OBJECTIVE OF THE GRANT
To help students in their final year complete their dissertations.

BASIS OF AWARDS
The Division of Research will consider applications for the 2016 Dissertation Year Award grants. The completed application and attachments must be submitted electronically by September 28, 2015. A committee will review the applications, and it will notify applicants of its members’ decision approximately eight weeks after the deadline.

GRANT PERIODS
Awards are for a 12-month period.

REGISTRATION REQUIREMENT
The grantee must be a currently registered doctoral degree student at Florida Atlantic University.

AWARDS
The maximum award is $1,500. A student may receive only one grant under this program. *Awards will not be granted for retroactive payments.*

ELIGIBILITY
Doctoral degree students in any of the colleges at Florida Atlantic University are eligible for awards. At the time of application for a Dissertation Year Award, the student must have been admitted to candidacy for a doctoral degree.

REVIEW PROCESS
Awards committee members will review each application. Evaluations will be based on merit and need. If necessary, members will discuss the project with the applicant. Following committee discussion, all members present will vote to approve or disapprove each application.
RESEARCH BUDGETS

Allowable Costs:

1. Essential travel. Travel must be for well-defined research and/or fieldwork, using the least expensive mode of transportation and reasonable hotel accommodations, if necessary, to conduct the research. The current State of Florida reimbursement rate for gasoline will be used for all travel requests.

2. Reproduction of materials. Grantees must give all reproduction materials to their advisor or doctoral committee at the time of the oral defense. The committee may elect to retain the materials for the departmental collection, give them to the University library or return them to the student.

3. Payment for services. On rare occasions, funds may be approved to reimburse subjects from outside the University for tests and experiments and to pay for technical aids if they are essential to the experimental design.

4. Construction, rental or purchase of special equipment. Equipment may be purchased under the grant only when it has been demonstrated that it is not available on campus or more economical to rent or lease. Grantees must return all nonexpendable equipment purchased with the Dissertation Year Award funds to the doctoral committee at the time of the oral defense.

5. Software for data analysis.

6. Computer hardware, such as desktops, laptops, iPads, and tablets. Applications must explicitly state how and why the hardware is essential to the research, data collection, and analysis. Grantees must return all hardware purchased with the Dissertation Year Award funds to the doctoral committee at the time of the oral defense.

7. Research participant incentives. Incentives are limited to Institutional Review Board studies that are approved by the application deadline.

Non-Allowable Costs:

1. Payment for work such as transcribing, typing manuscripts or, with rare exceptions, programming and coding.

2. Applicant’s salary (stipends).

3. Tuition or other student fees.

4. Costs of preparing required copies of the dissertation and binding.
5. Books, office supplies, secretarial assistance or graphic presentations.

6. Mailing expenses.

7. Travel to professional meetings or to consult with or meet with members of the dissertation committee.

8. Equipment and supplies customarily provided by the department.

9. Rental of department equipment.

10. Vendor debit/credit/gift cards.

11. Fees associated with publishing the dissertation.

**APPLICATION PROCEDURE**

The application should include the following information:

1. A brief biosketch. **Do not exceed two pages.**

2. A description of your research, indicating clearly what you propose to do and how you intend to proceed. The text should include a clear statement of the problem being investigated and the specific goals for the period of the grant. **Do not exceed one page.**

3. A budget that itemizes the estimated expenses and shows the total amount requested. **Do not exceed one page.**

4. A letter of recommendation from your advisor, endorsed by your department chairperson. This letter of support is a critical element of the application.

5. If the project involves compliance issues (use of human subjects, animals, biohazardous materials, field work, etc.), funds will not be awarded until approvals have been obtained from the appropriate committee. **If you have already received compliance approvals, include a copy of them with your application.**

Submit this application and attachments by 5 p.m. September 28, 2015 to the Division of Research at limited@fau.edu.

Please provide all of the materials, including the application form, in a single PDF document.

The file name and subject line of the email should read:
2016 Dissertation Year Award followed by a hyphen and the applicant’s last name.

**Florida Atlantic University**

**Dissertation Year Award Application**

Name:  
*(First Name)* *(Last Name)*

Email:

Z No.

College:  
Department:

Degree program:

Amount requested: $

Address for reply:

Day phone # (    )

Date of admission to candidacy: (month) (year)

Projected date for completion of doctoral degree: (month) (year)

Advisor’s  
Name:  
*(First Name)* *(Last Name)*

Email:

Dissertation title or topic:

Is your research supported by an externally funded contract or grant? Yes ☐ No ☐

If yes, please have your advisor provide details in the recommendation letter.

Have you requested other funding support to complete your dissertation? Yes ☐ No ☐

If yes, please provide details.

Have you applied for a Dissertation Year Grant before? Yes ☐ No ☐
Note: This letter of support is a critical element of the application.

To be completed by applicant

Advisor’s name:

Recommendation requested by:

To be completed by faculty advisor

Please comment on the applicant's progress toward completing the dissertation and the requested budget items in the student’s application for this award.

Please provide a statement regarding previous or current financial support from the University and/or external grants for the applicant’s research. Please specify the source, date, amount and purpose of funding received. If this University and/or external support is currently available, explain why it cannot be used for the applicant’s proposed project, and why additional support is being requested.

Signature of Faculty Advisor  (Date)

Signature of Department Chairperson  (Date)
Florida Atlantic University
Dissertation Year Award Application
Compliance

To be completed by the applicant

Name:
Email:
Z No.

PROJECT TITLE:

HUMAN SUBJECTS
Does the proposed work involve the use of human subjects?
YES □ NO □ If yes, submit the appropriate Institutional Review Board application via IRBNet to Research Integrity. If the proposed work has already received IRB approval, submit a copy of the approval letter with this application.

ANIMAL USE
Does the proposed work involve the use of warm-blooded animals for research or instructional purposes?
YES □ NO □ If yes, submit the appropriate Institutional Animal Care and Use Committee application to Research Integrity. If the proposed work has already received IACUC approval, submit a copy of the approval letter with this application.

CHEMICAL, BIOLOGICAL AND RADIATION
Instructions: Complete this section if the proposed work involves any of the materials, processes, equipment or technologies listed below. Check all that apply. If yes, please attach evidence of approval from Environmental Health and Safety.

Does the proposed work involve any of the materials, equipment or technologies listed below?
Yes □ No □
- Hazardous chemicals, including carcinogens and reproductive toxins (Note: The term hazardous chemicals is broadly defined to include most common chemicals in research and teaching laboratories, including acids, bases, solvents, etc.)
- Ether used as an anesthetic
- Animals requiring anesthesia
- Human blood, blood products and other potentially infectious human materials
- Biological materials or microorganisms requiring Biosafety Level 2 or above containment
- Biological agents for which vaccination is required
- Recombinant DNA technology or molecules (even if considered exempt under NIH guidelines)
- Highly reactive materials, high-pressure reactions or vacuum systems
- Compressed gas
- Respirators used for protection against hazardous or nuisance materials
- Radioactive materials (sealed or unsealed sources)
- X-rays (analytical, medical, dental, veterinary or industrial)
- Lasers
- Physical hazards including electric shock, cryogenic materials, noise, burns, physical impact

BOATING AND DIVING AND FIELDWORK
Does the proposed work involve any boating and diving activities? Yes □ No □
Does the proposed work involve any field work? Yes □ No □
<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>(Date)</th>
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<tr>
<td>Name of Department Chair/ Signature</td>
<td>(Date)</td>
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