

FAU RESEARCH ENHANCEMENT PROGRAMS

Office of the Vice President for Research

Dissertation Year Award

Application Guidelines

OBJECTIVE OF THE GRANT

To help students in their dissertation year meet unusual expenses related to completion of their dissertations.

BASIS OF AWARDS

The Division of Research will consider applications for the 2009 Dissertation Year Award grants. Four copies (including the original) of the application must be submitted by March 23, 2009. Applications will be reviewed by an Awards Committee and applicants will be notified of Committee action approximately eight weeks after the deadline.

GRANT PERIODS

Awards are for a twelve-month period.

REGISTRATION REQUIREMENT

The grantee must be doctoral degree student at Florida Atlantic University and be currently registered

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

Two members of the Awards Committee will review each application. If necessary, they will discuss the project with the applicant. Following Committee discussion, all members present will vote for approval or disapproval of each application.

RESEARCH BUDGETS

Allowable Costs:

1. Essential travel. Travel must be for well defined research and/or field work, using the least expensive mode of transportation.
2. Reproduction of materials. Grantees must give all microfilms and other reproductions to their adviser 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. Note that microfilms, photocopies, and photographs of books in circulation are not allowable costs.
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 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. The

possibility of renting or leasing, rather than purchasing, such items as audiovisual and photographic equipment should be explored. Grantees must return all nonexpendable equipment purchased with Dissertation Year Award funds to the doctoral committee at the time of the oral defense.

5. Software for data analysis.

Non-Allowable Costs:

1. Research Assistants. The grant is not designed to pay other people to do work such as transcribing, typing manuscripts, nor, with rare exceptions, programming and coding.
2. Applicant Salary.
3. Tuition fees.
4. Costs of preparing required copies of the dissertation.
5. Books, office supplies, secretarial assistance, or graphic presentations.
6. Mailing Expenses
7. Cost of food and lodging on field trips or other travel.
8. Travel to university camps, professional meetings, or to consult with or meet with members of the dissertation committee or others.
9. Routine equipment and supplies customarily provided by the department, such as glassware, chemical reagents, photographic supplies.
10. Rental of department equipment (microscopes, etc.)
11. Computer time.
12. Vendor debit/credit cards.

APPLICATION PROCEDURE

The application should include the following information.

1. 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.**
2. A budget which itemizes the estimated expenses and shows the total amount requested. **DO NOT EXCEED ONE PAGE.**
3. A letter of recommendation from your advisor, endorsed by your department chairperson. This letter of support is an extremely critical element to the Committee. It should not be taken lightly.
4. A statement of previous or current support from the University Research Committee or other University sources. Please specify source, date, amount, and purpose of funding received. If other University support is currently available, explain why it cannot be used for your proposed project, and why additional support is being requested.
5. If the project involves compliance issues (use of human subjects, animals, biohazardous materials, etc), funds will not be awarded until approvals have been obtained from the appropriate committee.

Send above materials with the completed application form to:

C. Michael Moriarty, Ph.D.
Interim Vice President for Research
777 Glades Road, ADM-236
Boca Raton, FL 33431

Florida Atlantic University
Dissertation Year Award
Recommendation

TO BE COMPLETED BY THE APPLICANT

NAME _____ DEPARTMENT / PROGRAM _____

Report requested of: _____ Date: _____

TO BE COMPLETED BY THE FACULTY ADVISOR

Please mail directly to:
C. Michael Moriarty, Ph.D.
Interim Vice President for Research
777 Glades Road, ADM-236
Boca Raton, FL 33431

Please comment on the applicant's progress toward the doctorate, preparation for the proposed dissertation research project, and the requested budget items (need and cost estimate). The information provided will help the Committee to evaluate the merit of the application and applicant's research proposal.

APPLICANT'S PROGRESS TOWARD THE DOCTORATE:

PROPOSED DISSERTATION RESEARCH PROJECT:

BUDGET ITEMS. Please provide specific details. For example, are other resources available?
Are costs appropriate for the work described?

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 _____ DEPARTMENT / PROGRAM _____

Address _____ Telephone _____

Project Title _____

HUMAN SUBJECTS Does the proposed work involve the use of human subjects?

YES NO

If yes, submit your Institutional Review Board application forms to Research Integrity.

ANIMAL USE

Does the proposed work involve the use of warm-blooded animals for research or instructional purposes?

YES NO

If yes, submit your Institutional Animal Care and Use Committee application forms to Research Integrity.

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.

Does the proposed work involve any of the materials, equipment or technologies listed below?

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 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.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Ether used as an anesthetic |
| <input type="checkbox"/> | <input type="checkbox"/> | Animals requiring anesthesia |
| <input type="checkbox"/> | <input type="checkbox"/> | Human blood, blood products and other potentially infectious human materials |
| <input type="checkbox"/> | <input type="checkbox"/> | Biological materials or microorganisms requiring Biosafety Level 2 or above containment |
| <input type="checkbox"/> | <input type="checkbox"/> | Biological agents for which vaccination is required |
| <input type="checkbox"/> | <input type="checkbox"/> | Recombinant DNA technology or molecules (<i>even if considered exempt under NIH guidelines</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Highly reactive materials, high-pressure reactions, or vacuum systems |
| <input type="checkbox"/> | <input type="checkbox"/> | Compressed gas |
| <input type="checkbox"/> | <input type="checkbox"/> | Respirators used for protection against hazardous or nuisance materials |
| <input type="checkbox"/> | <input type="checkbox"/> | Radioactive materials (sealed or unsealed sources) |
| <input type="checkbox"/> | <input type="checkbox"/> | X-Rays (analytical, medical, dental, veterinary or industrial) |
| <input type="checkbox"/> | <input type="checkbox"/> | Lasers |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical hazards including electric shock, cryogenic materials, noise, burns, physical impact |

BOATING AND DIVING

Does the proposed work involve any boating and diving activities? YES NO

If yes, please attach evidence of approval from Environmental Health and Safety

Signature of Applicant (Date)

Name of Department Chair/ Signature (Date)