

APPLICATION FOR A DISSERTATION ENHANCEMENT GRANT

Deadline: Friday, March 13, 2015

To apply for this grant you must be working full-time on your dissertation.

I. COVER SHEET

The **completed application with original signatures** must be received in the Graduate School office by the deadline. Letters of support from your advisor and one additional faculty member familiar with your research must accompany the application. (Faculty may use the form at the back of the application or write a separate letter.) Before you begin to write, please read all sections of the application and organize your responses to the questions asked.

Name _____ VU ID Number _____
U.S. Citizen Permanent Resident Non-Resident Alien

Current Street Address _____ Current Zip _____

Current City _____ Current State _____

Department (Program) _____

Ph.D. Qualifying Examination _____ Dissertation Proposal Approved _____
Month/Year Month/Year

Expected date of completion of dissertation _____
Month/Year

Title of Dissertation or Subject of Dissertation Research:

Proposed Period of Grant: From _____ To _____
Month/Year Month/Year

Amount Requested _____

NOTE: If awarded, the grant must be used within the six-month period following the date of the award.

Ask your advisor and the DGS or Chair of your department to sign this cover sheet after they have read your proposal. The review committee will not consider your proposal if any signature is missing.

Signatures:

Applicant _____ Date _____

Dissertation Director _____ Date _____

DGS or Chair _____ Date _____

IMPORTANT: The maximum award is \$2,000. The Graduate School provides one-half of each award. Arts and Science, Divinity, Management, Nursing, and Peabody deans provide the remaining one-half of each award to students in their programs. Departments in the School of Engineering and the School of Medicine must be prepared to provide one-half of the amount awarded to students in their programs.

II. DESCRIPTION OF DISSERTATION RESEARCH

Present a succinct overview of your dissertation research. Be certain the review committee can understand the dissertation well enough to determine whether funding your application would truly enhance the dissertation beyond what was originally approved by your Ph.D. Committee. Describe your project so those members of the review committee who are not experts in your area of research can understand the work. Do not exceed two single-spaced typewritten pages. Please use the following subdivisions to describe your project:

1. **Background** - information relevant to your topic
 2. **Specific Goal(s)** - the hypothesis you are testing or questions you are asking
 3. **Methods** - strategies or methods you will employ to test your hypothesis and answer questions
 4. **Significance** - contribution that you hope your dissertation will make to your area of research
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II. DESCRIPTION OF DISSERTATION RESEARCH - continued

III. RATIONALE FOR A DISSERTATION ENHANCEMENT GRANT

This is the most important part of the application. The review committee will seek assurance that the grant is not to be used for basic, fundamental aspects of your dissertation research. Describe clearly how the proposed project will add a new dimension, additional depth, breadth, or otherwise **enhance** your dissertation. State specifically the purpose for which you propose to use the funds. Limit your description to no more than one single-spaced typewritten page.

IV. BUDGET

Provide a complete breakdown of planned expenditures and, where appropriate, indicate how you computed costs for items. (You may do this under Item V, Justification of Costs.)

Category	Cost
A. <u>Travel:</u>	
Airfare (quote from airline or travel agency)	_____
Automobile expenses (cost of gas, oil, etc.)	_____
Total mileage _____	
Car rental	_____
Food (include only the amount estimated to be in excess of what you would spend if you were at home)	_____
Other (please specify)	_____
For:	
B. <u>Supplies:</u> (Please itemize by general category and cost.)	
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
C. <u>Equipment:</u> (Please describe)	_____
D. <u>Other Expenses:</u>	_____
Specify type and amount of each expense, e.g., copying, surveys, patient reimbursement, computer time, personnel/research assistant.	
E. <u>TOTAL EXPENSES:</u>	_____

V. JUSTIFICATION OF COSTS

The review committee seeks assurance that funds are not readily available from other sources (i.e., advisor's research grant, department, etc.) to support the enhancement project. If the cost of the project exceeds \$2000 (the maximum award), state how the extra cost will be met. Please justify any unusual budget items (for example: large amounts of computer time, personnel costs, equipment).

VI. LETTER OF SUPPORT FOR A DISSERTATION ENHANCEMENT GRANT

Applicant's Name _____

Department or Program _____

Name of Faculty Member providing recommendation _____

The Student Affairs Committee of the Graduate Faculty Council would appreciate a confidential statement from you about the applicant and his or her dissertation enhancement project. The committee seeks assurance that (a) the dissertation is of high quality without the work for which funds are requested, and (b) that the project is not a fundamental part of the dissertation research but will serve to enhance the student's work - add a new dimension, broaden the scope of the research, etc. **Funding will not be available from this source for aspects of dissertation work that was an integral or essential constituent of the research as described and understood in the dissertation proposal.** What specific strengths does the student bring to his or her research? Please provide any other comments that will aid the committee in its assessment of the proposal. You may use this form or you may submit a separate letter.

Signature of Faculty Member _____

Date _____

VI. LETTER OF SUPPORT - continued

Applicant's Name _____

Signature of Faculty Member _____ Date _____