

UH DEPARTMENT OF HISTORY
Murry Miller Dissertation Research Scholarship
Guidelines, 2013

- **Proposal Submission Deadline: April 4, 2013**
- Copies: original plus six (6) copies submitted to Daphyne Pitre, Graduate Advising Assistant

PURPOSE

The research funds from the Murry Miller Alumni Endowed Scholarship are to be used for doctoral dissertation research by students who have completed their coursework, comprehensive examination, and language proficiency requirements.

ELIGIBILITY

Only doctoral candidates who have passed their comprehensive exams and are enrolled in 6 hrs, in good standing, and engaged in dissertation research, may apply.

CRITERIA FOR AWARDS

The following criteria must be met by all applicants:

1. Requests must be specific, i.e., funds for a specific research activity related to the student's dissertation.
2. Due to limited funds, requests for the following will not be funded:
 - a. purchase of computer hardware and software (i.e., monitors, keyboards, printers, various peripherals, etc.), or other equipment purchase.
 - b. manuscript preparation (word processing or copy-editing)
 - c. travel to conferences

TYPE OF SUPPORT

Due to limited funding, the History Department has established two areas of priority for funding. Each carries equal weight with regard to possible funding:

1. Foreign and domestic travel to carry out specific doctoral research activity. Proposer must clearly identify the specific research activity for which travel is required (for example, access to the National Archives in Washington D.C. or a library collection at Stanford University)
2. Expenditure needed to complete or capitalize on a research project or scholarly activity.

AMOUNT OF SUPPORT:

There is no designated sum awarded to successful applicants. In previous years, grants for conducting research abroad have not exceeded \$5500, and grants for shorter, domestic research trips or other scholarly expenditure have not exceeded \$2500.

TIME PERIOD OF AWARD:

Awards will be made for the Summer, Fall, or Spring semester. Indicate on your application the time period for which you are applying.

BUDGET ESTIMATION AND EXPENSE REPORT

It is expected that requests for funds will reflect the real costs of proposed research, scholarship, or travel. Applicants should take care to make realistic budget estimates, based on concrete information. Do not simply use the state or federal per diem rates for travel. You will be required to submit all receipts as well as a detailed expense report for all travel, lodging, meals, and incidental expenses.

REVIEW OF PROPOSALS

Proposals will be competitively reviewed and acted upon as soon after the deadline as possible. Each proposal is evaluated on its own merits subject to the quality of the proposed research and the perceived need of the student for the travel or expenditures detailed. The proposal should be clear, concise, and explicit about the benefits of and activities to be undertaken. The proposal narrative should not exceed 1000 words.

Care should be taken to submit fully documented proposals, with clear justification for expenses.

HUMAN SUBJECT REVIEW

All projects involving human subjects must be reviewed and approved by the Committee for the Protection of Human Subjects (CPHS). If you plan to do oral histories or questionnaires of living subjects, you must get this approval.

ASSISTANCE

Questions should be referred to the Director of Graduate Studies in the History Department.

REPORTING AND ACKNOWLEDGMENT

A brief report, as well as all receipts for travel, lodging, and research expenses, must be submitted at the completion of the project. This report should be submitted to the Director of Graduate Studies, either on paper or electronically; receipts must be submitted to Ms. Lorena Lopez. In addition, the grantee is expected to acknowledge support of the Murry Miller Alumni Endowment Scholarship on all publications resulting from the award and provide one copy of the publication to the History Department.