

Funding Application Instruction Sheet

Submitting Requests for ADPCCJ Student Research Funding Opportunities

Important Tasks Before You Begin

1. Read the most recent call for applications and note requirements and deadlines:

- a. Eligibility:
 - i. Enrolled in doctoral program that is an institutional member of ADPCCJ in good standing
 - ii. Completed all coursework
 - iii. Not previously funded by ADPCCJ
- b. Deadlines usually mid-March and mid-October

2. Note what ADPCCJ will and will not fund. (The maximum award = \$5000 although the typical award is around \$2,000 - \$3,000).

a. Eligible Expenses:

- i. Professional Development
 - 1. Examples Include:
 - a. ICPSR or other similar workshop fees
 - b. Workshop fees for special software or statistical analyses
 - c. Fees for acquisition of and training for use of specific dataset
- ii. Dissertation-related Expenses
 - 1. Examples include:
 - a. Subject recruitment costs and/or incentives
 - b. Supplies, including software not supported by your institution
 - c. Fees for research and travel related to data collection

b. Expenses Not Eligible for this Award:

- i. Salary of applicant or mentor
- ii. Desktop computers, laptops, tablets, cell phones, etc.
- iii. Conference travel
- iv. Entertainment purposes
- v. Tuition and fees

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3. Ask your dissertation advisor if he/she/they will write you a letter of support
 - a. Be sure and allow enough lead-time.

Prepare your required materials

1. Cover page (use provided template at bottom of this document)
2. 1-2 page letter describing your request
3. Detailed budget with specific costs
4. Curriculum Vitae
5. Letter of support from your dissertation advisor (the chair of your committee)
6. Ask your dissertation advisor and/or others to review and comment on your proposal before you submit it.

Specific Guidelines for the Application

1. Complete the cover page (attached), making sure to complete all relevant information
2. 1-2 page letter
 - a. Single-spaced
 - b. 1-inch margins
 - c. 11 point font or larger
 - d. Letter should include the following content:
 - i. First paragraph:
 1. Indicate the type of award you are applying for (professional development or research costs) and the funding cycle (e.g., Spring 2023)
 2. Indicate exactly what you are asking for in terms of the amount of funding and what it will pay for
 3. Confirm you have not previously received the ADPCCJ Research Award
 - ii. Second paragraph:
 1. Describe your dissertation project, specifically noting:
 - a. The problem it addresses and why it is important
 - b. Your research questions
 - c. How you will address your research questions (your methods)
 - iii. Third paragraph:
 1. Explain, precisely, your progress in the dissertation process (e.g., writing the proposal, IRB approval and/or other permissions granted, pre-data collection, data collection in progress, data collection complete, analysis in process or completed, or chapters drafted and finalized, etc.)
 2. Indicate exactly what you will spend the money for and why this money will specifically support your dissertation work
 3. Indicate whether or not your project would be feasible without funding or with partial funding

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iv. Fourth paragraph:

- 1. Indicate the impact this funding will have on your dissertation and on your career, including expected products that will result from the award

3. Budget and Budget Justification (1 page total)

- a. The budget itself should be clear and in table format (see example below). The table should include the number of rows necessary to explain your costs.
- b. The budget should not exceed \$5,000 keeping in mind the typical award is around \$2,000-\$3,000.
- c. The budget table and justification should be very specific and include detailed information on what the award will pay for, including how you calculated the amounts. (If you will buy multiple units of one item, you can include a column for how many—e.g., incentives such as gift cards or subject payments or hotel days for research travel.)
- d. The budget justification should be in paragraph form describing what you will be paying for and connecting this to your dissertation. Examples:
 - i. I request (number of dollars) to pay for attendance at the ICPSR
 - ii. I request “number of dollars” to pay for “number” of subject payments in the amount of “number of dollars” per person.)

Example Budget Table:

	Number of Units	Cost (or per unit)	Total Item Cost
Item 1			
Item 2			
Total Request:			

4. Curriculum Vitae, example categories

- a. Education
- b. Employment (if relevant)
- c. Research interests
- d. Grants and awards
- e. Peer-reviewed publications
- f. Other publications
- g. Research in progress
- h. Conference presentations
- i. Teaching
- j. Professional memberships
- k. Service
- l. References

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Support Letter from Dissertation Advisor on Department Letterhead

- a. Should include:
 - i. Recommendation for funding
 - ii. Specifically, how you meet criteria for award
 - iii. Indicate academic milestones, including progress on dissertation (proposal)
 - iv. Expected graduation date (if available)
- b. Must include:
 - v. Statement indicating university/department funds are not available to cover the requested activities
 - vi. Statement indicating you have completed all coursework

Application Review Criteria

1. How well the application explains the need for funding
2. Whether the professional development or research activities outlined in the funding request are clearly tied to dissertation work
3. How methodologically sound the research project is:
 - a. Clarity and importance of the research question(s)
 - b. Strength of research design, potential impact, and
 - c. Ability to complete the project