, suggest alternative strategies.

4. References: Should be included at the end [not counted in the page limit].

The prospectus submitted to the GSEC must be the version approved by the student's DAC and must be submitted together with the Submission of Dissertation Prospectus form (or emails from each DAC member acknowledging that they provided input and approved the prospectus). The GSEC will review the prospectus and may request changes. *A revised prospectus must include a summary of substantial additions, deletions, and changes to the prospectus based on the feedback you received. If the comments are useful, incorporate responses to them into the resubmitted prospectus. If you disagree with comment(s), address them in your introduction. Be clear and polite. The page limit for the summary is one page.*

Once the GSEC has approved the prospectus, it will be submitted to the Graduate School Registrar. Because the prospectus is required fairly early in the dissertation research, the content of a thesis may change over time, and thus, the student should not feel bound by what is submitted. However, major changes to the direction of research described in the prospectus should be discussed with the DAC and approved by the DGS.

12. Admission to Candidacy

After all pre-dissertation requirements are successfully completed (course requirements, two Honors grade, overall High Pass average, qualifying examinations, dissertation prospectus), the student will be admitted to candidacy for the Ph.D. degree. These requirements are typically met in three years. Customarily, students who have not been admitted to candidacy will not be permitted to register for the fourth year. Exceptions must be approved in advance by the DGS and the Graduate School Associate Dean. In the semester following admission to candidacy for the Ph.D. degree, the student will automatically receive the MPhil. Degree.

13. The Thesis/Dissertation

The Ph.D. thesis in Public Health should be of publishable quality and represent a substantial contribution to advance knowledge in a field of scholarship. The Graduate School policy in regard to the dissertation is:

The dissertation should demonstrate the student's mastery of relevant resources and methods and should make an original contribution to knowledge in the field. Normally, it is expected that a dissertation will have a single topic, however broadly defined, and that all

parts of the dissertation will be interrelated but can constitute essentially discrete units. Beyond this principle, the faculty will apply the prevailing intellectual standards and scholarly practices within their fields in advising students with regard to the suitable scope, length, and structure of the dissertation, including what constitutes an original contribution to that field.

In accord with the traditional scholarly ideal that the candidate for a doctorate must make a contribution to knowledge, all dissertations that have been accepted by the Graduate School are published electronically through ProQuest and are deposited in the collection of the Sterling Memorial Library. As such, classified or restricted research is not acceptable as part of the dissertation. Exceptions must be approved in advance by the Degree Committee.

Dissertations must be submitted to the Graduate School by the respective deadlines in the academic calendar to be considered for December or May degrees (see Section 14 below).

The dissertation may be presented as a single monograph as a major publication or as (typically) a minimum of three first-authored scientific papers. One or more of the papers should be published, accepted for publication or be in submission. The collected paper option does not imply that any combination of papers would be acceptable. For example, three papers related to background material (review papers), or three papers that reported associations of three unrelated exposures, or three papers of the same exposure, but reporting different outcomes would not be acceptable. Rather it is expected that the papers represent a cohesive, coherent and integrated body of work. For example, one paper might be a systematic review and meta-analysis of the topic, another might develop a new methodological approach and the third might apply those new methods to an area of current public health interest. **In the collected paper option, the final thesis must include an introductory chapter and a final chapter to summarize and integrate the published papers, as well as provide a perspective of possible future research.**

The DAC reviews the progress of the dissertation research and decides when the dissertation is ready to be submitted to the Graduate School. The latter decision is made in a “closed defense” of the dissertation, where the student presents the dissertation to the DAC and asks for formal approval to submit the dissertation to the Graduate School after incorporation of edits and suggestions from the DAC. Upon completion of the “closed defense”, the chair of the DAC, i.e.

the thesis advisor, produces a summary report, which is to be distributed to the other committee members for comments. The student and the DGS are to receive a copy of the document from the DAC chair.

