

## **Dissertation Research Initiation Grants Program Guidelines**

The Dissertation Research Initiation Grants for College of Education doctoral students are provided through the generosity of the College of Education's Dean, Dr. David H. Monk.

### **Deadlines for Application:**

Fall Semester – September 15

Spring Semester – February 1

### **Guidelines:**

Following are the general guidelines approved by the Faculty Council's Committee on Graduate Studies and Research Policy.

1. Eligibility is restricted to doctoral students, enrolled at the University Park campus, who have successfully defended their dissertation proposal within the College of Education.
2. Research on the Application form is intended to mean the student's dissertation.
3. Individual awards will generally be limited to a maximum of \$600. It is anticipated that up to ten awards will be made each academic year.
4. Expenditures will not be approved from this fund when other sources are available or have already been granted. Typically, funds will not be provided for prizes or incentives to have subjects participate in projects. In addition funds may not be used for reproduction, printing, binding or other costs related to the distribution of the dissertation.
5. Examples of activities which qualify for support include, but are not limited to:
  - a. Purchase of specialized supplies and materials needed for research.
  - b. Purchase of CDs/DVDs, external storage devices, or supplies for data recording purposes.
  - c. Purchase of microcomputer software not available through the College will be considered only if there is adequate justification for a specific software product to be used for a specific project purpose. Further, the applicant must verify that the software is not available in the College and one's department could not fund a request for the software.
  - d. Purchase of on- or off-campus computer time not otherwise provided.
  - e. Travel support for data collection.
  - f. Photocopying of research materials.
  - g. Printing or duplicating of data collection instruments, and materials.
  - h) Purchase of relevant specialized services.
  - i) Postage
6. Applicants must, of course, abide by University policies on human subjects for research purposes.

7. A research plan should be restricted to a maximum of 1000 words including figures. This word total does not include a list of references, which may be attached on a separate page. The research plan should contain the following elements:
  - a. Problem statement or research question
  - b. Significance of the research activity (in terms of its contribution to the field supported by professional literature)
  - c. Research plan (Provide some detail, including the research design and analysis.)
  - d. Budgeted amounts outlining the general category  
(1) Wages, (2) Supplies, (3) Travel (4) Software (5) Services
  - e. Relationship of the proposed expenditures to the research plan
8. A letter of reference (2<sup>nd</sup> page of the application form) from a faculty member, preferably the research supervisor, is required (**500 words maximum**).
9. Funds awarded may only be spent on items outlined in the budget. Any revisions in the budget must be approved by the Associate Dean.

**10. The recipient of a Research Initiation Grant agrees to provide a one-page progress report on the status of research activities and a financial accounting. Progress reports are to be addressed to the Associate Dean for Graduate Studies, and may be emailed to Heather Decker, [had3@psu.edu](mailto:had3@psu.edu). Reports need to be received by June 1 for awards made in the fall semester, and December 1 for awards made in the spring semester.**

**ALL FUNDS MUST BE SPENT BY:**

**JUNE 30** – if award is received in the fall semester

**DECEMBER 30** – if award is received in the spring semester.

11. Award winners will be recommended by the Faculty Council's Committee on Graduate Studies and Research Policy to the Associate Dean for Undergraduate and Graduate Studies and awards will be announced as quickly as possible after the closing date.
12. All applications will be evaluated equally on three key criteria: (1) clarity of the problem statement / research question; (2) appropriateness and quality of the methodology to address the research questions; (3) quality of the presentation of the significance of the research activity and its connection to appropriate literature.

**Any application not meeting all the criteria will not be reviewed by the committee.** The application cover sheet, research plan, and letter of reference for Dissertation Research Initiation Grant must be submitted in .pdf or word (.doc) format to:

**Office of Undergraduate and Graduate Studies  
College of Education  
The Pennsylvania State University  
241 Chambers Building  
University Park, PA 16802-3206**

**Electronic submissions should be sent to: [had3@psu.edu](mailto:had3@psu.edu)  
(electronic submissions are preferred)**