

## **SPH Office of Research Excellence**

### **Research Advancement Program**

#### **Doctoral Professional Development Award Application Guidelines**

##### **ELIGIBILITY**

Doctoral candidates (DrPH or PhD) currently enrolled in the GWSPH *who have successfully completed their comprehensive exams may apply for funds* from the GWSPH Office of Research Excellence (ORE) to support expenses associated with their dissertation research and dissemination of findings.

*Note: This award can only be granted once during a Doctoral candidate's studies, having met all of its requirements.*

##### **CRITERIA**

Doctoral candidates must submit a brief application summarizing the primary aims, research questions, hypotheses, proposed methodology, strengths and limitations, and a timeline. Each application must be accompanied by a letter of recommendation/support from the student's dissertation committee chair. Individuals may only receive one Doctoral Professional Development Award while at GWSPH.

##### **USE OF FUNDS**

Funds may be used to support the following types of activities.

- Dissertation-related travel (e.g., data collection site visits, meetings with collaborators)
- Purchase of research equipment
- Purchase of research supplies and software
- Research-related professional membership fees
- Professional journal subscription costs
- Publication fees
- Software costs

## **APPLICATION DEADLINES**

Application submissions will be accepted on a rolling basis contingent on the available ORE budget. Applications must be submitted to ORE ([GWSPHResearch@gwu.edu](mailto:GWSPHResearch@gwu.edu)) at least two months before funds are needed.

## **AWARDS**

Up to **\$1,500** in funding will be awarded per applicant.

Notification of decisions will be sent from ORE via email to the awardee, his/her dissertation Chair, and Departmental Finance Manager. Award spending information and requirements will be included in the notification. Students who do not receive awards will also be notified.

## **APPLICATION REQUIREMENTS**

A completed Doctoral Professional Development Award Application must be submitted and contains the following.

1. Completed application form.
2. The application should include a two-page, single-spaced Project Description (font size 11 points with one-inch margins). Figures and references are not included in the two-page limit. The Project Description should be written for a general audience using non-technical language whenever possible to be understandable by research faculty in other fields. It should consist of the following components:
  - I. Summary of the Primary Aims and Research Questions
  - II. Hypotheses
  - III. Proposed Methodology
  - IV. Strengths and Limitations
  - V. Proposed Timeline
3. Letter of recommendation/support from the student's dissertation Committee Chair.
4. Budget and budget narrative using the template.

## **SUBMISSION REQUIREMENTS**

The required forms and components should be merged into a single PDF and submitted via email to [GWSPHResearch@gwu.edu](mailto:GWSPHResearch@gwu.edu). Use the following format for the file name: **Lastname\_Firstname\_Application\_Doctoral\_Professional\_Development\_Award\_Date of Submission.**

## **FINAL REPORT**

Awardees must submit a two-page Final Report within 30 days of the award end date or 30 days before graduation (whichever comes first) outlining the following points.

1. Expenditures made during the course of the project.
2. The award's contribution to the student's dissertation research.
3. The student's success in the program.

***\*Please note that unspent funds will remain with ORE.\****