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 at the beginning of each academic year. Students must apply to their college for such support, and the award and dissemination of these funds is handled by each college. Colleges may develop their own procedures for selecting students to receive these funds so 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 cannot be supported by faculty research grants.

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

- Colleges 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.
Dissertation Research Support Program
Application

Name ___________________________________ Student ID ____________________________
Major __________________________________ Degree Program ______________________
Mailing address _______________________________________________________________
E-mail address ___________________________ Telephone __________________________

**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 (related to data collection)
- Computer costs
- Other

**TOTAL ESTIMATED EXPENSES FOR PROJECT** $__________

**TOTAL FUNDING REQUESTED** (maximum $800) $__________

Identify additional funding sources:

- Personal $_______
- Department $_______
- College $_______
- 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 ___________

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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 and/or department will provide funding in the amount of:

$___________ Department

$___________ College

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 Dean _________________________________ Date ___________