



2021-2022 DISSERTATION AWARD PROGRAM (DAP)

Description of Award

The College of Health and Human Sciences' Dissertation Awards Program (DAP) will provide awards up to \$1,000 to assist doctoral candidates in our college programs, who have an approved Doctoral Prospectus on file, with expenses associated with research necessary to complete the dissertation. The purpose of this award is to assist College of Health and Human Sciences (CHHS) doctoral candidates with expenses directly associated with research activities that result in a high-quality dissertation. **This is a reimbursement-based award.** Funds will not cover common expenses that all dissertation writers incur such as word processing services, copying, editing services, conference travel, and membership in professional associations/organizations. Funds are to be requested for **expenses directly related to dissertation research** such as in costs for equipment, software, supplies, incentives for participants, and travel directly related to completing the dissertation.

Proposal Requirements

A completed DAP Proposal Signature Page, signed by the major professor, must accompany the completed proposal. This signature page can be found on the [CHHS Graduate Student Event & Opportunities website](#); Graduate Student Opportunities section.

Proposals should not be greater than six (6) pages in length with 1-inch margins, single-spaced, and 12-point font. Each proposal should include:

1. The proposal narrative with four specific subsections:
 - a. **Specific Aims** (½ page) describing the basic background and scientific premise guiding your research, as well as the primary purpose and aims/objectives of your research.
 - b. **Significance** (1 page) or literature review framing your research and articulation of how the proposed project will advance the state of science or intervention.
 - c. **Innovation** (½ page) statement describing how your research unique or novel in either the general sense (as it pertains to science) or the specific sense (as it pertains to your domain of inquiry).
 - d. **Approach** (3 pages) or detailed plan of the activities and techniques used to achieve the purpose and stated aims of the research.
2. A timeline for completion of dissertation activities (1/3 page);
3. An itemized budget (up to \$1000) for specific resources (1/3 page); and
4. A brief justification of how each requested budget item relates to the direct completion of the dissertation (1/3 page).

Figures and tables, if included, will count toward the previously mentioned 6-page limit. References or Works Cited page(s) will not be included in this count.

This is not a need-based award; lacking personal funds to purchase item(s) will not be considered as a valid justification for the award. If there is a valid reason that the student cannot personally purchase the item(s) (e.g. item only sold to institutions) OR if discounted pricing can be obtained through the university, he or she must state so in the proposal (provide justification and evidence). Please work with your major professor to determine the most cost-effective option. If requesting to purchase item(s) through the university, the student must include specifics on the name and/or number of the university account.

Submission Deadlines

There are no limitations on the number of times a CHHS doctoral candidate may apply for the DAP but a graduate student may receive the award only once during his or her degree program. The completed DAP proposal (PDF) AND signature page must be submitted to the Office of the Associate Dean for Research and Graduate Studies (thartman@fsu.edu) no later than **Monday, 4 October 2021 at 5:00PM EST** for the fall award and **Friday, 4 March 2022 at 5:00PM EST** for the spring award. Digital signatures must be completed through DocuSign with the verification page(s) attached. **LATE AND/OR INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.**

Proposal Review

A review committee comprised of CHHS doctoral students, under the guidance of the Associate Dean, will evaluate each DAP proposals on its scholarly and technical merit. The committee will make recommendations to the Associate Dean for Research and Graduate Studies who will determine the final awards.

Reimbursement

Individual award amounts may vary. Even if the student requested the full \$1000 in his or her proposal, less than \$1000 may be awarded. Only those specific items approved in the budget request will be reimbursed. Any change to the budget items after submission of the DAP proposal, must receive approval from the Associate Dean for Research and Graduate Studies **prior** to the expenditure. Written requests for changes to the budget must be submitted to this office; allow two (2) working days for the review of such requests.

Funds will only reimburse items that were:

- 1) listed in the approved DAP budget;
- 2) **purchased and received in the appropriate timeframe**; between 1 July 2021 and 30 June 2022 for the fall award and between 1 January 2022 and 31 December 2022 for the spring award;
- 3) purchased directly by the student*;
- 4) not reimbursed from any other source; and
- 5) properly documented (receipts).

**See last paragraph under Proposal Requirements section.*

Please consult the Travel Tips document published on the CHHS presentation program website to determine whether specific travel expenses will be eligible for reimbursement. Purchases made outside of the timeframe specified for the award will not be reimbursed. Graduate students can request incentives for participants (such as gifts cards for research) as part of the budget proposal; however, if awarded, he or she should contact the CHHS Accounting Office **prior** to providing the incentive. To maximize funding dollars, it is recommended that you choose a method of providing incentives that does not include card fees.

An Opportunity Outside of the College

Students are also encouraged to apply for The Graduate School's Dissertation Research Grant. Information and the application can be found on <https://gradschool.fsu.edu/funding-awards/graduate-school-awards/student-awards-and-grants>; scroll down and select "Dissertation Research Grant."