

Guidelines for Dissertation Research Grant

The Graduate Council Fellowship Committee invites applications for the Dissertation Research Grant program. Awards for graduate student expenses directly related to dissertation research are funded for a maximum of \$1000. *Once the maximum has been awarded, students are not eligible for further funding.* For questions or clarification, please call Lina Hernandez at ext. 24302.

- 1) Deadlines for 2007/08 are: October 22, January 28, and April 21. Applicants will be notified in writing about the status of their grant application approximately one month after the deadline.
- 2) Only registered graduate students who have **advanced to candidacy for the PhD** may apply. Submissions should be mailed to the Graduate Division or delivered to Room 100 of the University Office Bldg.
- 3) A summary description of the planned research, **accessible to non-specialists**, must be provided. This account *should describe the research questions to be addressed, the methods to be used, and the data or materials to be analyzed.* Explain how the proposed research will contribute to scholarly knowledge and append a list of references or bibliography that relates to your proposal. The subcommittee will evaluate the proposal on the merits of the research, as provided by the applicant, and the suitability of the budget request.
- 4) Research proposals using Recombinant DNA, humans or animals require approval by designated campus committees. Forms and further information may be found at <http://www.ora.ucr.edu/OraRoot/default.aspx>. Provide copies of approval notices or indicate that approval is pending. If approvals are pending the release of funds may be delayed.
- 5) Requests for general assistance, such as lab helpers, are routinely denied when the applicant can do the work.
- 6) Permanent equipment is rarely funded. Reusable supplies, books, etc. remain the property of the university.
- 7) Limited per diem expenses are allowed during travel. All travel expenses are processed through the student's department. Funding is unlikely to be granted for travel in southern California. Foreign travel requests must include documentation from a host institution, facility, or individual that the student has the access needed to do the research. Travel to professional society conventions is not funded. Travel to specialized conferences or workshops may be supported if clear relevance of the conference or workshop for the completion of the dissertation is demonstrated.
- 8) Research in schools must have written permission from the proper authorities submitted with the application.
- 9) Research grants are **not** awarded for salary to the applicant or for the actual preparation of thesis copy such as typing, charts or photos.
- 10) **Budgets that exceed \$1000 will not be considered.** The grant periods are November 1 – October 31, February 1 – January 31 and May 1 – April 30. Extensions of grant periods should be requested in writing. Awards terminate upon leaves of absence or filing fee status. Expenditure reports are due two weeks after the termination of award period.
- 11) Expenditures must be within the categories budgeted in the application. *Written permission is required for adjustments **prior** to spending funds.*

DISSERTATION RESEARCH GRANT APPLICATION

Please type or print research proposal using a font size of 12.

Submit an original with signatures and six collated photocopies (total of seven).

Additional sheets, if required, should follow the same format and sequence: budget, justification, research, bibliography, letter of support.

Name _____ Date _____

Program _____ Dissertation Chair _____

Date Advanced to Candidacy for PhD:

Dissertation Research Title: _____

Proposed starting date of grant: _____

Animal/Human/RDNA approval Notice: Attached Pending Not Applicable
(Check One)

Budget Requests exceeding \$1,000 will not be reviewed.

Itemize supplies:

(1) _____	\$ _____
(2) _____	\$ _____
(3) _____	\$ _____
(4) _____	\$ _____
(5) _____	\$ _____
Subtotal	\$ _____

Expenses including travel:

(6) _____	\$ _____
(7) _____	\$ _____
(8) _____	\$ _____
(9) _____	\$ _____
Subtotal	\$ _____
Total Requested	\$ _____

Applicant's Signature _____ **Date** _____

E-mail Address _____

DISSERTATION RESEARCH GRANT APPLICATION
Budget Justification

Has the proposed research been previously supported? _____ Yes _____ No

Dates _____ Amount _____

Source(s) _____

Below, explain in detail each budget line item listed on page one. Verify that no items excluded by the proposed guidelines are included.

DISSERTATION RESEARCH GRANT APPLICATION
Research Proposal and Bibliography

- Explain your proposal, commenting on the research questions to be addressed, the methods to be used, and the data or materials to be analyzed. This description should be accessible to non-specialists. Place your work within the context of the literature you cite.
- Limit this summary description to three pages (12 point font).
- Attach the reference list and bibliography, the support letter, and a copy of the Compliance Committee approval notice, if applicable.

DISSERTATION RESEARCH GRANT APPLICATION

Letter of Support

Please evaluate the preparedness of the student to conduct the study, the significance and importance of the research, the appropriateness of the methodology, and the quality of the research design. This letter plays a critical part in the evaluation process.

Please include information on current support available for this student's research project, if any. Explain how a dissertation grant will enable the student to execute the project.

Please allow the student to include the letter as the last page of the application. In this manner, letters are collated with proposals for distribution to committee members. If you prefer this letter to remain confidential, check here _____ and seal six copies and an original in an envelope for the student to append to the proposal.

Applicant _____

Name of Dissertation Chair _____

Dissertation Chair's Signature & Date _____