



REQUEST FOR DISSERTATION/THESIS/ MAJOR RESEARCH PAPER FUNDING

Preparing people to lead extraordinary lives

The Graduate School 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.

NOTE: The Graduate School 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. Research Funding is only available to students whose programs are housed on the lakeside campuses.

Allowable Expenses

- Supplies
- Software
- Printing costs
- Travel outside a 30 mile radius of Chicago to conduct research
- Incentives for interviewees (see below for instructions)

Non-Allowable Expenses

- Hardware
- Software accessible through Loyola
- Computers
- Travel to conferences
- Payment to research assistants

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 of IRB approval

Required for Request for Funding of Incentives

If you are requesting funding for gift cards or incentives of some kind, all gift cards must be purchased by the Graduate School. **The Graduate School cannot reimburse gift cards purchased with personal or departmental funds.** Also, please be aware that IRS rules require that you report the name of the subject and the amount given. If subjects must remain anonymous, please indicate that on your final report to Accounts Payable and list the subject's study number.

REQUESTER NAME: _____

DEPARTMENT: _____ **PHONE:** _____

E-MAIL: _____

Confirmation of funding will only be sent via luc.edu e-mail addresses.

SEND ALL APPLICATION MATERIALS ALONG WITH THIS FORM TO:

Tamika Toler, Awards & Budget Coordinator, **Email:** ttoler@luc.edu

For Office Use Only

Awarded \$ _____ Term/Year: _____

Graduate School Dean's Approval _____ **Date** _____

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)	Cost	
Domestic destination:	\$	
Foreign destination:	\$	
Total \$ for Travel	\$	
TOTAL BUDGET	\$	

A Loyola University Expense Reimbursement Form must be filed with the Graduate School 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 funding for incentives (gift cards) The Graduate School must purchase them for you. You must also submit a list of recipients and the amount given, as well as the date the incentive was given, after you have dispersed the gift cards.**

PLEASE NOTE: Allocation of funds will be made contingent upon receipt of documentation.

- The maximum subvention is \$500. Only ONE award will be granted per student.
- Expenses can only occur after the proposal is approved for funding.