It is recommended that the selection of readers evolves from a discussion between the thesis advisor and the student ([Roles of DAC and Readers](#)). There will be a minimum of three readers, one of whom is YSPH faculty. The second reader can be from YSPH or another Yale School/department. Both readers must hold a Graduate School appointment and should include at least one senior faculty member. A third reader must be selected from outside the University. All readers must be recognized authorities in the area of the dissertation. The outside reader must submit a *curriculum vitae* and must be an individual who has not co-authored a publication(s) with members of the student's DAC and/or the student within the preceding three years. However, this restriction does not apply to mega-multi-authored publications. Members of the DAC are not eligible to serve as readers. The proposed readers will be reviewed by the respective departmental representative on the GSEC. After the completed reader reports are received by the Graduate School, they are reviewed by the DGS and the GSEC prior to making a School of Public Health recommendation to the Graduate School that the degree be awarded.

All Ph.D. dissertations in Public Health must be presented in a public seminar. This presentation is scheduled after submission of the dissertation to the readers, and preferably prior to the receipt and consideration of the readers' reports. At least one member each of the DAC and the GSEC is expected to attend the presentation. It is expected to be presented during the academic term in which the dissertation was submitted and must be widely advertised within YSPH.

14. Dissertation Submission

14.1. Deadlines

- December Degree – October 1st
- May Degree – March 15th

14.2. 4-6 Months Before Deadline:

1. Pick up a packet of information and forms from Melanie Elliot, via email or at 47 College Place, Suite 108.
2. Discuss reader selection with your advisor. Guidelines for Reader Selection are:

There must be at least three readers. Two of the readers must have Graduate School Appointments (Melanie Elliot will check this). At least one reader must be a member of the YSPH faculty. Other readers may be faculty from outside the department or University. YSPH encourages the selection of faculty readers to include senior faculty members. All readers must be recognized authorities in the dissertation. CVs must be provided for any non-Yale or non-YSPH faculty members. Members of the DAC are not eligible to serve as readers.

3. Hold regular meetings with your DAC to review the progress of the dissertation research. To meet the deadlines listed above, regular meetings are crucial and will provide for a smooth timeline for dissertation submission.

14.3. 4-6 Weeks Prior to Deadline (no later than September for December graduates and no later than February for May graduates):

1. Notify DGS (via Melanie Elliot) of intent to submit for upcoming deadline.
2. Schedule your defense. It is imperative that you give your DAC your entire dissertation for their review. You must give them at least one month to read it prior to the defense date. Inform Melanie Elliot of the defense date.
3. Give names of proposed readers to Melanie Elliot to verify they meet the guidelines listed above. Your readers will receive an electronic version of your dissertation. You must inform them of this and once you have submitted it to the Graduate School, Melanie Elliot will send it to the readers. Please inform them that they will have 30 days from the date you submit to review the dissertation and complete the evaluation. It is important to discuss this when you ask them to read, since they may not be able to complete this task in this timeline.
4. Once your defense is completed and Melanie Elliot has received notification from your advisor that you have passed the defense and the entire DAC agrees that it is ready for submission, your readers will be reviewed by the GSEC member representing your department. Once your readers are approved, the Ph.D. Student Affairs staff will enter your readers into the Reader Report system administered (referred to as the NOR

system on the Registrar's website) by the Graduate School. [You do not need to do this as is implied on the Graduate School Registrar's website.](#)

14.4. Before Deadline (After Readers are Approved) and Submission Information

1. Review [the Graduate School Dissertation Submission Guidelines](#). You can access the Dissertation submission website by going to this link: [Dissertation Submission](#) (it says Dissertation Progress Report, but it also is the link to submitting your dissertation). When you click on the "Degree Petition and Dissertation Submission" you will be able to upload all your dissertation submission forms and PDF of your dissertation.
2. You can and **must** update your dissertation title on the Petition for Degree page, if what is there doesn't match the final title.
3. **Please send [Melanie Elliot](#) a copy of the dissertation (in pdf), so that she can email it to your readers for their review.** They will also get an email from the Graduate School with a link to the evaluation form.
4. You can bursar bill any fees requested, please be sure to pay the bill so that you receive your diploma.
5. The Graduate School no longer requires a bound copy of the dissertation. The dissertation will only be considered submitted once all the forms and the dissertation are uploaded. The system is very user-friendly, but [if you have any questions, please email Barbara Withington](#).

