

**Department of Communication**

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**DISSERTATION FELLOWSHIP APPLICATION**

***OVERVIEW AND FREQUENTLY ASKED QUESTIONS***

Ph.D. candidates who have a dissertation prospectus approved by the Department and the Graduate School can apply for competitive funding to support their dissertation work. This funding can be received only once. Applications *must* be made prior to the beginning of any dissertation work that requires any funding support. Students should contact the Director of Graduate Studies prior to submitting the applications.

The Graduate School offers the Thesis/Dissertation Research Support grant ([wayne.edu/gradschool/funding/research-support](http://wayne.edu/gradschool/funding/research-support)) for eligible expenses related to dissertation work. Students receiving the grant must apply to the Department for matching funds by submitting an application for the Department of Communication Dissertation Fellowship. The Department typically uses the Dissertation Fellowship to match the funding received through the Graduate School Thesis/Dissertation Research Support grant; however, occasionally, though rarely, the Department may award this fellowship even when no funding from the Graduate School is received. The Department Chair approves the application in consultation with the Director of Graduate Studies and the Graduate Committee.

***1. Do I need to make two separate applications, one to the Graduate School and one to the Department?***

Yes. You should also note that the Graduate School application requires that the Department provide a matching amount.

In consultation with your advisor you should prepare a budget. Let's say the total budget comes out to \$500. You should apply for a \$250 budget to the Graduate School and for a \$250 budget to the Department. The Department matching amount can be more but not less than the Graduate School amount.

The maximum available amount from the Graduate School is \$1000 and from the Department is \$1000.

***2. How much time will the Graduate School typically take to review my application and communicate its decision to me? How much time will the Department typically take to review my application and communicate its decision to me?***

The Graduate School typically takes 5-10 business days to make its decision and communicate it to an applicant.

The Department typically also takes 5-10 business days to make its decision and communicate it to an applicant.

***3. If approved, I am assuming the Graduate School will disburse separately its approved funds and the Department will disburse separately its approved funds?***

Yes, the Graduate School and Department funds will be disbursed separately.

The Department will disburse its funds only after the Graduate School approves the application,

***4. To receive the funds, do I need to be registered in a course?***

Yes. You need to be registered during the period you will use the funds. If the COM 9991-9994 sequence is completed, you need to be registered in COM 9995 (0 credits; zero credits in this course counts as full-time status for PhD students).

**5. How will the Graduate School disburse its funds to me? How will the Department disburse its funds to me?**

The Graduate School will initiate a Direct Payment Request (DPR) through the Disbursements Office and a check will be mailed to your address or a direct deposit will be made to your bank account by the Disbursements Office.

The Department will also initiate a Direct Payment Request (DPR) through the Disbursements Office and a check will be mailed to your address or a direct deposit will be made to your bank account by the Disbursements Office.

**6. How much time will it typically take for the Graduate School funds to be disbursed to me? How much time will it typically take for the Department funds to be disbursed to me?**

The Graduate School typically takes 3-5 business days to initiate the DPR and send it to the university Disbursements Office.

The Department typically takes 5-10 business days to initiate the DPR and send it to the university Disbursements Office.

In both instances, after the Disbursements Office receives the DPR, it may take 4-6 weeks to process the DPR and mail the check to you or complete the direct deposit to your bank account.

**7. Will the funds be disbursed upon approval of the research support and prior to expenditure, or will the funds be disbursed as a reimbursement post-expenditure upon providing of receipts for the approved research expenses?**

You can start accruing research expenses as of the date of the award letters from the Graduate School and the Department.

Within six months of the date of the award letters, *original* purchase receipts and other documentation that matches the budget that was approved must be submitted to the Graduate School and the Department.

**8. How much time do I have to expend the funds?**

All funds must be expended within six months of the disbursement date.

**9. What are the eligible expenses?**

Equipment, travel, subject payments, photocopying, and transcription are common eligible expenses. On a case-by-case basis, expenses for consultants and other special needs may also be eligible.

**10. Am I restricted to using Wayne State University Purchasing for making purchases?**

No. You can purchase from any legal/authorized sources. Make sure to keep detailed records and all original receipts.

Please note that if you purchase gift cards (e.g., Target, Amazon, Meijer) for distributing to research participants, you will need to make sure to submit a purchase receipt as well as some type of verification of who received the gift cards.

**11. If any software or equipment is bought, it will remain at the university as it will be university property, right?**

Correct. Any equipment, software, etc. that you purchase must remain with the Department. You need to deposit all these with your advisor or the Director of Graduate Studies prior to graduating.

**DEPARTMENT OF COMMUNICATION DISSERTATION FELLOWSHIP**

**APPLICATION FORM**

Submit the a) completed application form and b) attachments to the Director of Graduate Studies *prior* to beginning of any dissertation work that requires use of these requested funds.

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Student Name: \_\_\_\_\_ Banner ID: 00 \_\_\_\_\_ Access ID: \_\_\_\_\_

Non-WSU Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Qualifying Examination Passed (date): \_\_\_\_\_

Prospectus Approved by Committee and Department (date): \_\_\_\_\_

Prospectus Approved by Graduate School (date): \_\_\_\_\_

IRB Approval (if applicable) (date): \_\_\_\_\_

Advisor Name and Access ID: \_\_\_\_\_

Title of Dissertation Project: \_\_\_\_\_

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Dissertation Project Period (dates from-to): \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_ Department: \_\_\_\_\_ Graduate School: \_\_\_\_\_

Attachments (see next page) Checklist:

Attachment I: \_\_\_\_\_

Attachment II: \_\_\_\_\_

Attachment III: \_\_\_\_\_

Attachment IV: \_\_\_\_\_

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**SIGNATURES AND APPROVALS**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
*Approved:* Advisor Signature Date

\_\_\_\_\_  
*Approved:* Director of Graduate Studies Name and Signature Date

\_\_\_\_\_  
*Approved:* Department Chair Name and Signature Date

**Department Amount Approved:** \_\_\_\_\_

## **ATTACHMENTS**

The following must be attached to the completed application form.

### ***I: Description of Dissertation Project***

Summary (2-3 pages) of the proposed project, including its aims and objectives, methods, planned research activities, and expected or desired outcomes.

### ***II: Proposed Budget and Budget Justification***

Itemized budget with complete details clearly showing budget items (or parts of budget items) that will be supported by Department funds and budget items (or parts of budget items) that will be supported by Graduate School funds.

Justification of each proposed budget item for the successful completion of the dissertation project.

### ***III: Curriculum Vitae***

Current curriculum vitae.

### ***IV: Graduate School Application***

Printed copy of completed and signed Graduate School dissertation research support application form.

## **POST-DISSERTATION PROJECT COMPLETION DOCUMENTATION REQUIRED BY DEPARTMENT**

After completion of the dissertation project, the following are required to be submitted to the Department Graduate Office within six months of the disbursement of funds:

- *Original receipts* for budget items or parts of budget items that were paid through Department funds.
- Itemized budget showing the proposed costs and the actual expenses for each budget item or part of budget item.
- 1-2 page evaluation of how the dissertation fellowship funds enabled the successful completion of the dissertation project.
- *Note.* If there are any unspent funds, these should be returned to the Department Graduate Secretary via check made out payable to Wayne State University with Department of Communication/Dissertation Fellowship written in the memo.