

OFFICE OF THE PROVOST

Doctoral Student Dissertation Research Program - Guidelines

The Office of the Provost provides funding to assist in the support of doctoral students' dissertation research. Students must apply to their college for such support, and the award and dissemination of these funds is handled by each college.

Dissertation Research Program 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 per fiscal year (July 1st through June 30th)
- 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.

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.

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 college Expert Business Office (EBO) or 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 activity. Failure to meet this deadline will result in forfeiture of the award.

A limited amount of funding will be available for 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.

Application and Funding Procedures

Requests should be made by completing the attached application and obtaining the necessary approvals. The college will determine awards.

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 APPLICATION SUBMISSION: Applications **MUST** be submitted **BY** your department **TO** the college **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 to be considered for the current fiscal year

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

OFFICE OF THE PROVOST
Doctoral Student Research Program - Application

Today's Date _____ Dates of Activity _____

Name _____ Student ID# _____

My E-mail Address _____

Department _____ Degree Program _____

Project description. Attach a brief (250 words maximum) description of the dissertation research project, with a focus on the methods to be used. For eligible travel and/or conferences, please also include a proposed itinerary, including dates of travel, location, and an explanation of data collection activities as they relate to your dissertation.

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 (may be included with project description).

- Supplies
- Printing
- Postage
- Participant payments
- Animal costs
- Equipment
- Travel (related to data collection) (See <http://procurement.wvu.edu/payment-services/travel> for assistance in calculating travel costs.)
- Computer costs
- Other

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.

Item Description	Quantity	Unit Cost	Total Cost

TOTAL ESTIMATED EXPENSES FOR PROJECT \$ _____

TOTAL FUNDING REQUESTED (Maximum \$800) \$ _____

Identify additional funding sources:

Personal \$ _____ Dept. \$ _____ College \$ _____ 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 Research 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. 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 travel. In sharing in the support of this request, the department will provide funding in the amount of \$_____.

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

Department Chairperson _____ Date _____

Chairperson Submit Electronically with Approval to:
ECAS-GraduateTravel@mail.wvu.edu