



**UNIVERSITY RESEARCH SERVICES &
ADMINISTRATION
DISSERTATION GRANT PROGRAM &
WILLIAM M. SUTTLES GRADUATE FELLOWSHIP**

Application Deadline: November 30, 2007

PURPOSE

The purpose of the Dissertation Grant Program is to support dissertation research at Georgia State University. This grant program is intended to help full-time (at least 9 hours /semester) doctoral students meet the cost associated with their dissertation efforts. There is one campus-wide competition held each fiscal year. Funding is applicable to either the current or next fiscal year.

Applicants to the Dissertation Grant Program can also be nominated for the William M. Suttles Graduate Fellowship by their dissertation director. The fellowship will be awarded to the most outstanding doctoral student who applied to the University Research Dissertation Grant Program.

AMOUNT AND TIME FRAME OF DISSERTATION AWARDS

Dissertation Grants are limited to \$1,000 per award to fund expenses associated with conducting the dissertation research. They may be requested for the current fiscal year (07/01/07 - 06/30/08) or the next fiscal year (07/01/08 - 6/30/09). All funds must be expended during the fiscal year requested and **MUST** be for research expenses. Applications are not to include travel to professional meetings and/or to locations generally accessible to the applicant on a regular basis.

AMOUNT AND TIME FRAME FOR THE WILLIAM M. SUTTLES FELLOWSHIP.

The fellowship is an additional monetary award (minimum \$1,500) given to the student immediately following his or her selection. This is a fellowship and does not necessarily need to be used for dissertation expenses.

GENERAL ELIGIBILITY

The University wishes to encourage all full-time doctoral students who have completed their coursework and have an approved prospectus (or approval of their dissertation committee) to submit a proposal in any academic discipline offered at the University. Doctoral students are limited to one (1) dissertation award.

APPLICATION INSTRUCTIONS

Because proposals are evaluated by an interdisciplinary faculty review panel, they should be written to be understood by faculty who are not experts in the applicant's field. Applicants should limit their use of jargon and acronyms whenever possible. ***Applications should address the review and award criteria described at the end of this program announcement.***

The proposal must be prepared with a letter quality printer using 12 point Ariel or Times New

Roman font with one (1) inch margins on all sides. Each copy of the proposal should be on standard 8 1/2 by 11 inch paper and abide by the page limits noted below. Adherence to font and margin requirements is necessary for several reasons. No applicant should have an advantage over other applicants by providing more content in his/her application by using smaller, denser type. Small type sizes may also make it difficult for reviewers to read the application.

All material submitted for review must be contained in a single package. The relevant signatures **MUST** appear on the most **current** proposal cover page (available at the end of this program announcement) and the application must follow the most current guidelines.

The original proposal and five (5) copies should be delivered to the University Research Services and Administration in Alumni Hall 217 by 4:00 p.m. on November 30, 2007. Late proposals are not accepted under any circumstances. Proposals that do not follow these guidelines will not be reviewed.

A Dissertation Grant application consists of eight (8) parts. Proposals that do not adhere to these instructions may not be reviewed.

1. Cover Page (last page of this program announcement): Please note this is a fillable pdf form. With signatures of Dissertation Director and Department Chair and either the dissertation prospectus/proposal approval date or an additional memo indicating dissertation committee approval for the Dissertation Grant application. Proposal without the appropriate supporting documentation will not be reviewed.

2. Abstract (one-half page limit): The summary should include a statement of the research objectives, methods to be employed, and the significance of the proposed research.

3. Dissertation Project Description: The applicant is expected to present (**with a maximum of three single-space pages**) a full description of the project, giving particular attention to the research design and methodology. The detailed statement of the work to be undertaken must include: objectives of the proposed work and expected significance of the project to the discipline, relation to long-term goals of the applicant, and a time line. If the proposed research uses animals or human subjects, then the appropriate IACUC or IRB protocol number must be provided before the award is funded. If survey questionnaires or interviews are to be used, the proposal should contain a copy of the questionnaire if available, or sample questions, and information on who will conduct the interviews. The reference list is not subject to page limitations.

4. A two-page vita of the applicant: This should support applicant's qualifications in the proposed research area. Information to be included: education, professional employment (listing dates and titles), full details of his/her pertinent publications (distinguishing between peer reviewed publications, proceedings, abstracts and other presentation), scholarly products and/or artistic productions.

5. Other Support: A list of financial aid or grants received, applied for, or anticipated during the

award period should be provided.

6. **Budget:** Only expenses that are a direct cost of the dissertation research are eligible for funding. Support may be requested for such costs as student assistants, supplies, equipment, participant remuneration, and travel for research purposes. A budget format form is included in these guidelines for information purposes.

Estimate of Travel Expenses. The applicant must include an estimate of total costs for the proposed travel. Travel must be for purposes of conducting the dissertation research, not to attend a conference. Eligible costs include travel and maintenance away from home, costs of reproducing materials, and other costs associated with gaining access to the research materials. Air and train travel must be calculated on the basis of economy rates. Estimated costs for subsistence and lodging must be reasonable, and charges to grant funds for these items must be based on University regulations. Mileage must be figured at no more than the approved University mileage rate.

