AMERICAN UNIVERSITY
DOCTORAL STUDENT RESEARCH AWARDS
APPLICATION GUIDELINES

The Office of the Provost provides competitive intramural research grants to doctoral students to support their dissertation research. The awards are managed by the Vice Provost for Graduate Studies and Research. Awards are available to doctoral graduate students who:

- have been admitted to doctoral candidacy before the grant period begins, and
- have an approved dissertation proposal.

The funded research activity may occur anywhere in the world. The grants are intended to provide supplemental funds to support basic research, field work, lab work, or closely related endeavors. The awards may be for up to $5,000. Please be advised that these funds are considered taxable income to the recipient.

The funding period for the award is from May 1, 2013 to April 30, 2014. Award recipients will be reimbursed for expenses with submission of appropriate receipts to the Vice Provost for Graduate Studies and Research. Details of this process will be provided in the award letter. If desired, the funds from the award can support a portion of a larger project. If this is the case, the proposal should carefully delineate the portion of the larger project that can be completed during the funding period.

Acceptance of a Doctoral Student Research Award carries with it certain responsibilities. Recipients agree to:

- Submit a final report on the appropriate form (http://w.american.edu/provost/gradstudies/Phd-Student-Research-Awards-Program.doc) to the Vice Provost for Graduate Studies and Research 90 days (July 31, 2014) after the expiration of the award.
- Submit appropriate receipts for reimbursement of costs associated with the award to Anita Brown, abrown@american.edu. Note: Details of this process will be provided to those who receive the awards.
- Include an acknowledgement of support from AU on any publication or presentation of work funded fully or in part from a Doctoral Student Research Award.
- Consider all equipment, manuscripts, microfilms, research apparatus, and other research materials purchased with grant funds to be the property of AU.

A letter of agreement to these terms between the Vice Provost for Graduate Studies and Research and the recipient must be signed prior to the award.

WHAT TO SUBMIT

Three copies of the application package, which includes:

- Application Form
- Abstract of the Project (limited to 200 words)
- Project Description (maximum of 3 pages)
- Progress Form (Must be completed and signed by the Dissertation Chair)
- Itemized Budget Form and Budget Justification
- Curriculum Vitae Form

DELIVER THE SIGNED, COMPLETED APPLICATION ON OR BEFORE MARCH 11, 2013 no later than 5:00 PM, TO THE VICE PROVOST FOR GRADUATE STUDIES AND RESEARCH, 1st FLOOR, LEONARD HALL

LATE APPLICATIONS WILL NOT BE ACCEPTED
Applications that do not follow all instructions will be returned without review.
APPLICATION FORM
DOCTORAL STUDENT RESEARCH AWARDS

Name of Applicant: _______________________________________________________

AU ID#: ________________________________________________________________

Department: ______________________________________________________________

Date of admission to doctoral candidacy: _______________________________________

Date of approved dissertation proposal: _______________________________________

Address for correspondence: _______________________________________________

Daytime telephone number: _________________________________________________

Evening telephone number: _________________________________________________

E-mail address: ____________________________________________________________

Name of Dissertation Supervisor: ____________________________________________

Campus mailing address: _____________________________________________________

Daytime telephone number: _________________________________________________

E-mail address: ____________________________________________________________

Title of the Project
_____________________________________________________________________
_____________________________________________________________________

Location of the Project: _____________________________________________________

Funding Requested: ____________________________

Does the proposal involve research with any subject or substance which requires review by a designated individual, office, or committee ____yes ____no

If yes, check as applicable and indicate date reviewed or scheduled for review and results of review as Approved (A), Pending (P), or Exempt (E).