14.5. After Dissertation is Submitted

We strongly encourage doing these items during the month the readers are reviewing the dissertation:

1. Determine a date and time for the oral public presentation of your dissertation. This presentation must be in a public seminar and is scheduled after the submission of the dissertation to the readers and preferably before the receipt and consideration of the readers' reports. Please email all your committee members, all your readers, and your departmental representative to the GSEC to determine a date for your presentation whereby most of these individuals will be able to attend. The minimum guidelines for faculty in attendance are: at least one member of the DAC supervising the dissertation (preferably your advisor), at least one reader, and at least one member of the GSEC (preferably the departmental representative).

2. Reserve a room for this presentation using the [online room reservation system](#). if you need help, contact [Elizabeth Cappello](#) to secure a classroom.
3. You must contact [Harold Golston](#) or [Joseph Magliochetti](#) to secure any audio-visual equipment you may need, as soon as you know the date and location, since AV equipment in YSPH is limited. Most classrooms are equipped with AV equipment, but Harold can loan you a laser pointer that also advances your slides and a MAC adapter. These are popular items, so you must reserve them as soon as you know when your presentation will be.
4. Inform Melanie Elliot and Katie Doucet of the details of your presentation so that emails can be sent inviting the YSPH community to attend. It will also be posted on the YSPH website and affiliated calendars.
5. We encourage all in-person presentations to also include a Zoom Link for those that cannot attend in-person.
6. **Please arrive at least 15 minutes before your presentation. Plan to reserve the chosen room for 30 minutes before your presentation for set up and approximately 30 minutes after your presentation for clean up.**

14.6. Final Steps

Please note: After the readers return their comments to you, you may want to make minor changes to your dissertation. These changes must be editorial changes and not substantive in nature. To do this, you must have your advisor or the reader that suggested the change(s) [send an email to Barbara Withington stating that you would like to make this minor change](#). Once received by Ms. Withington, she will allow the student to submit a new version of the dissertation. In addition, many students will make these minor editorial changes before getting the dissertation hardbound. It is not necessary to incorporate minor editorial changes into the dissertation for the Graduate School or the hardbound version, but some students prefer to do this. The deadline for doing this is **usually** November 30 for December graduates and April 30 for May graduates. Please check with Melanie to confirm the deadlines.

Once your dissertation is fully complete, you may choose to get a copy HARDBOUND for your advisor and yourself. This is optional. Tyco, Staples and Kinko's can provide this service. This service generally takes 2-5 days.

The front cover should carry the imprinted title, name of the author, and the year; The bound edge should carry the name of the author and the year. The cover should be dark blue or Yale blue. To see an example of a hardbound dissertation, see Melanie Elliot.

Appendix I

Ph.D. Degree and Course Requirements

- [Ph.D. Biostatistics](#)
- [Ph.D. CDE](#)
- [Ph.D. EHS](#)
- [Ph.D. EMD](#)
- [Ph.D. HPM](#)
- [Ph.D. SBS](#)

[Guidelines for Ph.D. students in EHS](#)

[Guidelines for Ph.D. students in EMD](#)

Appendix II

Links and Forms

[YSPH Wellness and Title IX Resources](#)

[Yale Student Rights under FERPA \(Family Educational Rights and Privacy Act\)](#)

