



## 2018-2019 DISSERTATION AWARD PROGRAM (DAP)

### Description of Award

The College of Human Sciences' Dissertation Awards Program (DAP) will provide awards up to \$1,000 to assist doctoral candidates in our college programs, who have an approved Doctoral Prospectus on file, with expenses associated with research necessary to complete the dissertation. The purpose of this award is to assist College of Human Sciences (CHS) doctoral candidates with expenses directly associated with research activities that result in a high quality dissertation. **This is a reimbursement-based award.** Funds will not cover common expenses that all dissertation writers incur such as word processing services, copying, editing services, conference travel, and membership in professional associations/organizations. Funds are to be requested for expenses directly related to dissertation research such as in costs for equipment, software, supplies, incentives for participants, and travel directly related to completing the dissertation.

### Proposal Requirements

A completed signature page, signed by the major professor, must accompany the completed proposal. The signature page can be found on the [DAP website](#).

Proposals should not be greater than six (6) pages in length with 1 inch margins, single-spaced, and 12-point font. The following sections must be included:

1. Description of research problem, including the purpose, aims and significance of the proposed research;
2. Description of the planned activities and resources needed;
3. Detailed timeline for completion of dissertation activities;
4. An itemized budget up to \$1000 for specific resources; and
5. A brief justification of how each requested budget item relates to the direct completion of the dissertation.

Figures and tables, if included, will count toward the previously mentioned 6-page limit. References or Works Cited page(s) will not be included in this count.

**This is not a need-based award;** lacking personal funds to purchase item(s) will not be considered as a valid justification for the award. If requesting to initially purchase item(s) through the university, the student must include specifics on the name and/or number of the university account. If there is a reason that the student cannot personally purchase the item(s) included in the budget justification (e.g. substance not sold to individuals or discounted pricing if purchased through the university), he or she must state so in the proposal and provide evidence.

### Submission Deadlines

There are no limitations on the number of times a CHS doctoral candidate may apply for the DAP but a graduate student may receive the award only once during his or her degree program. The completed DAP proposal with the original signature page must be submitted to the Associate Dean of Research and Graduate Studies (SAN242-N) no later than **Friday, 28 September 2018 at 5:00PM EST** for the fall award and **Thursday, 28 February 2019 at 5:00PM EST** for the spring award. LATE AND/OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.

## **Proposal Review**

A review committee comprised of CHS doctoral students will evaluate and rate the DAP proposals on their scholarly and technical merit. The committee will make recommendations to the Associate Dean for Research and Graduate Studies who will determine the final awards.

## **Reimbursement**

Individual award amounts may vary. Even if the student requested the full \$1000 in his or her proposal, less than \$1000 may be awarded. Only those specific items approved in the budget request will be reimbursed for up to the amount listed in that budget. Any change to the budget after submission of the DAP proposal, must receive approval from the Associate Dean for Research and Graduate Studies **prior** to the expenditure. Written requests for changes to the budget must be submitted to this office; allow five (5) working days for the review of such requests.

Funds will only reimburse items that were:

- 1) listed in the approved DAP budget;
- 2) **purchased and received in the appropriate timeframe**; between 1 July 2018 and 31 December 2018 for the fall award and between 1 January 2019 and 30 June 2019 for the spring award;
- 3) purchased directly by the student;
- 4) not reimbursed from any other source; and
- 5) properly documented (receipts).

Please consult the Travel Tips document published on the CHS presentation program website to determine whether specific travel expenses will be eligible for reimbursement. Purchases made prior to the timeframe specified for the award will not be reimbursed. Graduate students can request incentives for participants (such as gifts cards for research) as part of the budget proposal; however, if awarded, he or she should contact the CHS Accounting Office prior to providing the incentive.

## **An Opportunity Outside of the College**

Students are also encouraged to apply for The Graduate School's Dissertation Research Grant. Information can be found on <https://gradschool.fsu.edu/funding-awards/graduate-school-fellowships-and-grants>; select "Current Student Fellowships."