

UNTHSC School of Public Health

Dissertation Support Request Guidelines for PhD Candidates (Effective November 8, 2021)

I. PURPOSE

The purpose of the dissertation support program is to provide financial support, if needed, to PhD candidates to cover approved expenditures associated with their dissertation research.

II. AWARD AMOUNT

The maximum amount allowable to a PhD candidate is \$1,000 through a one-time request. PhD candidates may use funds for data collection, access to datasets, developing datasets, participant recruitment/incentives, or other justified costs.

III. REQUEST SUBMISSIONS

A PhD candidate can submit a one-time request after their dissertation committee approves their dissertation proposal. The request packet should be sent to the Director of SPH's MS/PhD program and the PhD Candidate's Faculty Advisor as an email attachment. Send questions about a request submission to the MS/PhD Director.

IV. REQUEST FORMAT

The request document will be in one file. The document should consist of the following four clearly identified sections:

1. **Cover Sheet.** A cover sheet with the PhD Candidate's name, telephone number, email address, name of Faculty Advisor, and names of faculty members on their Dissertation Committee.
2. **PhD Dissertation Proposal Defense form.** A copy of the form signed by their Faculty Advisor and dissertation committee members.
3. **Dissertation Proposal.** A copy of the approved dissertation proposal.
4. **Budget.** A line-item budget and budget justification (narrative) that describes how the funds are to be spent.

V. UNALLOWABLE EXPENSES

- Salary for the PhD candidate
- Attendance at a professional conference
- Participation in a training program
- All travel expenses, including local
- Total cost of transcription services, i.e., the PhD Candidate must transcribe at least four interviews/focus groups themselves to demonstrate skill in this area

VI. REVIEW PROCESS

The Director of the MS/PhD program will have each dissertation support request reviewed by three faculty members. The PhD Candidate's Faculty Advisor and dissertation committee members cannot serve as reviewers.

The approved expenditures will need to be coordinated with an appointed School of Public Health staff member who will procure the products and services on the approved budget in order to follow HSC guidelines and requirements. The PhD Candidate will not be reimbursed if they purchase a product and service themselves.