**COVER PAGE**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student UNI: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Background:** Pending the availability of funds, PhD students in their first 2 years can apply for up to $3,000.00 to support their dissertation research or preliminary research that might lead to the dissertation.

**Note:** For this expense, it is possible to request a Travel Advance (travel only) or get Reimbursed after all purchases. Please submit the forms to the **Director of Administration & Finance** at least 2 weeks in advance (and more if it is near closing of the fiscal year which is July 1st ), and be sure you are informed about what kinds of expenses are allowed.

If a Travel Advance is requested, after your trip, a **Travel and Business Expense** report must be made, along with supporting documentation (original receipts!) for how the advance was spent. It is essential that you keep meticulous and accurate records, along with original receipts, and that you turn these in within 2 weeks of your return.

**Deadline for submission: March 1st (flexible this year due to COVID-19)**

**Earliest expected release date for funds if approved: April 15th**

**Please submit your proposal electronically and the following information:**

* Start/End Date of Travel
* Budget Breakdown
* A brief description of the work

**Proposal Title:**

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Advisory Committee’s Signatures indicating that the following proposal has been read, approved, and is in accordance with the policy that requested funds will be for preliminary research travel, not for dissertation research already commenced.

**Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PLEASE DO NOT WRITE IN THIS SPACE

Reviewer comments:

Recommended funding:

Funds to be allocated:

Proposal Text (no more than 4 pages, 12 pt font, single spaced).

Please specify:

1. the work you will undertake
2. how the work relates to your developing dissertation project
3. why this work is preliminary
4. provide a detailed and justified budget.

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