



WAYNE STATE
College of Fine, Performing
and Communication Arts

Department of Communication

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DISSERTATION RESEARCH SUPPORT 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 for eligible expenses related to dissertation work. Students receiving the grant must apply to the Department for matching funds by applying for the Department of Communication Dissertation Research Support. The Department typically uses the Dissertation Support to match the funding received through the Graduate School Thesis/Dissertation Research Support grant; however, occasionally, though rarely, the Department may award these funds 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. They will ask that you complete a W-2 tax form to receive the funds.

The Department will disburse its funds only after the Graduate School approves the application. We will also ask for a W-2 tax form and a receipt of honorarium form.

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 will need prior approval on that equipment, as it might need approval from the college. You need to deposit all these with the Director of Graduate Studies prior to graduating.

**DEPARTMENT OF COMMUNICATION DISSERTATION RESEARCH SUPPORT
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.

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:

Dissertation Project Period (dates from-to): _____

Total Amount Requested: _____ From Department: _____ From Graduate School: _____

Attachments (see next page) Checklist:

Attachment I (Description of Dissertation Project):

Attachment II (Proposed Budget and Budget Justification):

Attachment III (CV):

Attachment IV (Graduate School Research Fund Approved Application):

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 Research Fund Approved 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 research funds enabled the successful completion of the dissertation project.
- *Note: If there are any unspent funds, these should be returned to the Department Director of Graduate via check made out payable to Wayne State University with Department of Communication/Dissertation Research Funds written in the memo line.*