

**UT Dallas Office of Graduate Education  
Dissertation Research Award  
2024 Application Form**

**Name:** \_\_\_\_\_  
(Last Name, First Name, Optional Middle Name or Initial)

**Preferred Mailing Address:** \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
\_\_\_\_\_  
(City, State, ZIP)

**Daytime Phone Number(s):** \_\_\_\_\_

**Preferred E-mail Address:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Name of Program/Department:** \_\_\_\_\_

**When was your dissertation proposal approved by your committee?** \_\_\_\_\_  
(Month, Day, and Year)

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROGRAM/DEPARTMENTAL ENDORSEMENT:**

In addition to the required letter of recommendation written by the applicant's professor or advisor, **this section MUST include the original signature of the Chair or Head of the Program or Department** (the signature may not be a photocopy).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**DEADLINE:** Complete applications must be received by the Office of Graduate Education **no later than 5 p.m. on Monday, April 15, 2024. See the following for submission details.**

**WITH THIS APPLICATION FORM, PLEASE PROVIDE ALL OF THE FOLLOWING MATERIALS.**

- a. *One-page maximum* typed cover letter describing your research interests and experience, as well as your career plans.
- b. *Two-page maximum* summary of the dissertation research, including project background and rationale, an explanation of research design (methods, procedure, analysis plan, etc.) and other important aspects of the project. One additional page listing references may be included (citations should be included in the text).
- Please Note:** Figures and/or tables may be included only if they can be incorporated into the two (2) page research summary. The research summary must not exceed the two (2) page limit including any figures or tables.
- c. *One-page maximum* brief explanation of proposed use of funds (i.e., budget). Funds up to \$5,000 may be requested. The award must be used to support expenses that are directly related to the dissertation research (e.g., computer time, animal care, equipment, participant fees, travel for the purpose of research or data collection, and incentives); it may not be used for indirect costs, tuition, any salaries, consultant fees, travel to present research at conferences, or personal expenses. Be sure to justify all expenses and detail any additional funds that will be used for the project. If the budget for the project exceeds the amount available from the award, you should describe the source of the additional funds.
- d. *Curriculum vitae* including scientific publications, presentations, research and teaching experience.
- e. Documentation of your own applications for external funding (this can be copies of email acknowledging the receipt of an application, an award letter if you received external funding, or a copy of any other evidence that you have completed an application for funding by an entity outside of UT Dallas). Priority will be given to students who have sought their own external funding so it is very important that you include this information with your application.
- f. If your dissertation research involves human participants, please submit documentation of approval by the UT Dallas Institutional Review Board (IRB, see <https://research.utdallas.edu/orc/irb>). If your research involves laboratory animals, please submit documentation that your project has been approved by the Institutional Animal Care and Use Committee (IACUC, see <https://research.utdallas.edu/orc/iacuc>).
- g. Letter of recommendation from your academic advisor or professor, either included in your application in a signed and sealed envelope and included in your application, or sent directly to Beth Keithly in the Office of Graduate Education ([keithly@utdallas.edu](mailto:keithly@utdallas.edu)).

All application materials (except for the recommendation letter) must arrive in one complete package **no later than 5 p.m. on April 15, 2024**. Please send materials to the Office of Graduate Education, via campus mail to FN 31, by PDF via email to Beth Keithly ([keithly@utdallas.edu](mailto:keithly@utdallas.edu)).

Awards will be selected by a committee chaired by the Dean of Graduate Education. Awards will be announced **in May 2024**. Funds will be distributed beginning September 1, 2024. Funds must be used before the student graduates or by August 31, 2025 (whichever comes first).

By the end of the year, each award recipient must submit a one-page final report letter specifying how the funds were used, which must be signed by the chair or head of the department or the student's faculty advisor. More details will be provided to each award recipient about this final documentation.