

Graduate Student Mini-Grant Funding Request Form for Methodological Training, Field Research, and Other Qualified Expenses

Department of Political Science graduate students are eligible to apply for mini-grant funding opportunities and programs that support dissertation goals. Such opportunities include methodological training (e.g., ICPSR), software purchase, dissertation field research, and other qualified expenses (i.e., essential research materials). Priority will be given to students who have passed comprehensive examinations, with other requests evaluated on a competitive basis. Priority will also be given to students who have not received mini-grant funding (excluding conference funding) from the Department in the prior academic year. Only in unusual circumstances will students receive more than one departmental award in an academic year. Progress toward completion of the degree, good standing in the graduate program, the merit of the request, and other relevant factors will be considered in making funding decisions.

Requests for mini-grant funding must be submitted to the graduate advisor prior to the training, field research, or other qualified expense. The request also will require the support of the student's major professor.

Graduate students must submit **electronically** to the Political Science Office Staff Administrative Coordinator –

- this completed funding request form
- the signed application form from another funding source (if applicable), and
- a copy of the student's curriculum vitae.

The Office Staff Administrator will circulate the mini-grant applications to the Graduate Advisor(s). The Graduate Studies Committee will review requests for qualified expense funding and make recommendations for each application. The Chair and the Executive Committee will make the final determination of funding, based on available resources. The department also reserves the right to adjust funding requests.

Graduate Student Application for Department Funds for Mini-Grants

Date _____ Name _____

Funding Period Fall Spring Summer

Title of Mini-Grant Request _____

Reason for Request (Training/Location/Software, etc.) _____

Amount Requested from the Dept. of Political Science _____

Name and Amount Requested from Other Sources (if applicable) _____

Justification for Mini-Grant Request (in 150 words or less – attach a separate sheet if more details are needed).

Passed Comprehensive Exams Yes No If Yes, Date Passed _____

Successfully Defended Prospectus Yes No If Yes, Date Passed _____

Prospectus Title _____

If writing your dissertation, describe your progress

Explain how the mini-grant relates to your prospectus/dissertation

Have you received any mini-grants from the department before? Yes No

If “Yes”, please describe (briefly) what the mini-grant(s) was/were for, how much money you received, and when.

Recommendation from major professor – Support Oppose

Comments from major professor

Signature of Graduate Student

Signature of Major Professor