

Department of Sociology Graduate Student Research Grants

The Department of Sociology will accept proposals from graduate students for small research grants in order to defray costs associated with completing thesis or internship projects. The funds are intended for research expenses including, but not limited to, the following: participant incentives, travel for data collection, transcribing, or software or hardware needs. These funds are **not** intended to support travel for conference presentations.

Amount: Students may request an amount not to exceed \$250.

Eligibility: Graduate students in the Department of Sociology are eligible to apply for small research grants after the completion of their first year in the program and making significant progress towards formulating their thesis or internship project. Although students need not defend their proposal prior to applying for funds (given that funds could affect the proposed project), students must have their faculty chair submit the Chair Approval Form that indicates the chair agrees that the project is feasible and that the funds are necessary for the timely or successful completion of the project. Further, students should not have alternative funding sources available if applying for this award (see “Alternative Funding” section below).

Deadline: Applications are accepted on a rolling basis throughout the year. Applicants should plan to apply at least two weeks prior to funds being needed.

Application Content: Students should submit a proposal to the Director of Graduate Studies that includes the following information:

- A cover page with the project title, the student’s name, and the names of committee members.
- The signed Chair Approval Form.
- A one page proposal that does the following:
 - Identifies the research question(s) to be examined;
 - Explains the contributions that the student expects the project could make to the discipline, to public policy, and/or the expected application of the research by an internship organization;
 - Briefly summarizes the planned methodological approach (e.g. interviews; administration of online survey; focus groups; etc.);
 - Specifies the amount requested from the grant program and delineates how the funds will be spent; and
 - Explains why the requested funds are necessary or would greatly facilitate the successful or timely completion of the proposed project.

Evaluation of applications: Upon receipt of applications, the Graduate Committee will review the application materials and make a determination as to whether to award a grant. The evaluation will be based on a determination made by the Committee of both the strength of the

proposed project and whether the funds are necessary or would greatly facilitate the successful or timely completion of the proposed project.

Disbursement of Funds: Disbursement of the award is dependent on the student's successful defense of the project proposal, and (if applicable) approval by the Human Subjects Committee.

Documentation of Use: All recipients of this grant must include an appendix in their final project that documents the manner in which funds were utilized for the project.

Alternative Funding: The award is predicated on the assumption that the student does not have additional sources of research funding. Where the student is working on a faculty project and that faculty member has grant funds to support the research, it is expected that the first source of funding would come from the faculty member's grant. Further, if a student has obtained funding through other internal or external grants, these sources should be used to support their research. Normally, the Graduate Student Research Grant is not to be a means by which students supplement their already funded research.

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Chair Approval Form

The **student** applicant should complete the following section and submit the form to the Committee Chair for approval and signature:

Student Name: _____

Expected Graduation Date: _____

Thesis or Internship: _____

Project Title: _____

Amount of Requested Funds: _____

Intended Purpose of Funds: _____

Are there alternative sources of funding, including from faculty grants? Yes No

Amount to be provided from alternative sources: \$ _____

The **Committee Chair** should read and complete the following section and return the form to the student:

As the designated Committee Chair for the above-named student, please allow my signature below to indicate the following:

- The student has identified a research question for a thesis or internship project.
- The student has made substantial progress toward preparing to defend a proposal for the project, including reviewing the literature and developing a proposed methodology (the proposal need not be fully drafted, but the essential components should have been determined with some certainty).
- The requested funds are necessary or would greatly facilitate the successful or timely completion of the proposed project.

Committee Chair (Name): _____

Committee Chair (Signature): _____