Description: This grant will be given to a Sociology graduate student to assist with future (not past) out-of-pocket thesis expenses, such as (but not restricted to) data gathering travel, postage for questionnaires, purchase of secondary data, purchase of tapes for audio recording, payment to research participants, etc. Normally applicants are awarded up to $500. In extraordinary circumstances a higher amount may be requested. No travel to professional conferences will be covered. Normally students must first apply for an EEG thesis grant through the graduate school and either be denied or demonstrate additional need to qualify for a department thesis grant. In such cases, you may use the EEG proposal to request department funds rather than complete a new proposal.

Procedures: Submit one electronic copy, and one hard copy that is signed by your advisor, of the completed application to the Director of Graduate Studies or the Sociology Office Coordinator. Applications should include the following items:
1. Cover Sheet that includes:
   a. Your name, e-mail address, and phone number
   b. Thesis title and Date the thesis proposal was approved
   d. Expected date of graduation
   e. Proposed period of grant
   f. Amount requested
   g. Signature of your thesis advisor
2. One-page description of the thesis proposal. Do not exceed one single-spaced type-written page. Please use the following subdivisions to describe your project:
   a. Thesis Description – information relevant to your topic
   b. Specific Goal(s) – the hypothesis you are testing or questions you are asking
   c. Methods – strategies you will employ to test your hypothesis or answer questions
   d. Significance – contribution that you hope your thesis will make to your research area
   e. Time-line – to completion of the thesis
3. A one-page detailed budget for anticipated expenses and why you need the requested funds. If the activity for which the grant will be used involves data collection, explain what preparation you have done to collect your data (e.g., IRB approval, necessary contacts, etc.). Where appropriate, indicate how you computed costs for items.

Eligibility: Thesis proposals not yet defended or students who have not formed committees are not eligible. A student must also be making satisfactory progress toward completion of the degree (students with outstanding incompletes or who are on probationary status are not eligible). The applications will be evaluated by the quality and significance of the project, as well as the budget justification and the potential for the award to have an impact on the quality of the thesis. Applications are accepted at any time.

Decisions are normally made within three weeks of the application receipt date. Should you receive a thesis expense grant, it will be in the form of reimbursement – not a cash advance. You must submit original itemized receipts (within 6 months of being awarded the grant), to the Office Coordinator for reimbursement. Failure to supply these receipts will either 1) delay your reimbursement or 2) result in no reimbursement for those expenses without a receipt.