April 16, 2015

To: Doctoral Students & Committee Chairs

From: PhD Office, SoN

To clarify the process of obtaining/using research funds for dissertation purposes and to document your awareness of how those funds will be managed, expectations for funding are listed below.

1. Eligible candidates to receive funds are those doctoral students currently enrolled in research (N797) course, have an approved proposal by their committee, and have an approved protocol by the IRB. To be proactive, consider submission of documents at least a month before the next semester if funds are still needed and/or available.

2. To be considered for funding, doctoral students must submit a packet to the Director of the PhD office. Please provide the following items:
   a. A letter of request for funds that is signed by both 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 ($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 for approval. Turnaround for applications should be approximately 2 weeks.

4. Funds ($2000/semester) are usable just for that semester and can only be used for dissertation research. If additional funds are needed beyond that semester a new application needs to be submitted using the same process.

5. Grant funds can only be used for expenses incurred from the award period forward (not retrospectively)

6. All payments will be processed through the PhD office. Payments will only be made after services are rendered (i.e. lab tests are done)

7. An extension to use funds beyond the approved semester may be requested in writing to the PhD Director. In the letter to the Director, please state why an extension is required and current
amount of funds remaining in account. If an extension is granted, the student cannot apply for additional funding the following semester.

Student Signature/Date: _____________________________/__________

Chair Signature/Date: _____________________________/__________