

**Wyatt Jones Dissertation Endowment
and
The James Schulz Dissertation Fund
Guidelines Spring 2023**

These funds are fully supported by Heller alumni and friends and earmarked exclusively for PhD student support.

All applications should be submitted via the google form link included in each award/grant description below. **All awards must be given while the student is still enrolled as a student.**

[Click Here to Apply](#)

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 and friends 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 or quotes and signed thank you letters for reimbursement are **due as soon as all purchases have been completed.**

You can apply for this even if you have received dissertation support from the Heller Annual Fund, though it cannot be used for the same expenses you've already been funded for. If you have received Annual Fund money, please note that within your submitted budget.

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, but we remain committed to ensuring that all students have access to the resources needed to engage and learn effectively.

GUIDELINES TO APPLY:

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 outside of the Boston area related to collecting data, software purchases, consulting or other direct research costs).

This grant does not cover expenses such as computers/IPads, travel for conferences, editing costs, stipends, health insurance, tuition, program related expenses, any programs outside of Brandeis, anything related to incidental expenses, and other non-direct costs.

Additional notes for applying:

- **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. Detail who the consultant is, what services they are providing and why you are unable to perform that action. It is expected that students should conduct as much of their own research, analysis, and writing and editing as possible.
- **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.) Please provide a quote from a company with your application for the amount you need for transcriptions. Max transcription cost is up to \$1,750 and quotes are required in order to process the award.
- 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). Gift cards can be used for paying focus group participants or individual interviews one-on one for research purposes, including to complete a survey. These are only granted for up to \$25/hr. Brandeis/Heller will follow up with you to confirm you have dispersed the gift cards and you will have to provide a report of your activity. If you haven't utilized all the funds provided, it will be required to return them to Brandeis University.
- **IRB approval** is required to apply. If your timeline for IRB approval is near this application deadline, we can work with you and approve your award "pending IRB approval."

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. It should also include where they are in the dissertation process and a timeline for completing the work. The application must not exceed 2 typed, single-spaced pages, Times New Roman font, 12-pt font.
 - **Include a detailed budget** broken into categories of expense (Data costs=\$X, Gift cards=\$X, etc with detailed usage of item). Quotes and/or receipts are required for each item in your budget. Only submit a budget for up to \$3,000. This is in addition to the minimum 1-page application letter.
- **A copy of their abstract.**
- **A letter of support from their dissertation chair.** Not only should the chair express their support to complete your dissertation according to your timeline, but it should also reference why the committee should support your proposed expenses.

You cannot change the terms of your application/budget after you apply.

Applications are due by Thursday, June 1, 2023.

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. If the committee has questions, you will be contacted for more information. 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. You cannot change the terms of your application/budget after you apply. Any unused funds are required to be returned to the University.