

May 1, 2017

To: Doctoral Students & Committee Chairs

From: PhD Program Director, SoN

Starting July 1, 2017, dissertation funds of **\$2,000 per study** are available to PhD students entering the dissertation phase. Funds can only be used for research purposes (subject compensation/gift cards; travel to/from conduct of research; office supplies). The following requirements must be met to be considered for funding:

1. Current enrollment in research (N797) course, have an approved proposal by the dissertation committee, and have an approved IRB protocol. To be proactive, consider submission of documents at least a month before the next semester if funds are still needed and/or available.
2. Submit a packet to the PhD Program Director that contains the following items:
 - a. A letter requesting funds signed by the student and their committee chair.
 - b. A copy of the approved dissertation proposal
 - c. A copy of the IRB protocol approval letter
 - d. A detailed budget that corresponds to requested funds and is under/at \$2000
 - e. A signed copy of this letter (please retain a copy for your file)
3. Once all documents are received, a letter of recommendation will be forwarded to the Dean by the PhD Director. Turnaround for applications should be approximately 2 weeks.
4. Grant funds can only be used for expenses incurred from the award period forward (not retrospectively)
5. If funding is approved, all payments will be processed through the Research Office. Please contact Barbara Rocovich (304-293-6729) or Pam Fields at 304-293-6650.

Student Signature/Date: _____/_____

Chair Signature/Date: _____/_____