

College of Education and Human Services Office of the Provost

Doctoral Student Dissertation Research Support Program

The College of Education and Human Services and the Office of the Provost provides funding to assist in the support of doctoral students' dissertation research. You must apply through your department for the support.

Program Eligibility:

- Students must be advanced to doctoral candidacy and approved to begin their dissertation research before applying for these funds.

Funding Restrictions and Guidelines:

- Funds are restricted to dissertation research and may not be awarded for preliminary research projects required by the discipline.
- Support is available only to students whose research cannot be supported by faculty research grants.
- Funding is supported by three offices (Provost, College, Department), but requires only one application.
 - **Provost's Office:** The maximum award for any student is \$400.
 - **College:** The maximum award for any student is \$300.
 - **Department:** The maximum award amount is determined by the department chair, but departments must provide at least \$100 to support the dissertation research project of any doctoral student applying for these funds.
- Departments are expected to contribute a portion of the cost of the project.
- Students may receive this award only once per fiscal year (July 1st through June 30th).
- Examples of allowable expenses include postage, duplicating, expendable supplies, equipment, and travel associated with data collection; payments to research participants; 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 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.

These lists are not intended to be exhaustive, but to provide guidance on allowable expenses. When available and competitively priced, students are expected to use West Virginia University services and resources in support of the activities funded by this award.
- The number and amount of awards are limited by the resources available to the College at the time of the request. **A limited amount of funding will be available Fall (July 1st – Dec 31st) and Spring (Jan 1st – June 30th) semesters and will be provided on a first come-first serve basis until it is depleted.**
- Funds from this program are not to be used to accommodate travel expenses related to presenting one's research at a professional meeting or conference. (See **Graduate Student Conference Travel Support Program** guidelines.)

Prior approval and reimbursement guidelines

- All expenditures and reimbursements must follow appropriate West Virginia University procurement and travel regulations (<http://procurement.wvu.edu/home>).
- Students should contact their departmental representative to ensure that they obtain prior approval if needed and that they obtain and submit appropriate documentation 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.
- Reimbursement requests should be submitted to your department no later than 30 days after the end of your research activity or before June 1 (whichever comes first). Failure to meet this deadline will result in forfeiture of the award.

Application and Funding Procedures:

- Requests should be made by completing the attached application form and submitting it to your department administrator.
- All human subjects are required to be paid by gift cards. In the case of payment to human subjects, the student must develop an appropriate form on which subjects verify payments received from the student. In other cases, normal business receipts will be adequate. If there is a guarantee of anonymity to your subject, you may not reveal their names to anyone. There are special procedures for such reimbursements. You must submit a copy of the letter that you provided to your subjects. The State's auditors will honor this protocol. You simply need to sign a statement that indicates the number of subjects, the amount paid to each subject, and the total cost of this expense. You are advised, however, to keep a list of such payments for your own files.
- Of the total amount allocated for the research project, students will be reimbursed only for as much as indicated by their receipts, up to and including the amount of the award.
- Any money allocated to a research project that is not used will be made available to other eligible students.
- **Students may not incur travel expenses or purchase equipment, animals, or computer related items without prior approval.**

DEADLINE FOR SUBMISSION:

- All dissertation research support requests **MUST** be submitted **PRIOR** to the start of the proposed activity. Applications for this program are processed on a rolling basis. Requests must be received on or before June 1, 2019 to be considered for the current fiscal year.
- Upon approval, the department will inform the student of the amount of the award.

DEADLINE FOR RECONCILIATION:

All receipts related to actual costs incurred for your dissertation research activity based on your anticipated budget **MUST** be submitted to your department within 30 days of your activity end date to ensure reimbursement.

College of Education and Human Services and Office of the Provost

Doctoral Student Dissertation Research Support Program - Application

Student's Full Name			
Student ID		Today's Date	
MIX Email Address			
Dates of Research Project Activity			
Degree Program			
Department			
Title of Dissertation Research			

Project description. Attach a brief (250 words maximum) description of the dissertation research project, with a focus on the purpose, significance/importance, study design, and methods to be used.

Review by Institutional Review Board for the Protection of Human Research Subjects is required for use of Human Subjects and a review by Animal Care and Use Committee is required for use of Animal Subjects.

Anticipated budget. In the table that follows, list all anticipated costs of completing this project, using the categories provided. For each applicable category, include a brief description of item and a 1-2-sentence justification for need.

- Supplies
- Printing
- Postage
- Participant payments
- Equipment
- Travel (related to data collection) (See <http://procurement.wvu.edu/payment-services/travel> for assistance in calculating travel costs.)
 - For eligible travel, please include a proposed itinerary, including dates of travel, location, and an explanation of data collection activities as they relate to your dissertation. (Conference travel is not eligible. Refer to program guidelines and funding restrictions.)
- Computer-related costs
- Other costs

Item Description and Justification for Need	Quantity	Unit Cost	Total Cost

TOTAL ESTIMATED EXPENSES FOR PROJECT \$ _____

TOTAL FUNDING REQUESTED \$ _____

Identify additional funding sources:

Personal \$ _____
Other (specify) _____ \$ _____

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

Have you applied for, and received, support from the Doctoral Student Dissertation Research Support Program previously?

____ YES ____ NO Amount received: \$ _____ Year _____

I certify that, to the best of my knowledge and belief, all of the information on this form is correct and adheres to the program guidelines.

Signature of Student _____ Date _____

Students: Please send this completed application to your advisor via email.

Departmental Approvals

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 _____

Advisors: Please review your student's completed application, add your approval, and send to your department chair via email.

Department Chair:

I have read this request and recommend funding in the amount of \$ _____ .
The expenses listed are reasonable. Support of this request is important in helping the student complete the dissertation research. I verify that no other research grant support is available to support this activity.

I have verified that the student is currently enrolled in the degree program identified on page one of the application.

Department Chairperson _____ Date _____