7. **Budget Justification:** A narrative which justifies the expenditures listed on the budget must be included **for every expenditure.**

8. Letter of support from the Dissertation Director (and Committee if appropriate):

Dissertation Award. In addition to general information supporting the application, the dissertation director should indicate if the prospectus is officially approved and if the student will finish the dissertation in a timely manner. Those applicants who do not have an approved prospectus must submit an additional letter of approval signed by the members of the student's dissertation committee.

Nomination for the Williams S. Suttles Fellowship. Dissertation directors can also nominate the student for the William M. Suttles Fellowship in their letter of support. For all nominees, dissertation directors should include the student's research qualifications and potential for making a contribution to his or her discipline in an academic position in higher education.

REVIEW PROCEDURES

The Vice President for Research and the Associate Vice President for Research award funding to proposals based on the recommendations of reviewers from the URSA Internal Grants Program Faculty Peer Review Committee. This interdisciplinary committee is composed of senior faculty scholars from across the University. Reviewers use the review criteria detailed below to evaluate and assign a single, global score for each application. Proposals are rank ordered according to this score and awards are given based on available funding. The committee also selects the most outstanding student to receive the Williams M. Suttles Fellowship.

REVIEW AND AWARD CRITERIA FOR THE DISSERTATION AWARD

1. Originality of the project - uniqueness within the discipline and past research,
2. Scholarly significance - project linked to past and present scholarly research
3. Theoretical soundness of the objective/ hypothesis/research questions and clarity and justification of the objective/hypothesis/research questions
4. Quality of research design - appropriate methods and measures used
5. Feasibility of the project and proposed time line - realistic completion of project
6. Research qualifications of the applicant.

REVIEW AND AWARD CRITERIA FOR THE WILLIAM M. SUTTLES FELLOWSHIP

In addition to the award criteria for the dissertation grant, special weight will be given to the applicant's research qualifications and potential for making a contribution to his or her discipline in an academic position in higher education.

The proposal should be written to be understood by an interdisciplinary panel. Proposals not clearly written are less likely to be favorably reviewed. Please avoid unnecessary jargon. The availability of suitable facilities to perform the proposed project, the supportive nature of the research environment, and the appropriateness of the proposed budget are important evaluative factors.

FUNDING AND REPORTING MECHANISMS

Dissertation Awards are made to individuals by way of line item budget amendments to the appropriate Department research budget. Announcements of awards are made to grantees, the Department Chairperson, and the Dean of the host College or school. All funds awarded must be expended in the fiscal year awarded, without exception. Note that funding can be requested for either the current fiscal year (07/01/07 - 06/30/08) or the next fiscal year (07/01/08- 6/30/09). Dissertation Directors, together with the awardee, are responsible for ensuring that activities conducted under the program are in compliance with all applicable University and Board of Regents policies and procedures.

The fellowship will be awarded during the month following the selection. The funds will be placed in the student's student account.

INFORMATION

Further information about the Dissertation Grant or the Suttles Fellowship described in this announcement may be obtained by contacting:

Dr. Amy R. Lederberg
Associate Vice President for Research
218 Alumni Hall
Email: alederberg@gsu.edu
Phone: 404-413-3505

BUDGET PAGE For Dissertation Awards

	Amount Requested
*Personnel	\$
**Supplies	\$
****Travel	\$
Project Total	\$

* May include students assistants, transcribers to assist the graduate student in conducting the dissertation research.

** May include, for example, computer software, data tapes, participant remuneration etc,

***Only travel necessary for conducting the research (e.g., a visit to archives) should be included. Travel can not be to conferences.

NOTE: Each item should be justified in the budget narrative.

PLEASE NOTE: No budget is required for Williams Suttles Award because funds are for a fellowship.

**Georgia State University
University Research Services & Administration
APPLICATION FOR DISSERTATION GRANT**

Cover Page

Project Number _____ (For Office Use Only)

Title of Project: _____

Applicant Name: _____

Applicant email: _____

Dissertation Director's Name: _____

Department: _____ Telephone Ext.: _____

Department's Business Manager _____

Amount Requested _____

Project Period: 7/1/07 - 6/30/08 **OR** 7/1/08 - 6/30/09

Are Vertebrate Animals Involved? No ___ Yes ___ IACUC# _____ or Status _____
(The Georgia State University Animal Care and Use Committee must approve projects involving vertebrate animals; if approval is pending, no funding will be provided until approval is obtained.)

Are Human Subjects Involved? No ___ Yes ___ IRB# _____ or Status _____
(The Georgia State University Institutional Review Board must approve projects involving human subjects; if approval is pending, no funding will be provided until approval is obtained.)

Signature of Applicant: _____ Date: _____

Signature of Dissertation Director: _____ Date: _____

Signature of Department Chair: _____ Date: _____