

OFFICE OF THE PROVOST

Doctoral Student Dissertation Research and Travel Support Program 2019-2020

The Office of the Provost provides funding to assist in the support of doctoral students' dissertation research and professional travel. Funds are provided to colleges at the beginning of each academic year. Students must apply to their college for such support, and the award and dissemination of these funds is handled by each college. Colleges may develop their own procedures for selecting students to receive these funds so long as the general guidelines below are followed. Sample application forms are attached.

The award must be applied to activities taking place during the semester of enrollment. Support for summer activities can't be approved unless the student is enrolled for credit in summer.

Dissertation Research 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 \$400. Students may receive this award only once.
- Colleges and 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.

Travel Support Guidelines

- **Any doctoral student attending a professional meeting to present a paper or poster, serve on a panel, or participate in some other active and significant way is eligible to apply for travel support.** If there are fewer requests than available funds, consideration may be given to requests from students in master's degree programs.

- The maximum amount for any individual award is \$400. Colleges may provide joint awards to students presenting a paper together or attending the same conference. However, each student may receive all or part of only one travel award during each fiscal year (July 1 through June 30).
- Colleges and departments are expected to contribute a portion of the cost of student travel.
- Allowable expenses include registration fees, transportation, lodging, and meals.

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.

SOM Dissertation Research Support Program Application AY 2019-2020

Name _____	Student ID _____
Major _____	Degree Program _____
Mailing address _____	
E-mail address _____	Telephone _____

Project description. Attach a brief (250 words maximum) description of the dissertation research project, with a focus on the methods to be used.

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.

- 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

TOTAL ESTIMATED EXPENSES FOR PROJECT \$ _____

TOTAL FUNDING REQUESTED (maximum \$400) \$ _____

Identify additional funding sources:

- Personal \$ _____
- Department \$ _____
- College \$ _____
- Other (specify) _____ \$ _____

NOTE: Total amount of all sources including funding requested should equal anticipated expenses.

(continued)

(SOM Dissertation Research Request)

APPROVALS

Student: I request this funding to support my doctoral dissertation research. I agree to follow the guidelines and procedures described above. I understand that I must be registered for credit during the semester of the proposed activity for the award to be processed.

IRB Certification required (for research involving human subjects)?: Y____ N____
Protocol # _____
Signature of Student _____ Date _____

Student's Research Advisor: I have read this request and recommend funding. The expenses listed have been checked by me and are reasonable. Support of this request is important in helping the student complete the dissertation research.

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.

Research Advisor _____ Date _____
Printed name _____
IRB Certification Y____ N____
Protocol # _____

_____ REQUEST APPROVED IN THE AMOUNT OF:
\$ _____

_____ REQUEST DECLINED

Cynthia Babin Anderson, Director of Graduate Studies in Music Date _____

SOM Doctoral Student Travel Support Program Application AY 2019-2020

Name _____	Student ID _____
Major _____	Degree Program _____
Mailing address _____	
E-mail address _____	Telephone _____

Name of conference in which participating:

Dates of conference:

Location of conference:

Description of participation (including authors and titles of presentations):

Please attach documentation of participation (acceptance letter, conference program).

Estimated expenses (See <http://procurement.wvu.edu/payment-services/travel> for assistance in calculating travel costs.):

Registration fee		\$ _____
Transportation		\$ _____
Mode of transportation:		
Lodging/number of nights _____ @ \$ _____		\$ _____
Meals/number of days _____ @ \$ _____		\$ _____
Other - specify _____		\$ _____
TOTAL ESTIMATED EXPENSES FOR TRAVEL		\$ _____
TOTAL FUNDING REQUESTED (maximum \$400)		\$ _____

Identify additional funding sources:

Personal		\$ _____
Department		\$ _____
College		\$ _____
Other (specify) _____		\$ _____

NOTE: Total amount of all sources including funding requested should equal anticipated expenses.

(continued)

(SOM Travel Support Request)

APPROVALS

Student: I request this funding to support my professional travel. I agree to follow the guidelines and procedures described above. I understand that I must be registered for credit during the semester of the proposed activity for the award to be processed.

Signature of Student _____ Date _____

Student's Primary Teacher: I have read this request and recommend funding. The expenses listed have been checked by me and are reasonable. Support of this request is important to the student's training and professional development.

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

Primary Teacher _____ Date _____
Printed name _____

_____ REQUEST APPROVED IN THE AMOUNT OF:

\$ _____

_____ REQUEST DECLINED

_____ Date _____
Cynthia Babin Anderson, Director of Graduate Studies in Music