

## **Dodson Research Grant**

The Graduate School manages a pool of Les and Harriet Dodson Endowment funds to support graduate student research. These funds primarily assist students actively working on dissertations, theses, or final projects. **Because travel is currently [limited](#), and face-to-face human subjects research remains limited subject to [University/ORSP guidelines](#), we encourage applicants to consult with their mentors and consider these guidelines carefully when preparing Dodson proposals.** 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 2021 grants will be October 31, 2020.
- Deadline to apply for the Summer/Fall 2021 grants will be March 31, 2021.

### **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. **Because travel is currently [limited](#), and face-to-face human subjects research remains limited subject to [University/ORSP guidelines](#), we encourage applicants to consult with their mentors and consider these guidelines carefully when preparing Dodson proposals.**

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 submitted that do not follow the submission guidelines 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.

## How to Apply:

The applicant submits the proposal (see below) as **one** PDF via the application portal:  
[dodsonresearchgrant.questionpro.com](https://dodsonresearchgrant.questionpro.com)

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. As of fall 2020, Dodson Research Grant applicants **are required to apply for at least one other external funding opportunity** to support your research. [Learn about opportunities here](#).

The student proposal portion may have two 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](mailto:dodsongrad@utep.edu) as soon as possible.*

## All Dodson Research Grant applications **must include** student's most recent AAR/IDP:

- As of Fall 2020, applicants must submit their most recent Annual Activities Report and/or Individualized Development Plan. (This does not count toward the page limit.)

## Submission:

Applicants should submit their complete packet as 1 PDF to [dodsonresearchgrant.questionpro.com](https://dodsonresearchgrant.questionpro.com)

**NOTE: 1)** Order of the elements in the .pdf should follow the order in program details & instructions (see above "How to Apply") and **2)** PDF File Name should be "[Applicant Last Name], [Applicant First Name] [semester] Dodson."

The faculty letter of support should endorse the student's work and describe how it is doable, well grounded, and significant. (**Upon student submission mentor will receive an email with instructions on how to submit their letter of support.**) The faculty member may include other information they consider relevant to the student's proposal. We will notify applicants whether or not they have received the Dodson Research Grant and will make every effort to provide feedback. Thank you for your patience as we evaluate all applications with care.

### **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 [dodsongrad@utep.edu](mailto:dodsongrad@utep.edu) cc'ing your faculty advisor, to request clarification or modification or report any changes.
2. The program's administrative assistant or college business center will assist the transfer of funds for use within 60 days of award notification. That staff member may direct questions to [Laura Fernandez](#) or [Fabian Villanueva](#).
3. If Dodson Funds support research-related travel, the student must complete a travel authorization form and follow [university travel guidelines](#). Make your travel arrangements (especially flights) with the assistance of your program's administrative assistant or college business center.
4. As of fall 2020, Dodson Research Grant applicants **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](mailto: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.

**Please direct all questions regarding the disbursement or management of funds to your program's administrative assistant.**

**Direct questions regarding the transfer of funds to:**

**Laura Fernandez**, Graduate School Administrative Assistant, [lfernandez4@utep.edu](mailto:lfernandez4@utep.edu)

**Direct other questions about the grant program to:** [dodsongrad@utep.edu](mailto:dodsongrad@utep.edu)