College of Social and Behavioral Sciences
Graduate Research Award Request Form

Students enrolled in any CSBS graduate program (Counseling, Geography, History, Psychology, Public Policy, Social Work, or Women’s and Gender Studies with a social or behavioral science emphasis) are eligible to apply for one CSBS Graduate Research Award to assist with expenses related to thesis research (or the major research project for non-thesis programs).

Examples of eligible expenses include: purchase of specialized software; equipment or data sets (which subsequently belong to the College); acquisition of assessment instruments; travel to field sites, archives or collections; production and mailing costs for questionnaires; or other unique research expenses. This program does not cover routine expenses such as photocopying of library materials, purchase of books, or costs involved in the production of the actual thesis or research paper (photocopying, photographs, binding). Travel to conferences and meetings and participant compensation are not eligible expenses under this program.

Students may apply at any time during the academic year, but projects are to be completed within the current budget year, which ends June 15. This form must be completed and all approval signatures obtained in order to apply for funding, and each applicant will receive a letter with the award committee’s determination. Funding is given when the project is completed. Original receipts for expenses must be submitted to the Office of the Dean of the College of Social and Behavioral Sciences no later than June 1. Maximum award is $500. This award is not affiliated with the Graduate College.

Student’s Name ___________________________________________________ Student # ________________
Local Address______________________________________________________________ Phone _________________
Master’s Degree Program______________________________________________ [Check one: Thesis ___ Non-thesis ___]
Faculty Advisor __________________________________________________ Advisor’s Phone ________________
Title of Thesis or Research Project:
_______________________________________________________________________________________________________________________________
Total amount requested: $______________
Human Subjects Review Approval (if required): ____________________________ (Date)

Please attach to this cover sheet the following:
1. A brief summary description of the research project (maximum 1 or 2 paragraphs).
2. An itemized budget, specifying the amount required for each expense category.
3. Expected completion date for use of these funds.

Signature of Student __________________________________________________ Date ________________
Signature of CSBS Faculty Advisor _______________________________ Date ________________
Signature of Graduate Coordinator ____________________________________ Date ________________
Signature of Department Head/Director _______________________________ Date ________________

Direct questions to Dr. Robert Martin (273-2097) or Dr. Sundé Nesbit (273-6776)
Deliver 3 copies of this signed form to CSBS Graduate Research Committee, 319 Sabin.

V13-14  effective July 1, 2011