



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

**Application Deadline: November 18, 2011**

**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. This nomination must be done on the cover sheet and in the letter of support. 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 (07/01/11 - 06/30/12) or the next fiscal year (07/01/12 - 6/30/13). 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 following his or her selection. This is a fellowship and does not need to be used for dissertation expenses. No budget is required for the fellowship.

**GENERAL ELIGIBILITY**

The University wishes to encourage all full-time doctoral students who have completed their coursework and have an approved prospectus 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. Follow the instructions below very carefully.***

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, with the eight parts of the proposal (including letter of support from dissertation chair) collated together.** The relevant signatures **MUST** appear on the **current** proposal cover page and the application must follow the most current guidelines.

The original proposal and four (4) collated copies should be delivered to the Office of University Research Services and Administration in 217, Dahlberg Hall by 5:00 P.M. on November 18, 2011. Late proposals are not accepted under any circumstances.

A Dissertation Grant application consists of eight (8) parts that are **collated into one proposal**. Original and 4 copies must be submitted. Proposals that do not adhere to these instructions may not be reviewed.

1. Cover Page (see fillable pdf forms at end of the program announcement): Please complete and have original signatures of Dissertation Director and Department Chair on one copy. The dissertation prospectus/proposal approval date must be on the cover page. If the proposed research uses animals or human subjects, provide the IACUC or IRB protocol number. If the project is not approved yet, check pending but approval must be provided before funding is made available.

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. This description should include a detailed statement of the work to be undertaken including: objectives of the proposed work and expected significance of the project to the discipline, research design and methodology, the project's relation to long-term goals of the applicant, and a time-line. The reference list is not subject to page limitations. If relevant, survey questionnaires or interviews questions can be included in an appendix (also 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), 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 (i.e., data collection, travel to archives.) Travel to conferences is an ineligible expense. 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 (this is not a confidential letter and should be part of the dissertation proposal). The dissertation director should address the following:

**Dissertation Award only**. The dissertation director should indicate that the prospectus is officially approved and if the student will finish the dissertation in a timely manner.

**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, plans for obtaining a position in higher education, as well as his or her potential for making a contribution to his or her discipline.

## **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. We anticipate funding for approximately 15 awards. The committee also selects the most outstanding student(s) to receive the Williams M. Suttles Fellowship. 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.

## **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.

## **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 dissertation director, the Department Chair, 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 (07/01/11 - 06/30/12) or the next fiscal year (07/01/12- 6/30/13). 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 semester 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. Monica Swahn  
Associate Vice President for Research  
219 Alumni Hall  
Email: [mswahn@gsu.edu](mailto:mswahn@gsu.edu)  
Phone: 404-413-1148

**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)
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Title of Project: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Dissertation Director's Name: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone Ext.: \_\_\_\_\_

Department's Business Manager \_\_\_\_\_

Amount Requested \_\_\_\_\_

Project Period: 7/1/11 - 6/30/12  **OR** 7/1/12 - 6/30/13

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: \_\_\_\_\_

**Dissertation Director's nomination for the William Suttles Fellowship? Yes \_\_\_ No \_\_\_**

Signature of Dissertation Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Date dissertation prospectus was approved \_\_\_\_\_