

# **WVU Office of Academic Affairs**

## **Doctoral Student Research Program**

### **2007-2008 Guidelines**

The WVU Office of Academic Affairs will assist in the support of dissertation expenses. **You must apply through your college or school for such support. Please deliver the application, with chairperson signature to 201 Woodburn Hall.**

#### **Program Description**

Funds are restricted to dissertation research and will not be awarded for preliminary research projects required by the discipline.

Support is available only to students who cannot be supported by other research grants.

The maximum amount of any will be \$800.00.

#### **Allowable Expenditures**

Examples of allowable expenses are:

- Postage associated with data collection;
- Duplicating expenses associated with data collection. WVU Copy Centers are to be used whenever possible.
- Travel associated with data collection\*;
- Expendable supplies associated with research procedures (sterile paper products, slides, etc.);
- Film development, photographic duplication and microfilming costs;
- Payment of human subject participants;
- Equipment valued at \$800.00 or less\*\*
- Purchase or care of animals\*\*
- Computer usage or associated equipment and supplies

\*Effective July 26, 2006 the standard mileage rate for State and WVU Research Corporation funded business travel with the use of a privately owned vehicle is increasing to the IRS rate of \$.445 (44.5 cents per mile).

\*\*Items such as equipment, animals, and computer software packages that are purchased through this program and are usable beyond the time span of the student's research will become the property of West Virginia University. Purchases of this type must be justified and will be carefully screened.

Funds may not be used for:

- Payment to WVU employees for transcription services;
- Typing or consulting services;
- Duplication and binding of manuscripts;
- Expendable supplies such as general office supplies; or
- Long distance telephone calls unless directly related to the research project (telephone surveys).

These lists are not intended to be exhaustive, but to provide guidance on allowable expenses. **When available and competitively priced, students are expected to use West Virginia University services, such as WVU Copy Centers.**

### **Application and Funding Procedures**

Requests should be made by completing the attached application and by obtaining the necessary approvals. The college will determine awards.

### **Matching**

The colleges and departments are expected to contribute a portion of the cost of the project.

### **Reimbursement Procedure**

Students will be reimbursed for expenses in accordance with the Higher Education Procurement and/or Travel regulations. Photocopied receipts are not acceptable.

In the case of payment to human subjects, the student must develop an appropriate form on which subjects verify payments received from the student. In other cases, normal business receipts will be adequate. If there is a guarantee of anonymity to your subject, you may not reveal their names to anyone. There are special procedures for such reimbursements. You must submit a copy of the letter that you provided to your subjects. The State's auditors will honor this protocol. You simply need to sign a statement that indicates the number of subjects, the amount paid to each subject, and the total cost of this expense. You are advised, however, to keep a list of such payments for your own files.

Of the total amount allocated for the research project, students will be reimbursed only for as much as indicated by their receipts up to and including the amount of the award. The student is advised that reimbursement will be in the form of a lump sum check.

Any money allocated to a research project that is not used will be made available to other eligible students.

All travel and purchases are subject to the travel and purchasing guidelines of the State of West Virginia and Higher Education.

Students may not incur travel expenses or purchase equipment, animals, or computer-related items without prior approval.

Reimbursement checks will be mailed to your local address.

# Doctoral Student Research Program Application for Support – FY 2008

Date: \_\_\_\_\_

Student Number: 700 \_\_\_\_\_

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Expected Date of Graduate: \_\_\_\_\_

Degree Program: \_\_\_\_\_

**Brief description of the research project: (If necessary, attach an additional sheet.)**

## Type of Assistance Requested

Supplies: Item(s) \_\_\_\_\_

Vendor \_\_\_\_\_

Quantity \_\_\_\_\_ Unit Price \$ \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Printing: Description \_\_\_\_\_

Vendor \_\_\_\_\_

# of copies \_\_\_\_\_ @ \_\_\_\_\_ cents/page Total Cost \$ \_\_\_\_\_

Postage: Specify the content of each mailing, mailing method, and the cost. (Example: 300 questionnaires @ 3<sup>rd</sup> Class Bulk Rate of \$.165. 100 questionnaires returned in postage paid envelopes at \$.47.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Human Subjects: (Review by Institutional Review Board for the Protection of Human Research Subjects is required)

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# of subjects \_\_\_\_\_ @ \$ \_\_\_\_\_ /subject Total Cost \$ \_\_\_\_\_

Animals: (Review by Animal Care and Use Committee is required)

Description: \_\_\_\_\_  
\_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Equipment: Description: \_\_\_\_\_  
\_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Other: (Specify) \_\_\_\_\_ \$ \_\_\_\_\_

Travel: Data Collection (describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place of Travel:

From \_\_\_\_\_ To \_\_\_\_\_

Dates of Travel:

From \_\_\_\_\_ To \_\_\_\_\_

Transportation Mode \_\_\_\_\_ \$ \_\_\_\_\_

Mileage \_\_\_\_\_ @ \$0.445/mile \$ \_\_\_\_\_

Lodging: # of nights \_\_\_\_\_ @ \$ \_\_\_\_\_ /night \$ \_\_\_\_\_

Meals: # of days \_\_\_\_\_ @ \$ \_\_\_\_\_ /day \$ \_\_\_\_\_

Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_

Total Travel Expenses \$ \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES FOR PROJECT** \$ \_\_\_\_\_

**TOTAL FUNDING REQUESTED (Maximum \$800)** \$ \_\_\_\_\_

Identify additional funding sources:

Personal \$ \_\_\_\_\_ Dept. \$ \_\_\_\_\_ College \$ \_\_\_\_\_ Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_

**NOTE:** Total amount of all sources including amount requested from the Office of Academic Affairs should equal anticipated expenses.

**APPROVALS**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

I have read this request and recommend funding. The expenses listed are reasonable. Support of this request is important in helping the student complete the dissertation research. In sharing in the support of this request, the college and/or department will provide funding in the amount of \$\_\_\_\_\_.

I have verified that the student is currently enrolled in the degree program identified on page one of the application.

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

PLEASE FOLLOW YOUR COLLEGE'S INSTRUCTIONS  
FOR PROCESSING YOUR APPLICATION FOR SUPPORT.

Amount Approved _____	
_____ College Approval	_____ Date