



Brandeis University

Office of Graduate Student Affairs

Graduate Student Center Kutz 124
MS 207
Waltham, Massachusetts
02454-9110

781-736-3606
781-736-2891 Fax

To: University Doctoral Students
From: Alwina Bennett, Assistant Provost for Graduate Student Affairs
Date: 25 February 2013

Subject: Funds available for dissertation expenses

The Provost, acting on recommendations from the Dean of the Graduate School of Arts and Sciences, the Dean of the Heller School and the Dean of the International Business School, is making funds for dissertation related research expenses, especially travel, incurred from July 1, 2012 to June 30, 2013, available to doctoral students.

A university doctoral student with an approved dissertation proposal (ABD) may apply by submitting the attached form that contains the following information to the Office of Graduate Student Affairs, (MS 207):

- The purpose for which the funds have been or will be spent for dissertation research by June 30, 2013;
- If you have already incurred dissertation expenses for the specified time period (7/1/12-6/30/13), you should attach copies of your receipts to your application form;
- An itemized list of expenses on a separate spreadsheet;
- A signed letter of support from the chair of the dissertation committee. This letter may be sent directly from the chair to the Assistant Provost, Alwina Bennett or given to the applicant in a sealed and signed envelope.

Applicants must indicate if they have applied for or received any other funding.

Housing and meals are *not* eligible for reimbursement.

Expenses incurred before June 30, 2013 for activities planned *after* that date are also eligible for reimbursement.

The Provost and the Deans are pleased to be able to extend this support for the important research and scholarship conducted by the university's doctoral students.

Applications are due in the Office of Graduate Student Affairs (MS 207) by Monday, March 25, 2013.

CONFIDENTIAL

Provost's Dissertation Expense Award

Name:

Program:

Mailing Address:

Year entered Ph.D. program:

Date Prospectus Accepted:

Expected Date of graduation: Email:

*Social Security Number:

*Citizenship:

Explain below or on an attached sheet, the need for travel or research related expenses and the relation of these expenses to your dissertation research. Include an itemized budget and specific details regarding any other funding applied for and/or received.

*Necessary to process payment.

Total Expenses to be reimbursed (attach receipts): \$ _____

**Applications are due in the Office of Graduate Student Affairs (MS 207) by
Monday, March 25, 2013**

Provost's Dissertation Expense Award

Letter of Recommendation from Dissertation Chair

(This letter may be sent directly to the Assistant Provost in the Office of Graduate Student Affairs, MS 207 by Monday March 25, 2013, or returned to the applicant in a sealed and signed envelope.)

Student's name: _____

Faculty member's name: _____

Faculty member's signature: _____

Please give a candid assessment of the candidate's work and describe how this award would aid progress on the dissertation.