Graduate School Resources

- [Graduate School Homepage](#)
- [Graduate School Programs and Policies Handbook](#)
- [Graduate School Policies and Regulations](#)
 - Personal Conduct
 - Leaves of Absence
 - Admission to Candidacy (Ph.D.)
 - Residency Requirement (Ph.D.)
- [Graduate Writing Center](#)
- [Student Accessibility Services](#)
- [Transcripts and Verifications \(GSAS\)](#)
- [Office of Career Strategy \(GSAS\)](#)
- [MS Ph.D. Facebook Group](#)
- Connect with Yale Alums through [Cross Campus](#), Yale's new, online networking, community-building and mentoring platform. In these hard times, Cross Campus draws Yale's community closer through exchanges of advice, wisdom and ideas. Alums share what they've learned. Students can network, get advice, and get one-on-one coaching from Yalies who have "been in their shoes."
- How to get started:

- Go to crosscampus.yale.edu and click “Join”
- Create your profile (e.g., photo, headline, location, LinkedIn, resume, education, etc.)
- Include your desired discussion topics and fields of interest
- Click on “Find Other Yalies” – and connect with alumni!

Ph.D. Forms and Resources

- [Application for Conference Travel Funds](#)
- [Bulletin \(Guidelines for Ph.D. Program\)](#)
- [Change of Status Form](#) – For use by MS and Ph.D. students when requesting a Leave of absence or withdrawal from the program.
- [Course Substitution Form](#)
- [Course Waiver Form](#) - To be used only by Ph.D. students to waive up to 3 courses from a master’s program.
- [External Fellowships](#)
- [Grad School Dissertation Checklist](#)
- [Guidelines for Prospectus and Dissertation](#)
- [Individual Course Study Form](#) — For use by MS or Ph.D. students who register for an independent study course (either a 600 or 610 course). This form is mandatory for these courses since it creates a course title and lists the instructor that will grade the work.
- [Request to take course at SOM](#)
- [Request to take course at Law School](#)
- [Submission of Dissertation Prospectus](#)
- [Submission of Dissertation Guidelines/Checklist](#)
- [Submission of Dissertation](#)
- [Dissertation Advisory Committee Meeting – Report Form](#)
- [Teaching Fellow](#)

YSPH Course Schedules and Descriptions

- [Fall 2022 Grid](#)
- [Spring 2023 Grid](#)
- [Course Lists by Department - Fall 2022 and Spring 2023](#)
- [Course Descriptions](#)
- [Yale Course Search](#)

Fellowships for Ph.D. Student Funding

Fellowships without Citizenship Restrictions			
Name of Funding Source	Website	Deadline (please check – deadlines may fluctuate from year to year)	Notes
American Association of University Women	AAUW Fellowships	November	American Fellowships – deadline 11/1 International Fellowships – deadline 11/15
American Heart Association	American Heart Association Fellowship	December 1	
AAUW International Fellowship	AAUW International Fellowship	November 15	Available for non-US citizens. Awards are up to \$30,000.
Susan G. Komen	Susan B. Komen funding opportunities	October	Training Researchers to Eliminate Disparities
Margaret McNamara Education Grants	Margaret McNamara grants	January 15	Specific citizenship eligibility requirements outlined here: Eligibility requirements
Graduate Women in Science	Graduate Women in Science	January Check website for specific date	Awards up to \$10,000 If a member of Graduate Women in Science application is no cost. Application fee of \$50 for non-members
Microsoft	Microsoft Ph.D. Fellowship	Check in May for application	Students must be nominated by their university. Students interested in this should contact the DGS to discuss nomination.
PhRMA Foundation	PhRMA Foundation funding	February 15th	Must complete two years of coursework. Fellowships are available in Health Outcomes Research, Drug Delivery and Drug Discovery.

