Research Support Guidelines

Revised August 24, 2012

Research is an integral and necessary part of doctoral education. All students receive stipends for living expenses, and these stipends support the ordinary costs of local research, whether in the library or in the lab. However, some students face extraordinary costs of research. They must travel to archives or research sites, they must reproduce surveys, they must provide payment incentives for research participants, etc. The Laney Graduate School makes funds available to support these extraordinary costs of research.

There is no limit on the number of times a student may receive research support, nor on the amount of the support. However, once the student’s cumulative requests (i.e. past research awards plus the current request) for research support exceed $2,500, the student’s application will be reviewed by a faculty committee. When a student’s cumulative support reaches $5,000 from research and/or training, proposals from all categories are subject to competitive review.

Competitive applications are judged by a multi-disciplinary faculty committee. Awards are based on the intellectual merit of the proposed research, the student’s progress toward the degree, the student’s use of previous PDS and external funding, as well as efforts to find external support for the current project. Competitive awards are normally less than $2,500, and it is extremely unusual for a student’s cumulative research and training support to exceed $8,000.

All applications for research support will be reviewed by the Laney Graduate School to be sure that the student is eligible and that the budget is not excessive.

Eligibility

• Students must be enrolled in an eligible Emory doctoral program for the duration of the research (all programs except Anthropology, Biomedical Engineering, and GDBBS).

• Students must be in good standing at the time of the application, in the graduate school and program, as well as during the award period.

• Students may not have any incompletes at the time of application.

• Students must have submitted reports on all previous completed PDS awards.

• Applications for awards that require competitive review must include copies of the reports on all previous training and research awards. These reports will be considered by the review committee.

Support

• Funds are intended to support travel and other direct expenses associated with accessing, acquiring and/or collecting data and/or scholarly resources not available at Emory. Included are domestic or international fieldwork, interviews, surveys, site visits, archival research, and so on.

• Support can include reasonable living expenses for the duration of the research. While a student receives a graduate school stipend, support will not be granted for living expenses at the student’s
primary residence. Please refer to the Expenses and Budget Guidelines document, available on the Laney Graduate School website.

- Students may apply for and receive multiple awards.
- Support is available for research that is essential to a student’s progress towards his or her degree. It is expected that awards in excess of $2,500 will be for dissertation-related research.

**Review**

- Students submit complete application to the Laney Graduate School for review and approval.
- Support up to the threshold of $2,500 is awarded primarily on the basis of DGS and Advisor approval.
- A student may receive several awards, totaling less than $2,500, without submitting an application to competitive faculty review.
- Once a student’s cumulative research support – past support plus current request – exceeds $2,500, all applications are subject to competitive review.
- Competitive review considers the amount of previous PDS research and training funding. The review committee expects that earlier projects will put the student in a better position to complete the proposed project. In addition, the review committee expects students to have made diligent and exhaustive efforts to find external funding sources. Only a select number of proposals are awarded under the PDS competitive category.
- Successful proposals are clearly written for an interdisciplinary audience. Explain the significance of your proposal without use of jargon or technicality. Make sure that your budget and project timeline are explicitly related; members of the committee should have no difficulty determining when different parts of the project will be carried out. Applicants are strongly urged to participate in the Grant Writing Program (for more information, visit www.gs.emory.edu/sites/grantwriting).
- Applications for funds intended to support significant components of dissertation research, including preliminary research, are expected to document that the student has pursued, and is pursuing, external grant funding. This documentation will typically include cover letters or pages from grant applications that have been denied funding or are pending review. Favorable consideration will be given to student requests that demonstrate a persistent effort to identify and apply for external funding.
- Applications for retroactive support are not, in general, approved. Apply for research support in advance of your travel.
- Students who receive awards must submit to the Laney Graduate School a written report on the use of the awarded funds, including a brief narrative of the research, within 30 days of the completion of the research.