UIC – College of Education, Office of Research

**REQUEST FOR DISSERTATION/THESIS/ MAJOR RESEARCH PAPER FUNDING**

The Office of Research within the College of Education will reimburse graduate students for up to $500 for expenses related to the research and preparation of a dissertation, thesis, or major research paper if in a non-thesis program.

The Research Office will only grant ONE research funding award per student, and reimbursement

shall be claimed within the same year. Students must be approved for funding before submitting a claim

for reimbursement.

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| **Allowable Expenses** | **Non-Allowable Expenses** |
| Software | Hardware |
| Travel outside a 30-mile radius of Chicago to conduct research | Computers |
| Supplies | Payment to research assistants |
| Printing costs | Software accessible through UIC |
| Incentives for interviewees (see below for instructions) | Travel to conferences |

**Required Application Materials**

A. Title and abstract of dissertation, thesis, or major research paper

B. Short statement explaining how funding will directly support your research

C. Timeline for completion of project

D. Timeline for spending along with a detailed budget and explanation of the expenses (see attached form)

E. Specify the contribution, if any, of your department or school to the research project, such as supplies, travel, research assistance, or equipment

F. Letter from supervising professor confirming and supporting the need for funding

G. If required, proof IRB approval

**Required for Request for Funding of Incentives**

If you are requesting funding for gift cards or incentives of some kind, please be aware that IRS rules require that you report the name of the subject and the amount given. If subjects must remain anonymous (as approved by your IRB application), please indicate that on your reimbursement request and list the subject’s study number.

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| **REQUESTER NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **E-MAIL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**UIN:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Please note, confirmation of funding will only be sent via uic.edu e-mail addresses*.**  **SEND ALL APPLICATION MATERIALS ALONG WITH THIS FORM TO**: Dr. Daniel M. Maggin, Interim Associate Dean for Research, [dmaggin@uic.edu](mailto:dmaggin@uic.edu) |

**BUDGET OF RESEARCH EXPENSES:**

|  |  |  |
| --- | --- | --- |
| **Material and Supplies** | **Expected Cost** | **Explain how this cost pertains to your research** |
| Item: | $ |  |
| Item: | $ |  |
| Item: | $ |  |
| Item: | $ |  |
| **Total $ for Materials and Supplies** | $ |  |
|  |  |  |
| **Travel for Research (Covers anything outside a 30-mile radius of Chicago)** | **Expected Cost** | **Explain how this cost pertains to your research** |
| Domestic destination: | $ |  |
| Foreign destination: | $ |  |
| **Total $ for Travel** | $ |  |
|  |  |  |
| **TOTAL BUDGET** | $ |  |

**An Expense Reimbursement Form must be filed with the College of Education Office of Research within three weeks after costs have been incurred.** To meet the demands of the Accounts Payable Office, the graduate student must attach all pertinent **original** receipts. **If you are requesting reimbursement for incentives (gift cards) you must also submit a list of recipients and the amount given as well as the date the incentive was given.**

***PLEASE NOTE:***

Allocation of funds will be made contingent upon receipt of documentation. The maximum award per student is $500 and must be expended within 2 years, with no exception. Expenses can only occur after the proposal is approved for funding.

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| **For Office Use Only** |
| **Awarded $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ***Associate Dean for Research Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |