AMERICAN UNIVERSITY
DOCTORAL STUDENT RESEARCH SCHOLARSHIP
APPLICATION GUIDELINES
(Academic Year 2019-2020)

The Office of the Provost provides competitive intramural research grants to doctoral students to support their dissertation research. The scholarships are managed by the Office of Graduate Studies and Research (OGSR). Scholarships are available to doctoral graduate students who:

- are enrolled in a doctoral program at College of Arts and Sciences, School of International Service, School of Communication, School of Public Affairs;
- have been admitted to doctoral candidacy; and
- have an approved dissertation proposal.

The funded research activity may occur anywhere in the world. The scholarships are intended to provide supplemental funds to support basic research, field work, lab work, or closely related endeavors. ***The scholarships may be for up to $5,000.***

The funding period for the scholarship is from **May 1, 2019 to April 30, 2020**. Recipients will be reimbursed for expenses with submission of appropriate receipts to OGSR. (Details of this process are provided in the Funding Guidelines FY2019-2020.) If desired, the funds from the scholarship 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 Scholarship carries with it certain responsibilities. Recipients agree to:

- Submit a final report on the appropriate form (http://www.american.edu/provost/grad/internal-funding.cfm) to the OGSR within 90 days **(July 31, 2020)** after the expiration of the scholarship.
- Submit appropriate receipts for reimbursement of costs associated with the scholarship to Anita Brown, abrown@american.edu. (Details of this process are provided in the Funding Guidelines FY 2019-2020.)
- Include an acknowledgement of support from AU on any publication or presentation of work funded fully or in part from a Doctoral Student Research Scholarship.
- Consider all equipment, data, 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 Research and Dean of Graduate Studies (VPRDGS) and the recipient must be signed prior to the scholarship.

WHAT TO SUBMIT
An 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 that includes undergraduate and any previous graduate education including institutions attended, degrees scholarships, and major field of study. All publications, conference presentations, and scholarships received in the past three years should also be included (put together as one document).
- Submit the application electronically, as one PDF document.

SEND THE SIGNED, COMPLETED APPLICATION ON OR BEFORE MARCH 11, 2019 no later than 5:00 PM, TO ANITA BROWN AT ABROWN@AMERICAN.EDU
LATE APPLICATIONS WILL NOT BE ACCEPTED
Applications that do not follow all instructions will be returned without review.

APPLICATION FORM
DOCTORAL STUDENT RESEARCH SCHOLARSHIPS

Name of Applicant: _____

AU ID#: _____   U.S. Citizen: Yes ___ No ___

Department: _____

Date of admission to doctoral candidacy: _____

Date of approved dissertation proposal: _____

Address for correspondence: _____

Telephone number: _____

E-mail address: _____

Name of Dissertation Supervisor: _____

Daytime telephone number: _____

E-mail address: _____

Title of the Project:
_____

Funding Requested: _____

Does the proposal involve:	Yes	No
Research with human participants?		
If yes, has the protocol been submitted with IRB?		
If the protocol has been approved or exempt, list the protocol number:		
Research with animals		
If yes, has the protocol been submitted with IACUC?		
If the protocol has been approved or exempt, list the protocol number:		
Research with rDNA		
If yes, has the protocol been submitted with IBC?		
If the protocol has been approved or exempt, list the protocol number:		

DOCTORAL STUDENT RESEARCH
SCHOLARSHIP

(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

Name   Department

_____   _____

_____   _____

_____   _____

Name, affiliation of committee members external to AU

Name   Department

_____   _____

_____   _____

Signed by Dissertation Chair

_____   _____
Signature   Date

_____
Printed Name

PROJECT ABSTRACT
DOCTORAL STUDENT RESEARCH
SCHOLARSHIP

Do not exceed 200 words. Please use the narrative form.

Applicant's Name: _____

Title of Project: _____

DOCTORAL STUDENT RESEARCH SCHOLARSHIP
(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 Scholarships 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, 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:	Expenses Not Allowed:	
-Travel to specialized facilities or field research locations	-Stipends	-Language Training
-Purchase of supplies, software, or data sets	-Tuition	-Allowances for dependents
-Rental of field or research facilities	-Textbooks	-Travel to conferences/meetings (including travel, lodging, and meals)
-Interviewing costs and similar items	-Journals	-Publication Costs
		-Facilities and administrative costs (sometimes referred to as indirect costs)

ITEMIZED BUDGET FORM
DOCTORAL STUDENT
RESEARCH SCHOLARSHIP

Item	Amount	Awarded
Personnel costs (wages paid in support of project, include fringe benefits if needed)		
Supplies and Materials (including, software, data sets, chemicals, films, tapes or DVDs, photocopying, printing, art materials, scientific and laboratory supplies)		
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)		
Purchased Services (including printing and binding, freight, advertising)		
Other Expenses (non-cash incentives to research participants, refreshments for focus groups, parking fees for research participants)		
Total Requested/Awarded		

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

FINAL REPORT
DOCTORAL STUDENT RESEARCH SCHOLARSHIP

(This report is due July 31, 2020)

Name of Recipient: _____

AU ID#:_____ School/Dept: _____

Phone:_____ E-Mail:_____

Name of dissertation supervisor:_____

Project Title:_____

1. In 750 characters or less, please describe the goal of this project and explain if this goal was achieved/not achieved (and why).

2. In the space below, please indicate any publication, presentation, or performance/exhibition of this work supported by these funds. Provide specific details on the public dissemination (e.g. title, dates, where you presented work, author, title of journal work was submitted to, etc.).

_____   _____
Signature of Recipient   Date

_____   _____
Signature of Dissertation Supervisor   Date

Email this form to abrown@american.edu when complete.
For more information about writable pdf forms and digital signatures, please visit
https://www.american.edu/provost/grad/Writable-PDF-Form-Info.cfm