

## PS Graduate Student Research Fund (Policy and Guidelines)

All Political Science graduate students are invited to submit proposals for support of projects related to their research efforts. The funds can be used for fieldwork, visits to libraries/archives or other repositories of information, data collection, survey costs, software purchases, printing costs. Funds cannot be used for expenses related to food, entertainment or equipment (e.g., computers, cameras). Funds (up to \$500) per fiscal year (July 1 - June 30) will be awarded to students provided the following guidelines are met:

- 1) Completed application form must be submitted to Susan Twarog two weeks prior to fund use. Application will be reviewed and approved by the Graduate Program Director for either partial or full funding.
- 2) The **student must be registered** (either in-residence or non-resident).
- 3) **Retroactive approval for expenses is not allowable.**

### To Apply

1. Complete a PS Graduate Student Research Fund Application Form.
2. Submit request to Susan Twarog in Department HQ two weeks prior.
3. Submit **original itemized receipts** to Susan Twarog for reimbursement. Please note that some expenses especially those involving contracts (e.g., survey companies) require the setup of purchase orders. Please consult with Paula Kreutzer on these issues.