GRADUATE STUDENT THESIS/DISSERTATION RESEARCH FUND

The Department of Human Development and Family Studies, as part of its mission to educate and support the learning experiences of its graduate students sponsors a Graduate Student Research Grant Program. The fund is to support mini-thesis/thesis (up to $750) or dissertation (up to $1,000) research.

Funding approval will follow a process similar to what a research grant applicant would pursue: deadlines to meet, proposal to be written, budget developed, and committee review (HDFS Graduate Education Committee) for approval.

**Deadlines:** The fifteenth day of February, April, September, and November. Award notices will be issued approximately 4 weeks following submission.

**Application Requirements:** (Submit one Electronic File with the first six items listed below in the same document (not a zip file) to HDFS DOGE by the application deadline.) Please use the Headings listed below for items 1 – 6 in the compiled document.

1. **Cover Letter** from the student to the HDFS Graduate Education Committee summarizing the request for support. This letter must include the date that the thesis/dissertation/mini-thesis proposal was approved by the POS Committee.
   - **NOTE:** Proposals will not be accepted from students who have not completed their Proposal meeting nor who receive conditional passes on their examination. Proposals with a conditional pass may be submitted once all conditions are met and approved.

2. **Proposals** should be no more than 6-pages, single spaced, 12-point font, 1 inch margins. Reference list and appendices should be included but are not considered part of the page limit. Please use the following Headings in your document.
   - Research problem and purpose
   - Background and significance
   - Research design and methods
   - Timelines for proposed research
   - Plan for dissemination of research results including potential publication outlets

3. **Curriculum Vita** containing information on:
   - Work experience
   - Peer-reviewed publications (provide impact factor of the journal if it is an ISI journal; if not an ISI journal, indicate where it is indexed)
   - Presentations at professional conferences (indicate if peer reviewed), including abstracts and proceedings
   - Recognitions/honors/awards
   - Involvement in professional organizations
   - Service
4. **ISU Transcript** (current): AccessPlus version is acceptable.

5. **IRB Approval Letter**: If IRB approval has already been approved, please submit a copy of the approval letter from the IRB.
   - NOTE: Proposals may be submitted if IRB approval is in the process of being sought. In these instances, the IRB approval letter must be submitted to the HDFS DOGE prior to the release of funds.

6. **Itemized Budget and Justification** of each budgeted item;
   - NOTE: No funds will be allocated retroactively; expenses are honored only if they are incurred after the grant approval date.

7. **Electronic Copy of Endorsement Letter** from the Major Professor
   - NOTE: The endorsement letter from the Major Professor must be received electronically by the application deadline for the proposal to be considered.
   - Confirming that the proposal is the basis for the proposed research
   - Commenting on the student’s research performance and the quality of the proposed research
   - Indicating expectations for the student’s post-graduate career and the relevance of the project to their professional development
   - This letter must include the date that the thesis/dissertation/mini-thesis proposal was approved by the POS Committee or the date that conditions were approved by the POS Committee.

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<thead>
<tr>
<th>Funds may be used for</th>
<th>Funds may not be used for</th>
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<tbody>
<tr>
<td>☑️ Mailing of surveys; survey incentives</td>
<td>☑️ Salary or payment to self or family members</td>
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<tr>
<td>☑️ Travel to conduct research</td>
<td>☑️ Travel from residence to campus; travel to professional meetings</td>
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<tr>
<td>☑️ Supplies for conducting research; e.g. paper, copying of surveys, letter head, audio or video tapes, standard survey forms</td>
<td>☑️ Purchase of equipment that is available on campus</td>
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<td>☑️ Incentives to survey or interview participants</td>
<td>☑️ Expenses covered by other funds</td>
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<td>☑️ Transcription, translator, or data entry costs. (Reminder these persons or individuals assisting with analysis must be listed on your IRB).</td>
<td>☑️ Expenses incurred prior to Graduate Education Committee approval</td>
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<td>☑️ Matching funds for grant proposals</td>
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