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 2019 grants will be October 26, 2018.
- Deadline to apply for the Summer/Fall 2019 grants will be March 22, 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, personal items, or travel to academic conferences. 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.
How to Apply:
The application portal is available at: www.utep.edu/graduate/funding. The applicant will complete a short form and upload their proposal (see below) as one complete PDF. The form will then route to the faculty mentor who will review the student’s submission, upload their letter of support in PDF form, and approve the complete application. The faculty mentor will receive an email with a link directing them to the online form. We strongly recommend using Google Chrome when filling out the online application.

The student proposal portion (maximum 3 pages double spaced, 12 pt. font, 1 inch margins) has three components.

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.

III. IRB or IACUC approval (if necessary, does not count towards page limit)—The applicant should provide documentation indicating IRB approval if approval is pending and indicate when approval is expected. An email or screenshot is acceptable.

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.

Notification of Application Status:
Applicants will receive notification whether or not they have received the Dodson grant. Thank you for your patience as we evaluate all applications with care.

Work with Human or Animal Subjects:
Dodson grant applications are welcome for projects in process but awaiting approval of institutional review. Please send evidence of that approval to dodsongrad@utep.edu as soon as possible. Funds will not be released to support projects awaiting human or animal subjects review.

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.

Contact Dr. Aaron Waggoner (jawaggoner@utep.edu), cc’ing your faculty advisor, to request
clarification or report any changes.

2. You must contact your program’s administrative assistant or business center regarding the transfer of funds for your use. That staff member may direct questions about Dodson Funds management to Ms. Laura Fernandez (lfernandez4@utep.edu) or Mr. Fabian Villanueva (fvillanueva2@utep.edu).

3. If Dodson Funds support research-related travel, your department or program must approve the travel before making arrangements. All students intending to conduct university-related travel must complete a travel authorization form provided by your department or program.

4. Applicants are encouraged and winners are required to apply for at least one other external funding opportunity to support your research. You can learn about opportunities here: www.utep.edu/graduate/funding/external-funding.html

5. You must spend your award in the designated grant period:
   • If you were awarded in the fall cycle (October deadline) your funds must be spent before December 1 of the following year.
   • If you were awarded in the spring cycle (March deadline) your funds must be spent before May 15 of the following year.

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

7. Submit your final 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 of Dodson funds to:

**Ms. Laura Fernandez**
Graduate School Administrative Assistant
lfernandez4@utep.edu
(915) 747-8625

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

Direct other questions about the Dodson Research Grant program to:

**Dr. Aaron Waggoner**
Assistant Director for Professional Development
jawaggoner@utep.edu
(915) 747-5777