OFFICE OF THE PROVOST
Doctoral Student Dissertation Research and Travel Support Program
2015-2016

The Office of the Provost provides funding to assist in the support of doctoral students’ dissertation research and professional travel. Funds are provided to colleges/schools at the beginning of each academic year. Students must apply to their college/school for such support, and the award and dissemination of these funds is handled by each college/school. Colleges/schools may develop their own procedures for selecting students to receive these funds as long as the general guidelines below are followed. Sample application forms are attached.

Dissertation Research Guidelines

• Funds are restricted to dissertation research and may not be awarded for preliminary research projects required by the discipline. Students must be advanced to doctoral candidacy and approved to begin their dissertation research before applying for these funds.

• Support is available only to students whose research is not supported by research grants.

• The maximum amount of any award is $800. Students may receive this award only once.

• Colleges/schools and departments are expected to contribute a portion of the cost of the project.

• Examples of allowable expenses include postage, duplicating, expendable supplies, equipment, and travel associated with data collection; payments to research participants; purchase or care of animals; and computer software, equipment, supplies, or usage fees. Funds may not be used to pay employees or to purchase items or services not directly related to data collection. Items such as equipment, animals, and computer software packages that are purchased through this program and are usable beyond the time span of the student’s research will become the property of West Virginia University.

Prior approval and reimbursement guidelines

• All expenditures and reimbursements must follow appropriate West Virginia University procurement and travel regulations (see http://financediv.wvu.edu/home/pcps/payment-services/travel-needs).

• Students should contact their college/school Expert Business Office (EBO) or departmental representative to insure that they obtain prior approval if needed and that they obtain and submit appropriate receipts for all expenses.

• Students will be reimbursed in the form of a lump sum check for their approved expenditures. Reimbursement checks will be mailed to the student’s local address. Requests for reimbursement must be received on or before June 1 of the current fiscal year.
Dissertation Research Support Program
Application

Project description. Attach a brief (250 words maximum) description of the dissertation research project, with a focus on the methods to be used.

Anticipated budget. Attach a list of all anticipated costs of completing this project, using the categories provided below. For each category, include a 1-2-sentence justification.

- Supplies
- Printing
- Postage
- Participant payments
- Animal costs
- Equipment
- Travel (See http://financediv.wvu.edu/home/pcps/payment-services/travel-needs for assistance in calculating travel costs.)
- Computer costs
- Other

TOTAL ESTIMATED EXPENSES FOR PROJECT $__________

TOTAL FUNDING REQUESTED (maximum $800) $__________

Identify additional funding sources:

- Personal $____
- Department $____
- College/school $____
- Other (specify) $____

NOTE: Total amount of all sources including funding requested should equal anticipated expenses.

(continued)
APPROVALS

Student: I request this funding to support my doctoral dissertation research. I agree to follow the guidelines and procedures described above.

Signature of Student ______________________________________   Date ___________

Student’s Advisor, Chair, and Dean: I have read this request and recommend funding. The expenses listed are reasonable. Support of this request is important in helping the student complete the dissertation research. In sharing in the support of this request, the college/school and/or department will provide funding in the amount of:

$___________ Department

$___________ College/School

Student’s Advisor: I have verified that the student is currently enrolled in the degree program identified on this application, has been advanced to doctoral candidacy, and has been approved to begin doctoral dissertation research.

Advisor__________________________________________________   Date __________

Department Chairperson ________________________________   Date __________

College/School Dean ______________________________________   Date __________