

Doctoral Student Dissertation Funding Support Awards (for Ph.D. and Ed.D. Warner School Students)

The Warner School of Education and Human Development Dean's Office has developed a needs-based funding opportunity for doctoral students. Qualified doctoral students may apply for the Doctoral Student Dissertation Funding Support Award, which is intended to offset expenses incurred during their dissertation research. Determination of the number and amounts of these awards is contingent on the funds available.

Eligibility Requirements:

- Applicants for this dissertation research funding must meet the following conditions:
 - Be currently registered as a Warner School doctoral student
 - **Have scheduled or completed their dissertation proposal defense**
 - **If students have yet to defend their dissertation proposal, a statement of support from the dissertation sponsor should be submitted upon approval of the dissertation proposal*

Funding Guidelines:

- The funds can be used for research-related expenses, such as: travel expenses associated with transportation to and from research site(s) (bus pass, gas mileage), incentives for participants (gift cards, payments), and resources or tools that support the analysis of research (transcription services, coding software, textbooks).
- This funding should **not be used** for student living expenses, membership fees, conference-associated fees and travel expenses, or tuition-related expenses associated with the Warner School of Education.
- Amount of funding per student: \$100 - \$500. The specific amount will be determined by the committee using the budget that accompanies the application.
- Funds must be used within one calendar year of the award. If funds are not used in that period, students may reapply for funding in a future funding period.
- Students must have approval for expenses before purchasing. Funds cannot be used for purchases made before submission or approval of the funding request.

Timeline:

Applications will be reviewed by the committee three times per year. Decisions will be made within 2 weeks after the following application deadlines:

- **October 1**
- **February 1**
- **June 1**

If funds are no longer available in a given funding period, the student may choose to reapply in a subsequent period. Total requests may not exceed \$500, but this may be requested across multiple funding periods.



Required Application Materials

Doctoral students interested in applying for this funding support award must submit the following information:

1. The **application form** (see below)
2. A **detailed**, itemized budget with a brief justification for the financial need and how the funds will be used to support your dissertation research.
 - **Anticipated costs** for your dissertation research may include: travel expenses associated with transportation to and from research site(s); participant incentives (e.g., gift cards, payments); and resources or tools that support the analysis of research (transcription services, coding software, textbooks)
3. A **written statement (1-2 pages)**, which includes following information:
 - A brief description of your dissertation research and the work's potential contributions to the field
 - What is the problem or educational issue being addressed and why is this an important issue in educational research?
 - What is the significance of your study? What implications will there be for your field?
 - A brief explanation of how this funding will offer support for conducting your dissertation research study
 - How will these funds support the rigor and quality of your dissertation research?

Application materials must be submitted to the Office of Student Success (studentsuccess@warner.rochester.edu).

Administration of funds after approval:

Approved funds will be disbursed as reimbursements requested through **Brandon Inguaggiato, Warner Finance Office** (finance@warner.rochester.edu). Requests for reimbursement, with *itemized* receipts, must be submitted within 30 days of purchase. Late requests for reimbursement will not be honored. Receipts can be submitted either digitally or in hard copy; photos of receipts are acceptable. A student ID number and a completed Internal Revenue Service W-9 form must be submitted with reimbursement requests (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>). The University is not able to reimburse for taxes. If receipts that include taxes are submitted, this portion will not be included in reimbursement.



Doctoral Student Dissertation Funding Support Awards
Application Form

Name: _____ **Date:** _____
Address: _____
Cell Phone: _____
Email: _____

Academic Information

Doctoral degree program: __ PhD __ EdD

Program Area:

- T&C
- Counseling
- Human Development
- Higher Ed.
- K-12 Administration
- Policy

Faculty Advisor: _____

Dissertation Information

Dissertation Title: _____

Dissertation Committee: _____

Date of completed dissertation proposal defense: _____

Intended month/year of graduation: _____

Please indicate if you have any other funding support for your dissertation research (e.g., pre-dissertation fellow; grant funding; support from other institutions, etc.):

_____.



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SCHOOL OF EDUCATION
UNIVERSITY of ROCHESTER

Budget

Item	Unit Cost	Quantity	Rationale	Amount
Total requested:				