Fellowships for Ph.D. Student Funding

Fellowships for Canadian Citizens			
Name of Funding Source	Website	Deadline (please check – deadlines may fluctuate from year to year)	Notes
Canadian NSERC	Canadian NSERC fellowship	Mid-October	If awarded funds are converted to US dollars
Canadian Institutes of Health Research (CIHR)	Canadian Institutes of Health Research	Check website	If awarded funds are converted to US dollars
Pierre Elliot Trudeau Foundation Scholarship	Pierre Elliot Trudeau Foundation Scholarship	October	Three- year funding designed to train leaders to translate their ideas into action for the betterment of their communities, Canada, and the world.

Fellowships for Female Students from a Developing Country			
Name of Funding Source	Website	Deadline (check deadlines - some may fluctuate)	Notes
Schlumberger Foundation	Schlumberger Foundation	Early November	Eligibility criteria details Must be a female and a citizen of a developing country or emerging economy where women are underrepresented in STEM disciplines.
Organization for Women in Science for the Developing World	Women in Science for the Developing World fellowship	Check website	Please review the website for specific information. The funding support is for students interested in returning to their home country and only specific countries are eligible.

Fellowships for Ph.D. Student Funding

Fellowships for U.S. Citizens/Permanent Residents (some include non-citizen nationals and DACA)			
Name of Funding Source	Website	Deadline (check deadlines - some may fluctuate)	Notes
Ruth L. Kirschstein Predoctoral Individual National Research Service Award (F31)	NIH NRSA F31 Fellowship Information	April 8 August 8 December 8	AIDS related research deadlines are: May 7, September 7, and January 7 Success rates
Ruth L. Kirschstein Predoctoral Individual National Research Service Award to Promote Diversity in Health-Related Research (F31)	NIH NRSA F31 Diversity Fellowship Information	April 8 August 8 December 8	AIDS related research deadlines are: May 7, September 7, and January 7 Success rates
Ruth L. Kirschstein Individual Predoctoral NRSA for MD/PhD students (F30)	NIH NRSA F30 Fellowship Information	April 8 August 8 December 8	AIDS related research deadlines are: May 7, September 7, and January 7 Success rates
National Science Foundation – Graduate Research Fellowship Program	National Science Foundation Fellowship Information	October (check for specific date)	Check eligibility. Need to apply as an early graduate student, i.e., 1 st year. Also available for non-citizen nationals
Agency for Healthcare Research and Quality (AHRQ) R36	AHRQ R36 Fellowship Information	Feb.1, May1, August 1 & Nov. 1	AHRQ provides support to individuals for dissertation research in health services research as part of completing a research doctorate degree.
Department of Health and Human Services (NIDA) R36	NIH NIDA R36 Fellowship Information	Feb. 16, June 16, Oct. 16	Substance Use/Substance Use Disorder Dissertation Award

Fellowships for Ph.D. Student Funding

Fellowships for U.S. Citizens/Permanent Residents (some include non-citizen nationals and DACA) continued			
Name of Funding Source	Website	Deadline (check deadlines - some may fluctuate)	Notes
Robert Wood Johnson Foundation	Robert Wood Johnson Health Policy Research Scholars	January 13	Individuals granted Deferred Action for Childhood Arrivals (“DACA”) are also eligible
National Bureau of Economic Research (NBER)	National Bureau of Economic Research Funding	Check website	Pre-Doctoral Fellowship Program in Behavioral Macroeconomics Applicants must have advanced to dissertation candidacy status by the start of the fellowship period.
The Ford Foundation	Ford Foundation Funding	December (check website for specific date)	Eligible applicants also include nationals, as well as individuals granted deferred action status under the Deferred Action for Childhood Arrivals program. This funding was not available in 2022 – please check site to determine if it is now available.
Paul and Daisy Soros Fellowship for New Americans	Paul and Daisy Soros Fellowship	October (check website for specific date)	Intended for immigrants and children of immigrants in the United States.
Hertz Foundation Fellowships	Hertz Foundation Fellowships	Check Website	The Hertz Fellowship is awarded annually to the nation’s most promising graduate students in science and technology. Must apply in first-year and must be U.S. citizen or permanent resident. Email contact: fellowshipinfo@hertzfoundation.org

