Dodson Research Grant

The Graduate School manages a pool of Les and Harriet Dodson funds to support graduate student research. These funds primarily assist students actively working on dissertations, theses, or final projects. A faculty committee will review proposals and make recommendations to the Dean of the Graduate School. Individuals may receive up to $3,000.

- Deadline to apply for the Spring/Summer 2020 grants will be October 25, 2019.
- Deadline to apply for the Summer/Fall 2020 grants will be March 20, 2019.

Activities Supported:
Funds may purchase useable materials or pay for processing directly related to graduate student research. Funding may support travel for the purposes of conducting research (i.e. collecting samples in the field, visiting an archive). Other activities may be considered.

Awards generally cannot pay for equipment that will stay at the institution, wages to the applicant or assistants, personal items, travel to academic conferences, or publishing costs. Any items purchased with grant funds will be property of UTEP.

Eligibility:
✓ Applicants must be enrolled in a graduate degree program and show progress toward the degree.
✓ Students may win no more than once per academic year.
✓ Students may win no more than twice (each) at the master's and doctoral levels (four times maximum).
✓ Previous winners must disclose their prior award(s) and explain why they should be funded again in their proposal.
✓ Applicants must apply as individuals, not as a team.
✓ Applicants must comply with protocols associated with research on human or animal subjects. Students with projects undergoing IRB or IACUC review are welcome to apply.

Selection:
- Incomplete and late applications will not be reviewed.
- A complete application includes the student's proposal (detailed below) and their mentor's letter of support.
- Applications not submitted through the online portal (detailed below) will not be reviewed.
- Preference may go to students who have not previously won the Dodson grant.
- Preference may go to students without other research funding.
- The review committee will assess the quality of the narrative, budget, and letter of support to inform the allocation of funds.
- The Graduate School may prioritize students who provide a completed Annual Activities Report and/or Individualized Development Plan.
How to Apply:
The application portal is available at www.utep.edu/graduate/funding. The applicant completes the short web form and uploads the proposal (see below) as one PDF. The form will then route to the faculty mentor (who receives an email with a link directing them to the online form) who reviews the student’s submission, uploads their letter of support in PDF form, and approves the complete application. We recommend using Google Chrome for this process.

The student proposal portion (double spaced, 12 pt. font, 1 inch margins) must have two components that count toward a 3-page limit:

I. **Narrative description**, to include:
   1. Clear, non-technical explanation of the project that can be understood by non-specialists;
   2. Description of the activities to be supported with approximate dates of completion;
   3. Explanation of how this funding will contribute to completion of degree;
   4. If a previous Dodson grant winner, disclosure of prior award(s) and rationale for further funding.

II. **Itemized budget** and budget justification–Please indicate any other sources of research funding and/or efforts made to secure support.

The student proposal portion may have three more components that do not count toward the page limit:

III. **References** (1 page max)–The applicant may have one page with essential bibliographic or endnote citations relevant to their study. No explanatory notes or other narrative is permitted.

IV. **IRB or IACUC approval**–If relevant, the applicant should provide documentation indicating the state of IRB or IACUC approval. An email or screenshot is acceptable.

   *Note: We welcome applications for projects having requested but awaiting institutional review. We will not release funds until the IRB or IACUC review is approved. Provide evidence of status in the application and send that approval to dodsongrad@utep.edu as soon as possible.*

V. **AAR/IDP**–Applicants are highly encouraged to submit their most recent Annual Activities Report and/or Individualized Development Plan.

The faculty letter of support (1 page maximum, submitted as a PDF) should endorse the student’s work and describe how it is doable, well grounded, and significant. The faculty member may include other information she considers relevant to the student’s proposal. We will notify applicants whether or not they have received the Dodson grant and will make every effort to provide feedback. Thank you for your patience as we evaluate all applications with care.

**Important Note on Future Requirements:**
As of fall 2020, submission of the most recent Annual Activities Report (AAR) and/or Individualized Development Plan (IDP) will be required for this opportunity. Guidance forthcoming at www.utep.edu/IDP.
Instructions if Awarded a Dodson Research Grant:
Winners must review and sign Awardee Guidelines, which outline compliance and reporting responsibilities by an indicated date. Failure to respond promptly or comply with these guidelines will result in forfeiture of award funds.

1. Dodson funds may only be used for items and activities listed in your accepted proposal. Email Dr. Aaron Waggoner (jawaggoner@utep.edu), cc'ing your faculty advisor, to request clarification or modification or report any changes.

2. The program's administrative assistant or business center will assist the transfer of funds for use within 60 days of award notification. That staff member may direct questions to Ms. Laura Fernandez or Mr. Fabian Villanueva.

3. If Dodson Funds support research-related travel, the student must complete a travel authorization form and follow university travel guidelines.

4. Applicants are encouraged and winners are required to apply for at least one other external funding opportunity to support your research. Learn about opportunities here.

5. Winners must expense the award funds in the designated grant period:
   - If awarded in the fall cycle (October deadline), funds must be spent before December 1 of the following year.
   - If awarded in the spring cycle (March deadline), funds must be spent before May 15 of the following year.

6. Winners must expense funds and submit a report by the end of the grant period or upon graduation (whichever occurs first). Unused funds will be returned to the Graduate School.

7. Winners should submit that report in the body of an email to dodsongrad@utep.edu; it should:
   - Describe the current status of your research;
   - Provide an updated timeline for completion and immediate post-graduation plans (job search, postdoc, etc.);
   - Include three pictures of you “in action” during the funding period (for example, working in a lab, conducting research in the field, or presenting your work); and
   - Provide an itemized statement of how you spent your Dodson Funds, noting how the funds specifically contributed to your progress and to your future academic/professional goals.

Direct questions regarding the dispersal or management funds to:
**Ms. Laura Fernandez**  
Administrative Assistant  
lfernandez4@utep.edu  
(915) 747-8625

**Mr. Fabian Villanueva**  
Director of Administration  
fvillanueva2@utep.edu  
(915) 747-8989

Direct other questions about the grant program to:
**Dr. Aaron Waggoner**  
Assistant Director for Professional Development & Support  
jawaggoner@utep.edu  
(915) 747-5777