



VPGE DIVERSITY DISSERTATION RESEARCH OPPORTUNITY FUNDS APPLICATION INSTRUCTIONS

OVERVIEW

Research grants are available for research costs directly related to the dissertation for doctoral students whose dissertation topics focus on socioeconomic status, race, ethnicity, gender, work or life experiences. These funds help advance Stanford's commitment to graduate student diversity.

Requests may not exceed \$5,000. Funds will be issued by early December for the fall recipients, and May for spring recipients.

OUR COMMITMENT TO GRADUATE STUDENT DIVERSITY

At the graduate level, Stanford believes a student body that is both highly qualified and diverse in terms of culture, socioeconomic status, race, ethnicity, gender, work and life experiences is essential to educational excellence. A diverse community of scholars asks unexpected questions and has divergent insights, and so pushes the forefront of knowledge further, faster. The Office of the Vice Provost for Graduate Education works collaboratively with others to broaden the participation and promote the success of students from a variety of backgrounds under-represented within research universities. As a result, the next generation of leaders will be better prepared, and all members of the Stanford community can reap the educational benefits of diversity.

ELIGIBILITY

- Stanford doctoral students who are making satisfactory academic progress, have advanced to candidacy, and have an approved dissertation proposal.
- Successful applicants must be registered in the quarter they receive funding.
- Applications for summer research should be submitted in April and not in November.
- Prior successful applicants may *not* reapply for VPGE dissertation research support funds.
- Requests must be for expenses that are not covered through other sources of funding from external or university sources.
- Applicants may simultaneously apply for other sources of funding, but may not accept multiple sources of funding for the same expenses.

TO APPLY

If you have any questions, contact Stefanie Moss at vpge@stanford.edu

Please submit the following application materials in one package to:

Office of the VPGE
450 Serra Mall
Building 310, First Floor
Stanford, CA 94305-2102

Mail code: 2102

1. Application Cover Sheet (separate word form). Provide 4 copies.

Download this MS Word form from vpge.stanford.edu/docs/dissertation_research_application.doc.

2. Project Summary (not to exceed 2 pages). Provide 4 copies.

Provide a cogent summary of your dissertation research written in a manner clear to non-specialists. The selection committee is composed of a range of scholars and will probably not include specialists in your field. Avoid the use of jargon (specialized terms that those in your field know, but leave others in the dark) without defining your terms. Imagine that an engineer, or a family member who knows nothing about your discipline, is reading your application.

Project summaries **must not exceed two pages**. They should be single spaced, use conventional margins, and be in a readable font size. Statements may be printed on both sides of the page.

Address these three topics. Please use subheadings to identify them.

- a. Description of the project
 - Overview of the problem
 - Summary of the project
 - Significance of the project
 - Research methods and approaches being used
 - For what aspect of the project will the funds be used?
- b. Project status
 - At what stage is the project?
 - How will the funds ensure timely completion of the dissertation?
 - What is the estimated timeline for completion?
- c. Describe what makes the project particularly diversity-related

3. Brief estimated budget (1 page, in Word or Excel). Provide 4 copies.

The total request to VPGE may not exceed \$5,000.

- a. Provide an itemized budget of all research-related expenses.
- b. List anticipated sources of funding. Indicate which items would be supported by VPGE Dissertation Research Opportunity funds and which are covered by other sources.
- c. Allowable expenses include: supplies (computers, software, special equipment, paper); hiring others (data entry, transcribing interviews, running focus groups, cleaning or repairing equipment); travel for data collection (to meet with an expert, to visit an archive, to interview project participants).
- d. Unallowable expenses include: tuition, health insurance, conference travel, rent, food, and living expenses.

4. Curriculum Vita and unofficial Stanford transcript from AXESS. Provide 4 copies.

5. Letter of support from academic advisor. Advisor provides 1 copy directly.

Advisor’s letter should be sent directly to VPGE: vpge@stanford.edu. The letter should address the following:

- Quality and significance of dissertation topic and proposal.
- Extent to which the project meets VPGE goals of advancing diversity-related scholarship and inquiry.
- Applicant’s timely progress toward the degree and likelihood of completing the dissertation within the timeline outlined.
- Applicant’s need for funding at this point within research and project timeline.

DEADLINES

Submission deadlines:	Notification:	Funds issued by:
November 15, 2007	December 1, 2007	December 15, 2007
April 15, 2008	May 7, 2008	May 15, 2008
November 12, 2008	December 1, 2008	December 15, 2008

Funds will be allocated by the Vice Provost for Graduate Education, advised by a proposal funding review committee. Students will be notified of funding decisions via email.

FUNDING FOLLOW-UP

If awarded funding, please note:

Student is expected to be truthful and forthcoming about need for funds and accuracy of budget request. If circumstances change (other funding sources, changes in timeline) student will inform the Office of the VPGE.

Student is expected to provide a short report 12 months from date of award or upon degree completion, if attained first. Report will include how funds were utilized, how research project has developed, what was learned, and next steps regarding their research project and career. Report should be submitted via email to vpge@stanford.edu.

If you have any questions about receipt or expenditure of funds, contact Rebecca Jantzen at rjantzen@stanford.edu