

**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 Graduate Program Specialist –

- 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 Graduate Program Specialist 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

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Signature of Graduate Student

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Signature of Major Professor