

Heller Annual Fund Awards Guidelines Fall 2019

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 book awards (up to \$250) or conference grants (up to \$700)** according to the guidelines. 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 (up to \$700)** only during their time at Heller - one pre-proposal and one post-proposal; and eligible PhD students may be awarded **one dissertation grant (up to \$3,000)** during their career at Heller.

All applications should be submitted via the google form link below.

Book Awards: <https://forms.gle/M2yBGfhca9zeNxTq9>

Conference Grants: <https://forms.gle/pbi5wXBEF2QrW2oP8>

Dissertation Grants: <https://forms.gle/4DEuPVpoYvr4cF7F9>

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.

Book Award Application Form:

<https://forms.gle/M2yBGfhca9zeNxTq9>

Applications are due **Friday, September 20, 2019 at 5:00 pm**. Applicants will be notified approximately 2-3 weeks after the deadline.

Students whose requests are granted will be reimbursed after submitting:

- A complete expense summary in excel (shipping costs can be included)
- All original receipts
- A thank you 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 **one month or more** before the conference, and include:

- the title and description of the conference
- conference dates and location (City, State or City, Country)
- estimated travel fees to be incurred
- why attendance is beneficial to the student.

Conference Grant Application Form:

<https://forms.gle/pbi5wXBEF2QrW2oP8>

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 (outside of Boston only), software purchases, consulting or other direct research costs. IRB approval is required.

Dissertation Grant Application Form:

<https://forms.gle/4DEuPVpoYvr4cF7F9>

Applications are due by **Friday, September 27, 2019 at 5 pm. Applicants will be notified approximately 3 weeks after the deadline.** The size of the award will be determined by the application supporting the student's dissertation goals.

The application form requires the abstract for your dissertation and a cover letter that outlines the purpose and significance of your study, budget, budget justification, timeline for completing the work, where you are in the dissertation process, and 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.

Exclusions:

- This grant does not cover expenses such as computers, travel for conferences, travel associated for collecting data in the Boston area, stipends, editing costs, program related expenses and other non-direct costs.
- Costs for consultants are permitted, but the applicant must give appropriate reasoning why this is a necessary cost, and reasoning why this can't be done on their own. Based on past awards, we have determined a rate of \$50-\$70/hr (for up to a max of 25 hours) is within reason.
- Transcription costs are also limited for these grants. Based on our research, firms are very expensive and automated services are more cost effective. (A list of transcription services and costs are available upon request.)

Grant payments will be processed once the Development Office has received the student's signed letter of appreciation for the award.