

## Heller Annual Fund Awards Guidelines Fall 2020

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 approval and one post-proposal approval; and eligible PhD students may be awarded **one dissertation grant (up to \$3,000)** during their career at Heller.

**All awards must be given while the student is still enrolled as a student.**

All applications should be submitted via the google form link included in each award/grant description 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](mailto: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. Please notify the email above, if you decide at any point, to not collect your award so that we may open it up for other students.

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.

**Please note that due to the ongoing COVID-19 pandemic and the resulting Brandeis travel restrictions, some updates have been made to the Annual Fund process to reflect these updates primarily affect conference grantees, but we remain committed to ensuring that all students have access to the resources needed to engage and learn effectively.**

## **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 an application outlining:

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

Applications are due **Monday, September 21, 2020 at 12:00 pm**. The number of awards will depend on the availability of funds. **Applicants will be notified approximately 2-3 weeks after the deadline.**

**Book Award Application:** <https://forms.gle/M2yBGfhca9zeNxTq9>

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

- A complete expense summary in excel (shipping costs can be included)
- 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.**

**If you receive this grant in the spring, and you plan to graduate in May, you must submit all materials as early as possible to be paid before you graduate.**

## **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 **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 conference registration fees
- why attendance is beneficial

**Conference Grant Application:** <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

**If you receive this grant in the spring, and you plan to graduate in May, you must submit all materials as early as possible to be paid before you graduate.**

Attendance at conference grants must occur before your commencement date.

## **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).

**This grant does not cover expenses such as computers, travel for conferences, editing costs, stipends, health insurance, tuition, program related expenses, anything related to incidental 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. (A list of transcription services and costs are available upon request. Based on our research, firms are very expensive and automated services are more cost effective.)
- Brandeis has instituted a new gift card policy and you must go through Brandeis to purchase them in advance (more information can be provided on how to do this).
- IRB approval is required to apply.

Students should submit:

- A cover letter that outlines the purpose and significance of their study with budget justifications and a strong statement on why this grant would be helpful.
- A copy of their abstract
- A detailed budget broken into categories of expense
- A timeline for completing the work
- Where they are in the dissertation process.
- Receipts are required if you have them and/or quotes on transcription or consultant services.

The application must not exceed 2 typed, single-spaced pages, Times font, 12-pt and must be at least 1 page long.

Applications are due by **Wednesday, September 30, 2020 at 5 pm**. **Applicants will be notified approximately 3 weeks after the deadline, or once the committee is able to meet.** The number and size of awards will be decided by committee and 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 and/or required support documents as requested.

**Dissertation Grant Application:** <https://forms.gle/4DEuPVpoYvr4cF7F9>