



Heller Annual Fund Awards Guidelines Spring 2018

The Heller Annual Fund is fully supported by Heller alumni and friends, and earmarked exclusively for student support. Eligible Masters-level students may apply for **one-time awards/grants** according to the guidelines below. An eligible student may receive **each award only one time** (but may apply more than once if earlier requests are declined).

Eligible PhD students may apply for **two conference grants only** during their time at Heller - one pre-proposal approval and one post-proposal approval; and eligible PhD students may be awarded one dissertation grant during their career at Heller.

All applications should be titled with your name as the file name and emailed to hellerfa@brandeis.edu.

You can send any questions to hellerfa@brandeis.edu.

All grant recipients are required to write a thank you letter (one page minimum) that explains how the support has contributed to their student experience. These letters are shared with alumni who, in turn, are much more willing to contribute to the fund when they see tangible evidence of the impact they make through their generosity. Receipts and signed thank you letters for reimbursement are **due as soon as all purchases have been completed**. You may forfeit the award if these materials are not received at that time.

In some cases, awards may also be taxable income, which may be taken out at the time of your award by the accounts payable office.

Book Awards:

Master's students (MBA, MS, MPP, MA COEX and in-residence MA SID students) are eligible for \$250 awards to defray the costs of reading materials for the semester. Applicants must submit a letter (not in an email but a Word document, at least 1 page) outlining:

- Degree program and anticipated graduation date
- Current plan of study and career goals
- Financial need

Applications are due **Friday, January 26, 2018 at 5 pm**. The number of awards will depend on the availability of funds. **Applicants will be notified approximately 2-3 weeks after the deadline.**

Students whose requests are granted will receive up to a \$250 reimbursement payment after we receive:

- A complete expense summary
- All original receipts
- A signed letter to be shared with alumni donors who make these grants possible

Each masters-level student may receive only one book award during his/her Heller career, and must use the award by the end of the semester in which it is awarded. Awards cannot be transferred to different semesters.

Conference Grants:

Masters students and PhD candidates may apply for a grant to pay expenses related to attending a professional conference relevant to their areas of professional and scholarly interest and which could provide valuable career networking opportunities. Maximum award amounts, to cover registration, lodging, and travel:

- \$700 for those presenting original work
- \$300 for those attending without presenting original work

Applications are accepted on a rolling basis until the semester's funds are depleted. Applications should be submitted in writing **one month or more before** the conference, and include a description of the conference, travel fees to be incurred, and why attendance is beneficial to the student. Applications must be made in writing in the form of a letter in Word (not via phone, a quick email or in person).

Sponsored students should first check with sponsoring agency to determine if conference funding is available through that agency.

Students whose requests are granted will be reimbursed after submitting:

- A complete expense summary
- All original receipts
- A signed letter to be shared with alumni donors who make these grants possible

Dissertation Grants:

Post-proposal doctoral students may apply for a grant to assist in the final stages of conducting research and writing dissertations. These small grants (\$3,000 maximum) are intended to help students who have made substantial progress in their work, and to relieve specific dissertation-related expenses (e.g., transcriptions, travel related to collecting data, software purchases, consulting or other direct research costs). This grant does not cover expenses such as computers, travel for conferences, stipends, program related expenses and other non-direct costs.

Students should submit a copy of their abstract along with a cover letter that outlines the purpose and significance of their study, budget, budget justification, timeline for completing the work, where they are in the dissertation process, a strong statement on why this grant would be helpful. The application must not exceed 2 typed, single-spaced pages, Times font, 12-pt and must be at least 1 page long.

In addition, students must have the chair of his/her dissertation committee submit a brief statement (either as part of the student application package or separately) supporting the student's timeline, need for the funding and ability to complete the dissertation within the presented timeline.

Applications are due by **Friday, February 2, 2018 at 5 pm**. **Applicants will be notified approximately 3 weeks after the deadline.** The number and size of awards will be determined by the available funds at that time and by the application supporting the student's dissertation goals. Grant payments will be processed once the Development Office has received the student's signed letter of appreciation for the award.