Fellowships for Ph.D. Student Funding

Funding Databases			
Name of Funding Source	Website	Deadline (check deadlines - some may fluctuate)	Notes
Non-NIH Funding Opportunities	Non-NIH Funding Opportunities	Varies	Please check each link to ensure eligibility and verify deadlines
Yale Student Grants Database	Yale Student Grants Database	Varies	Search by field of interest and status in the program
ASPPH Funding Opportunities Database	ASPPH Funding Opportunities Database	Varies	Variety of organizations with funding opportunities listed. Please check the organizations that align with your research.
Yale MacMillan Center Fellowship and Grant Database	Yale MacMillan Fellowship Information Yale MacMillan Fellowship Database	Varies	Use filters to screen eligibility using the second link. For information contact: Julia.muravnik@yale.edu

Other Funding Sources			
Name of Funding Source	Website	Deadline (check deadlines - some may fluctuate)	Notes
Rotary Global Grants	Rotary Global Grants	Check website	Must be affiliated with a Rotary Club
P.E.O. Scholarships	P.E.O. Scholarship	Check website	This is a funding source for female students only. There are a variety of funding opportunities. Please review the website for specific fellowship criteria.
American Indian Graduate Center	American Indian Graduate Center	June Check website for details	Awards vary. Must be able to present evidence of tribal eligibility certificate.
Switzer Environmental Fellowships	Switzer Environmental Fellowships	Early January	Required: research project committed to applied environmental issues & completed qualifying exams by 7/1. U.S. Citizen, Perm. Resident and DACA students eligible. Awards up to \$15,000

Fellowships for Ph.D. Student Funding

Yale Specific Funding Resources			
Name of Funding Source	Website	Deadline (check deadlines - some may fluctuate)	Notes
Yale Center for Clinical Investigation (YCCI)	Yale Center for Clinical Investigation Funding	March (date varies)	Eligibility: PhD students who are US Citizens or Permanent Residents. See details here: YCCI Pre-doctoral Fellowship
Fox International Fellowships	Fox International Fellowship	Contact information in notes	This is a graduate student exchange program between Yale and 21 world-renowned academic partners. Contact Julia.Muravnik@yale.edu
Fulbright Funding	Fulbright Funding	Mid-August (check website for specific date)	Yale alumni who are U.S. citizens are eligible to apply

Fellowships for Ph.D. Student Funding

Funding for Research Expenses			
Name of Funding Source	Website	Deadline (Check deadlines - some may fluctuate)	Notes
Yale Women Faculty Forum, Seed Grant	Yale Women Faculty Forum, Seed Grant	Dec. 1 and April 1	No Citizenship requirements Up to \$2,000 awarded (for research expenses)
Collaboration for Research Integrity and Transparency	Collaboration for Research Integrity and Transparency Funding		Check website for details. Occasional funding opportunities
Yale Institute for Biospheric Studies (YIBS)	Yale Institute for Biospheric Studies	Check website	Contact Casey.dunn@yale.edu for questions – Deadline is early March
Yale Downs International Student Travel Fellowship	Yale Downs International Student Travel Fellowship	March	For travel and living expenses to conduct global health research.
Hispanic Scholarship Fund	Hispanic Scholarship Fund	February 15	Must be of Hispanic heritage – Scholarships are up to \$5,000.
Fulbright- Fogarty Fellowships in Public Health	Fulbright Fogarty Fellowship	Spring Check website	Provides funding for airfare, housing and research expenses needed to travel to chosen country for research. Check eligible countries for funding on the website.
Albert Schweitzer Fellowship	Albert Schweitzer Fellowship	Check website	Awards up to \$2,000 to help with research that serves and empowers people to live healthier lives and create healthier communities.

