

Guidelines for the Administration of the Graduate Student Research and Travel Fund

The intention of the Graduate Student Research and Travel Fund is to aid individual graduate students in the pursuit of their research and to help students disseminate the results of their research either at professional meetings or through publication or both. The fund is not intended to augment course budgets. The following items outline the guidelines for the allocation of these funds:

I. Activities and Expenses Recognized as Eligible for Funding:

1. Purchase of supplies
2. Equipment or facilities rental costs
3. Preparation of audio-visual materials.
4. Information database search and retrieval costs.
5. Preparation and distribution of survey materials.
6. Travel to (a) research locations; and, (b) professional meetings
7. Cost associated with publication of articles or papers in scholarly journals

This is not an exhaustive list, but includes representative items that would likely be funded.

II. Funding Criteria and Guidelines

1. Funds are only available for research associated with the fulfillment of credit-bearing courses at Hood (or to report on the findings of such research at a professional meeting).
2. The applicant must be currently enrolled in classes or have registered for research or capstone credits in a previous semester that are still in progress, unless approved by the Dean.
3. A student may apply for funding once per semester with a budget request of no more than \$500 per semester.
4. The quality of the conference or project may be considered in determination of additional funding.
5. The form must be signed by the student's academic or project advisor and the program director.
6. Students can receive funding in cash or check advance for conference attendance or travel, but must submit receipts accounting for their expenditures within 15 days of return.
7. If the student is ordering supplies, the individual can coordinate the ordering process with the relevant administrative assistant or other relevant personnel and the graduate office in order to avoid individual payment followed by a reimbursement request.
8. Complete the relevant form indicating the full costs for the conference, development activity, research trip, or research project. If the individual does not receive complete reimbursement for a given project, and if additional funds are available at the end of the academic year, additional reimbursement may be awarded.

III. Proposal Guidelines and the Application Process

The written proposal and accompanying materials should be submitted to the Graduate School. (Items may be submitted electronically to gofurther@hood.edu. A reply email indicating receipt should be received within 1 to 2 business days. If you do not receive a reply, please contact the Graduate School Office at 301.696.3600.) The proposal should be written clearly and concisely, and should not exceed two typed pages. Each proposal should briefly address the following questions:

1. With what graduate course is the research associated?
2. What are the objectives of the proposed research?
3. What methods will be used to accomplish these objectives?
4. What will be the product/significance of this work?
5. Why are funds required to complete this work?
6. The proposal should contain a budget that has been justified in the body of the proposal.

The Graduate School will set three deadlines per year for the submission of Research Fund applications. Typically these deadlines are August 15 for fall semester, January 15 for spring semester, and May 15 for summer terms, or the Monday following those dates if they occur on a weekend day or a school holiday.

IV. Mechanism for Decision Making on Requests

1. If requests are clearly within the guidelines (Part I and Part II above) and there are sufficient funds to fulfill all acceptable requests, the Dean reviews requests and recommends action without a meeting of the full Subcommittee.
2. If a request is not clearly within guidelines or there are more legitimate requests than money available, the full Subcommittee will be informed and votes for or against the request(s) solicited. (This may be accomplished via email if necessary.) When funds are limited, those students who have received monies in previous years should not be considered until first-time requests are decided upon.
3. The Graduate School notifies the student of the outcome of each request and disburses the money.

V. Administration of Funds

1. Upon notifying the student of the award, the Graduate School will contact the program director within which the student is working and provide the instructions to be followed for charging research-related purchases.
2. The Graduate School will retain one copy of the proposal for its files. The Graduate School will also check to make sure that the applicant meets the “Funding Criteria” (Part II above) as stated above and notify the Program Director of its findings.
3. The student will make purchases (via purchase orders) or receive reimbursements through the department or the Graduate School in accordance with the purchasing procedures established by Hood College. All purchases must be made within one year of the research grant award.
4. Any supplies or equipment purchased or audio-visual materials created through the monies supplied by the Graduate Research Fund become the property of the graduate program at the conclusion of the student’s work.
5. Any public presentation or publication of the research supported by these monies must acknowledge the “Hood College Graduate Research Fund”.