



## Dissertation Research Support Grant 2009-2010

The College of Graduate Studies invites applications for the Dissertation Research Support Grant. These grants provide up to \$1500 to offset costs associated with a student's dissertation project. These competitive grants are reviewed twice each year by the Dissertation Research Support Committee which includes one faculty representative from each doctoral program.

### Deadlines:

- Fall semester – Monday, October 12<sup>th</sup>, 2009
- Spring semester – Monday, March 8<sup>th</sup>, 2010
- By 5:00 p.m. in the College of Graduate Studies at the address below

### Application:

- Applicants must be currently enrolled doctoral candidates who have an **approved dissertation prospectus** (approved by their dissertation committee and the Dean of the College of Graduate Studies) on file with the College of Graduate Studies.
- Submit:
  - 1 application packet: cover page (see attached) and a written proposal. The cover page must be signed by the student and the dissertation committee chairperson.
  - **8 additional** application packets: photocopies of the above.

### Disbursement of Grant Funds:

1. Costs eligible for reimbursement include research-related travel and lodging, copying costs, printing of questionnaires, chemicals, supplies, and postage.
2. Grant funds may not be used for travel to present project results, promotion/advertising, dissertation typing, copying, or binding expenses, or wages (unless the research methodology outlined in Section V clearly indicates the need that wages be paid). Under no circumstances may dissertation support funds be used to pay wages to the grant recipient.
3. Equipment requests must explain why equipment is needed in order to complete the project. Requests for common equipment such as computers, word processing software or video equipment will not be supported unless such equipment is demonstrated to be necessary and otherwise unavailable to the applicant for the duration of the project.
4. Funding is on a reimbursement basis. Original bills and/or paid receipts must be submitted to College of Graduate Studies for funds to be dispersed.
5. Monies must be expended within two years of being awarded and prior to the student's completion of graduate work at CMU. Exceptions must be approved by the Dean of the College of Graduate Studies.

## Dissertation Research Support Grant -- Page 2

Organize your grant proposal using subheadings below so the committee can easily follow the proposal. Remember that committee members are from diverse disciplines, so projects should be understandable to a general audience. **Avoid technical language.** Sections III, IV, and V of your research proposal, combined, must not exceed **12 single-sided, double-spaced** pages (no less than 11 point font), including tables/figures, references, and budget. Grants that do not adhere to these guidelines will be noted by the committee.

---

- I. **Title**
- II. **Abstract:** a one-page, double-spaced paragraph that summarizes the project
- III. **Problem statement:** a statement (with some detail) of the problem that clearly states the significance/importance of the project. This may include a formal statement of the hypothesis or a list of questions that will be answered by the research. **(Again, since the committee is diverse, be sure the significance of the project is clear to a broad audience).**
- IV. **Literature review:** a brief literature review, enough to let the selection committee know that you understand how your project fits within your discipline. Include a list of references for sources cited in the project.
- V. **Research methods:** a thorough explanation of how you intend to solve the problem. Among other things, explain what you are going to do; how and where you will do it; who will be involved. Include sufficient detail for the selection committee to assess the quality of the proposed research. Where appropriate, include a discussion of the validity and reliability of measures used in the project.
- VI. **Budget:** include all expenses and show the source of funding for each item. No more than \$2,000 can be covered by this grant. Consult university guidelines for appropriate reimbursement rates and ensure the accuracy of the total budget request prior to submitting the application.
- VII. **Budget narrative:** explain why each item in your budget is necessary for the completion of the proposed research. (For example, if you are asking for taxi fare to the airport, explain why the travel is necessary, not why you must rely on a taxi rather than a bus to get to the airport.) Equipment requests must clearly explain why existing university equipment is either inadequate or unavailable for this project.

# Dissertation Research Support Grant Application 2009-2010

Applicant: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Local address: \_\_\_\_\_  
City State Zip

Contact Information: \_\_\_\_\_  
Email Phone

Dissertation Chair: \_\_\_\_\_ Department: \_\_\_\_\_  
Print name

Doctoral program: \_\_\_\_\_  
(Give exact title of the degree and program as printed in the *Graduate Bulletin*)

Graduation date:  May  August  December Year: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

IRB/IACUC/IBC\* Approval  Yes Date of Approval \_\_\_\_\_  No  Not Required  
(\*Human Subjects/Animals used in research/recombinant DNA)

Prospectus approved by committee: \_\_\_\_\_  
Date

Total Cost to Complete the Project \$ \_\_\_\_\_

Total Funding Requested from the Dissertation Research Support Committee \$ \_\_\_\_\_

Name: \_\_\_\_\_  
Signature Print Name Date

Dissertation Chair: \_\_\_\_\_  
Signature Print Name Date

(6/09)