Fellowships for Ph.D. Student Funding

Funding for Research Expenses (continued)			
Name of Funding Source	Website	Deadline (Check deadlines - some may fluctuate)	Notes
Smithsonian Grants and Fellowships	Smithsonian Grants and Fellowships	November	Check eligibility on website. Must be conducting research at a Smithsonian Museum.
NSF Doctoral Dissertation Research Improvement Grants	NSF Doctoral Dissertation Research Improvement Grants	Anytime	Contact: gss-info@nsf.gov for questions. Funds are available for research expenses.
Fulbright-Hayes	Fulbright-Hayes	Yale GSAS will send email to those interested announcing deadline. Usually between Jan. & June	Administered by the Graduate School of Arts and Sciences. Contact Robert Harper-Mangels at Robert.Harper-Mangels@yale.edu . Funding is for travel, living expenses and research expenses to conduct research abroad. This is for Ph.D. students who have advanced to candidacy, for work outside of western Europe
Franke Fellowship in Science and the Humanities	Franke Fellowship in Science and the Humanities	Early March	Three to five fellowships of \$2,000 will be awarded to support senior essay, research, or art project proposals that explore new and productive intellectual connections between science and the humanities.
AAUW Research Publication Grant in Engineering, Medicine and Science	AAUW Research Publication Grant	December	Contact: aauw@applyists.com Application opens August 1 st . Open to women scholars conducting basic research in engineering, medicine or the physical or biological sciences and who have a doctorate degree in one of those fields. The grantee must publish their research in a scholarly publication and be listed as a primary author. \$10,000 - \$35,000

Fellowships for Ph.D. Student Funding

Funding for Research Expenses (continued)			
Name of Funding Source	Website	Deadline (Check deadlines - some may fluctuate)	Notes
Graduate Women in Science Fellowship Program	Graduate Women in Science Fellowship	January	A maximum of \$10,00 is awarded for research funding.
American Institute of Indian Studies	American Institute of Indian Studies	November 15	Available to doctoral candidates at U.S. universities in all fields of study. Junior Research Fellowships are specifically designed to enable doctoral candidates to pursue their dissertation research in India. Junior Research Fellows establish formal affiliation with Indian universities and Indian research supervisors. Awards are available for up to eleven months
American Scandinavia Foundation	American Scandinavia Foundation	December 1	The American-Scandinavian Foundation (ASF) offers fellowships (up to \$23,000) and grants (up to \$5,000) to individuals to pursue research, study, or creative arts projects in one or more Scandinavian country for up to one year. Grants are considered suitable for post-graduate scholars, professionals, and candidates in the arts to carry out research or study visits of one to three months duration.
American Federation for Aging Research/Diana Jacobs Kalmann AFAR Scholarship	American Federation for Aging Research	April 15 th	Awards up to \$5,000

Fellowships for Ph.D. Student Funding

Funding for Research Expenses (continued)			
Name of Funding Source	Website	Deadline (Check deadlines - some may fluctuate)	Notes
The Research Innovation and Development Grants in Economics Partnership (RIDGE)	RIDGE funding information	January (RFP opens in November)	Supports innovative economic research on domestic nutrition assistance programs and to broaden a network of researchers applying their expertise to USDA topics. \$25,000 to support dissertation research
Horowitz Foundation Grant	Horowitz Foundation Grant	December	Supports dissertation research for students writing a dissertation with a Social Policy application. No citizenship restrictions. Must be a Ph.D. candidate with an M.Phil (prospectus approved). \$5,000 is awarded to use for dissertation research and an additional \$2,500 upon graduation from Ph.D.
Mental Health First Aid (MHFA) Doctoral Student Grant	Mental Health First Aid Doctoral Grants	May	The National Council for Mental Health First Aid (MHFA) supports doctoral students interested in evaluating the processes, outcomes and impacts of MHFA in the U.S. with one-time \$5,000 grant. Must have an interest in MHFA and previous evaluation experience and demonstrated ability to document findings through publications and/or presentations.

Updated: June 2023