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<thead>
<tr>
<th>Human Participants</th>
<th>Date of Review</th>
<th>Protocol #</th>
<th>Status</th>
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<tr>
<td>Animal Subjects</td>
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<td>Biological Hazards</td>
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ABSTRACT OF THE PROJECT
DOCTORAL STUDENT RESEARCH AWARDS
Do not exceed 200 words. Please use the narrative form.
12-point Times New Roman or 11-point Arial, single-spaced, with 1-inch margins on all sides

Applicant’s Name: ________________________________________________

Title of Project: ________________________________________________
__________________________
__________________________
PROJECT DESCRIPTION

DOCTORAL STUDENT RESEARCH AWARDS
(Do not exceed 3 pages)

Proposals that do not follow the instructions will not be reviewed.

The project description must include the following six components, submitted in the order listed here. Please label each section using the headings listed below. Use 12-point Times New Roman or 11-point Arial, single-spaced, with 1-inch margins on all sides.

1. The overall objectives of the dissertation (1/2 page).
2. Project design and procedures (1 page). This is the most important section of the proposal from the standpoint of the reviewers. In this section the applicant convinces the reviewers that he or she has a clear plan of work that is achievable within the timeframe of the grant period. The reviewers want to know what is to be done and how it will be done. The methods and significance of the work must be described in a way that can be understood by scholars from other disciplines.
3. The role of this project to completing the dissertation (1/4 page).
4. Project timeline (1/4 page). Include sufficient detail to demonstrate that the project can be completed within the period of the grant. Usually, a quarterly timeline is adequate. Be sure the tasks described in the Project Design and Procedures section are included in the timeline, and do not add new tasks to the timeline that are not described in the proposal narrative.
5. The importance of these funds to the completion of the dissertation (1/2 page).
6. The significance or expected impact of the dissertation (1/2 page). (Note: Your project will be reviewed by a team of individuals with a broad range of expertise, so placing your dissertation in a context of broader significance will be of interest to those outside your discipline.)

Reference list: Include only references or works cited in the project description and list references on a separate page following the project description. (Not included in 3-page limit.)

Budget and justification

Doctoral Student Research Awards require a budget and a narrative justification for each item in the budget. Please use the budget summary form provided in the application materials. On a separate page, headed Budget Justification, describe what is covered in the amount for each category and the purpose of each budget request. Break down the budget only to whole dollar amounts, rounding as needed. Be specific about budget requests, especially for personnel (explaining number of hours and hourly rate, if appropriate, as well as the nature of work to be performed) and travel (explaining the purpose for the travel and break down the request into airfare, per diem for meals, and lodging rate per day). It is not necessary to itemize small amounts spent for supplies and materials.

NOTE: AU does not reimburse taxes in MD, DC and VA.

Allowable expenses

- Travel to specialized facilities or field research locations
- Purchase of supplies, software, or data sets
- Rental of field or research facilities
- Interviewing costs and similar items

Expenses not allowed

- Stipends
- Tuition
- Textbooks
- Journals
- Language training
- Allowances for dependents
- Travel to meetings
- Publication costs
- Facilities and administrative Costs (sometimes referred to as indirect costs)
**PROGRESS FORM**

**DOCTORAL STUDENT RESEARCH AWARDS**  
(Must be completed and signed by the Dissertation Chair)

(Date admitted to American University)

(Date (or anticipated date) course work completed)

(Date(s) comprehensive exam(s) passed)

(Date dissertation proposal defended successfully)

**Names, departments of committee members from AU**

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<tr>
<th>Name</th>
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**Name, affiliation of committee members external to AU**

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<th>Name</th>
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Signed by Dissertation Chair

Signature __________________ Date __________________

Printed name __________________
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<tr>
<th>Item</th>
<th>Amount</th>
<th>Awarded</th>
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<tr>
<td>Personnel (wages paid in support of project; include fringe benefits, if needed)</td>
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<tr>
<td>Supplies and Materials (including, software, data sets, chemicals, films, tapes or DVDs, photocopying, printing, art materials, scientific and laboratory supplies)</td>
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<tr>
<td>Travel necessary to conduct your project (use current AU guidelines for mileage and per diem; include dates, destinations, and purposes of all travel in budget narrative)</td>
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<tr>
<td>Purchased Services (including printing and binding, freight, advertising)</td>
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<tr>
<td>Other Expenses (non-cash incentives to research participants, refreshments for focus groups, parking fees for research participants)</td>
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**Total Requested/Awarded**

