



THE UNIVERSITY OF TEXAS AT DALLAS  
Office of Graduate Education

## PhD Research Small Grant Program: Information and Eligibility

The Office of Graduate Education (Graduate Education) has a PhD Research Small Grant Program to assist PhD students at UT Dallas with dissertation-based research and travel expenses by offering supplemental financial support of up to \$1,000 (half from School and half from Graduate Education). This funding is not a substitute for other forms of funding that currently exist. Rather, the intent is to support research activities in instances where other sources are inadequate or unavailable.

The application is available [here](#).

**Eligibility:** At the time of application, applicants must:

- be currently enrolled at UT Dallas
- have advanced to doctoral candidacy
- have passed their qualifying exam.

*Note: Applicants may not receive more than one award during an academic year and no more than two while enrolled at UT Dallas.*

**Funding Category:** Students may apply to fund any of the following:

1. Travel to research collections or residency programs in the United States or abroad
2. Travel for invited research presentations, performances, or exhibitions at significant professional meetings or events both here in the United States and abroad
3. The purchase of research-related materials, such as videos or microfilms (Note: any equipment purchased with award money remains the property of UT Dallas)
4. Expenses related to the translation or transcription of primary research or research materials
5. Expenses related to recruiting and retaining a group of research participants

Funds are divided into three pools for fall, spring and summer distribution:

- Fall applications are awarded beginning on September 1 for projects from Sept. 1-Jan. 7
- Spring application are awarded beginning December 1 for projects from Jan. 8- May 20
- Summer applications are awarded on March 1 for projects from May 21-Aug. 31

*Note: Applications for any period are accepted at any time and will be held in the order they are received.*

**Application Process:** Applicants should request awards at least six weeks in advance and requests cannot be retroactive. All applications must be submitted through and approved by the student's Program Head/Dissertation Committee. Completed application packets should be sent to Graduate Education (attn: Beth Keithly, FN31) or as one file via email to [keithly@utdallas.edu](mailto:keithly@utdallas.edu) and must include:

1. A completed [application form](#) including the endorsement of Program Head/Dissertation Committee and confirmation of the availability of departmental matching funds
2. A one-page letter describing the project, its purpose, and its relevance to the field and applicant
  - In the case of a performance or presentation, applicants need to explain the relevance of the venue to the particular field and how the experience will enhance development as an artist, performer, or scholar
3. A detailed budget
  - Applicants should indicate whether they have matching funds from outside sources or are currently applying for such funds. Per diems are not permitted under this program
4. In the case of presentation travel, provide a letter of invitation or other indication of acceptance from the sponsoring organization
  - Graduate Education will approve applications without a letter of invitation, but will only distribute funding upon receipt of an invitation letter

*Note: Incomplete applications may be declined and returned without review.*

**Departmental Review:** The Program Head/Dissertation Committee is required to review applications to confirm the applicant is registered as a PhD candidate in the program, the proposed project will be beneficial to the completion of the applicant's dissertation or add to their professional standing, and to verify Departmental matching funds are available for the project. Following financial approval by the appropriate School representative, forward the Application packet to GRADUATE EDUCATION (attn: Beth Keithly, FN31 or as one file to

keithly@utdallas.edu) for approval. The School will process applicable travel vouchers or purchase orders for Graduate Students. The School keeps all supporting documents.

*Note: The partnering School is responsible collecting the award money from the Graduate Education. Award money not requested fifteen weeks after the application approval date is forfeited by the School.*

**Follow-Up:** In keeping with all competitive awards programs, the student should file a brief (one-page or less) report once the activity is complete. The partnering School keeps these reports and sends a copy to Graduate Education.

*Note: Graduate Education staff reserves the right to hold funds until the student report is received. Failure to submit a report may affect the ability to get a second award.*