

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 (GSTDRF)*. 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 a research grant application: deadlines to meet, budget developed and justified, and a multi-step committee review for approval, contingent on the availability of funds.

Review process: The application is reviewed by the student's program of study committee (POSC) who will determine the scientific merit of the application, typically as part of the proposal defense meeting. The POSC major professor will submit a scientific merit score (and a copy of the complete application) to the graduate education committee who will determine its appropriateness for funding based on the scientific merit score, the quality of the budget and budget justification, and other application materials. The director of graduate education is responsible for the notice of grant award.

As with grant applications, resubmissions are encouraged if scientific merit and budgetary concerns can be addressed. The timeline for a resubmission should be discussed with the POSC major professor for feasibility of the thesis/dissertation timeline and a deadline for resubmission will be agreed upon by the HD FS DOGE and major professor.

Eligibility: The student is responsible for a full and complete application. *Proposals will not be accepted from students who have not completed their Proposal meeting, nor who receive conditional passes on their examination.* Determinations of scientific merit for the *GSTDRF* are not contingent upon thesis/ dissertation proposal decisions (e.g., a student can pass the proposal but not the *GSTDRF*). *Proposals with a conditional pass may be submitted once all conditions have been met and approved. In some circumstances, a student may be encouraged by the POSC to apply for the funds after their defense. In such instances, the student is responsible for additional material needed (in a timely manner) for the *GSTDRF* application. An endorsement from the POSC is a necessary but not sufficient step toward consideration for research funding.*

Deadlines: Rolling admissions based on the student's proposal defense date throughout the academic year (August 16-May 15). Award notices may be issued approximately 1 month following submission of a complete application during the academic year. Applications received during the summer months will be considered beginning August 15. Funding will not be disbursed until final IRB approval is received.

Application Requirements: Submit one *Electronic File with the first four items listed to the program of study committee at least two weeks prior to the proposal defense date.*

1. Thesis or Dissertation Proposal. Students must provide sufficient detail in items #2 and #3 for the graduate education committee to determine funding allocation decisions. The POSC is responsible for merit review of the proposal documentation (item #5).

2. Cover Letter from the student expressing an intent to apply for the graduate student thesis/dissertation research funds.

- The cover letter should be no more than 1 page, single spaced, 12-point font, 1 inch margins.
- This letter must include the date that the thesis/dissertation/mini-thesis proposal was approved by the POSC.
- The cover letter should indicate the timeline for proposed research with sufficient detail to determine feasibility and likelihood that the student will meet those milestones.
- The cover letter should indicate plans for dissemination of research results including potential publication outlet(s).
- A statement must be made which indicates that the student will send their proposal document to HD FS DOGE as an exemplar proposal as a condition of receiving funds.

3. Itemized Budget and Detailed Justification of each budgeted item;

NOTE: No funds will be allocated retroactively; expenses are honored only if they are incurred after the research fund approval date.

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

4. Curriculum Vita

To be completed after successful proposal (all conditions met)

Electronic Copy of scientific merit review from the major professor based on the proposal defense discussion and merit review of the POSC. Submit to Graduate Program Assistant.

NOTE: It is the student's responsibility to remind the major professor about the scientific merit review sheet to confirm a timely submission. The student can receive a copy of the scientific review sheet following merit review.

Graduate Student Thesis/Dissertation Research Fund Scientific Merit Review Sheet

Name of Student: _____ . Date of Defense: _____ .

Program of Study Committee Members: _____ .

Major Professor: _____ . Signature: _____ .

Defense Passed **Passed with Contingencies (Date POSC approved contingencies _____)**

Budget Seems Appropriate for the Project **Budget Not Appropriate**

Overall Impact: The POSC should provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved. Place a check by the number that best describes the overall impact of the application as deemed by the POSC. The impact does not need to be a summation of the other review criteria:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
Exceptional	Outstanding	Excellent	Very Good	Good	Satisfactory	Fair	Marginal	Poor
Highest Impact			Moderate Impact			Low Impact		

Additional Notes about score (required if scoring at a 1 or 2 or a 8 or 9):

Significance: Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, will scientific knowledge, technical capability, and/or clinical practice be improved or drive the field? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies proposed?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
Exceptional	Outstanding	Excellent	Very Good	Good	Satisfactory	Fair	Marginal	Poor
High			Moderate			Low		

Additional Notes about score:

Approach: Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the project? Are potential problems, alternative strategies, and benchmarks for success presented? Is the project feasible or are particularly risky aspects managed?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
Exceptional	Outstanding	Excellent	Very Good	Good	Satisfactory	Fair	Marginal	Poor
High			Moderate			Low		
Additional Notes about score (attach a second sheet if necessary):								

Once scoring is completed, please submit Scientific Merit Review Sheet and GSTDRF application via email to Graduate Administrative Assistant for dissemination to Graduate Education Committee for funding decision. NOTE: If funded, IRB approval letter must be submitted to Graduate Administrative Assistant prior to disbursement of funds.