*Note: Any changes to the budget of an approved project must be approved in writing by the Vice Provost for Graduate Studies and Research*
CURRICULUM VITAE

DOCTORAL STUDENT RESEARCH AWARDS

Name: _________________________________________________________________

Undergraduate Education:
Institution: ______________________________________________________________
Degree and date conferred: ________________________________
Major/Minor: ____________________________________________________________

Masters Graduate Education (if applicable):
Institution: ______________________________________________________________
Department: ____________________________________________________________
Thesis advisor: __________________________________________________________
Date degree conferred: ________________________________
Title of thesis research: __________________________________________________

Additional Graduate or Undergraduate Education, if any:
Institution: ______________________________________________________________
Department: ____________________________________________________________
Description: _____________________________________________________________

Awards within the Past 3 Years: ______________________________________________
_______________________________________________________________________

List of your Publications (use additional pages, if necessary):
_______________________________________________________________________
_______________________________________________________________________

List of your Conference Presentations (use additional pages, if necessary):
_______________________________________________________________________
_______________________________________________________________________
REVIEW FORM FOR EVALUATION OF DOCTORAL STUDENT RESEARCH AWARDS

Applicant’s Name__________________________  School/Depart________________________________________

Has the student been admitted to doctoral candidacy?  ____Yes  ____No

Has the dissertation proposal been approved?  ____Yes  ____No

Is there a dissertation chair?  ____Yes  ____No

Did the applicant adhere to the instructions?  ____Yes  ____No

If not, what discrepancies are present?
___________________________________________________________________________________________

Is there a clear plan of work? Briefly describe.
___________________________________________________________________________________________

Were the methods clearly described? Comment as needed.
___________________________________________________________________________________________

Is it reasonable to expect that the proposed work can be accomplished in the time frame – April 20, 2012 to April 29, 2013? Discuss, if needed.
___________________________________________________________________________________________

Is the significance of the work clearly described? Comment, if needed.
___________________________________________________________________________________________

Is the budget reasonable? Discuss briefly.
___________________________________________________________________________________________

Strengths of the proposal?
___________________________________________________________________________________________

Weaknesses of the proposal?
___________________________________________________________________________________________

Overall Rating (1-10 with 10 being highest) ________________

Recommended Action:  ____fund fully  ____partially fund  Recommended amount _________

                         ____do not fund
Name of Recipient:_________________________________________________________

AU ID#:_______________________________________________________________

Department:_____________________________________________________________

Address for correspondence:_______________________________________________

Daytime telephone number:_______________________________________________

Evening telephone number:_______________________________________________

E-Mail address:___________________________________________________________

Name of dissertation supervisor:___________________________________________

Campus mailing address:___________________________________________________

Daytime telephone number:_______________________________________________

E-Mail Address:___________________________________________________________

Title of the project:_______________________________________________________

______________________________________________________________

1. In 100 words or less, please describe the goal of this project and explain if this goal was achieved/not achieved (and why).

2. Please indicate any public dissemination of the work supported by these funds:
[ ] juried show  [ ] published abstract  [ ] presentation  [ ] manuscript
[ ] book  [ ] creative work/art  [ ] workshop  [ ] other________________________

In the space below, please provide specific details on dissemination efforts indicated above (i.e., title, dates, meeting where you presented work, authors, title of journal work was submitted to, etc.).

________________________________________________________________________

Signature of Recipient  Date

________________________________________________________________________

Signature of Dissertation Supervisor  Date

Return this form to:
Vice Provost for Graduate Studies and Research
Office of the Provost
Leonard Hall, 1st Floor
Campus Zip 8061