DODSON RESEARCH GRANT

The Graduate School manages a pool of funds to support graduate student research. These funds are intended primarily to assist students who are actively working on dissertations, theses or final projects, although support of other projects may be considered. A faculty committee will review proposals and make recommendations to the Dean of the Graduate School. Individual awards will be made up to $3,000.

- Deadline to apply for the Spring/Summer 2018 grants will be October 27, 2017.
- Deadline to apply for the Summer/Fall 2018 grants will be March 23, 2018.

You must submit a complete application by the given deadline if you want it to be reviewed and considered. A complete application includes 1) your online application submission (scroll down for link) and 2) your faculty supervisor’s online letter of support. Instructions for application are below. Late submissions will not be considered.

Eligibility and Selection:

- Applicants must be enrolled in a graduate degree program and show progress toward the degree.
- Preference may go to students who have not previously won the Dodson grant.
- Students may only be awarded the Dodson grant once per academic year.
- Students may not be awarded the Dodson grant more than twice during their Master’s or doctoral program.
- Students who have won the Dodson grant before should explain in their application why they should be funded a second time.
- Funding may support travel for the purposes of conducting research or to receive specialized research training, but not for attendance or presentation at academic conferences. Grant recipients who intend to travel must comply with academic department and UTEP travel protocols.
- Applicants must apply as individuals, not as a team.

How to Apply:

You must submit your proposal through our online application system. The application link is available at: [http://www.utep.edu/graduate/funding/](http://www.utep.edu/graduate/funding/)

Your proposal should include the items listed here and should be uploaded as one complete PDF or Word file. Once on the online application, you will click on the “Dodson Proposal Attachment” button to upload your complete application.

1. Project proposal (maximum 3 pages double spaced). This should include:
   - Clear explanation of the project in non-technical language that can be understood by non-specialists.
   - Description of the activities to be supported.
   - Explanation of how this funding will contribute to completion of degree.
- If a previous Dodson grant winner, explanation as to why you should be funded a second time.

2. Itemized budget and budget justification. Only actual research experiences are allowable. These may NOT include wages paid to applicant or personal items. Any items purchased with grant funds will be property of UTEP. Also, please indicate any efforts you have made to secure other funding for research support.

3. IRB approval (if necessary). No funds will be released for projects involving human or animal subjects until proposals have been reviewed by the UTEP ORSP for compliance and student researchers have received appropriate training. Applicant should provide documentation indicating IRB approval. Students undergoing IRB approval are welcome to apply. If approval is pending, indicate when approval is expected.

4. In addition to your proposal, a letter of support from your faculty supervisor/mentor is required (please see guidelines below). Once you submit your application, your faculty supervisor will be prompted (via email) to submit a letter of support through the online application system, which is required to apply for the Dodson Research Grant.

5. Again--A complete application includes: 1) your online application submission see link at www.utep.edu/graduate/funding and 2) your faculty supervisor’s online letter of support. Both must be received by the given deadline for the round you are applying.

**Guidelines for Letters of Support by Faculty Supervisors/Mentors:**

Once you submit your application, your faculty supervisor will be prompted (via email) to submit a letter of support through the online application system, which is required to apply for the Dodson Research Grant.

The faculty letter should comment on the degree to which funding will advance your research agenda and any other information he/she would like to share about your merit.

We strongly recommend using Google Chrome when filling out the online application.

**Notification of Application Status:**

Be assured that you will be notified whether you received the Dodson grant or not. We cannot offer a date by which you will hear from us, but you will hear from us--please exercise patience as we work to evaluate all applications with care.

**Instructions if Awarded a Dodson Research Grant:**

1. Contact your department's administrative assistant regarding the transfer of funds to your department. Disbursement and access of funds is determined by each department. If your department has any questions regarding Dodson funds management, please have them contact Ms. Laura Fernandez or Mr. Fabian Villanueva (see contact info below).

2. If you are awarded the Dodson grant in the Fall (October deadline), all funds must be expended by July 10 of the following calendar year. If you are awarded the Dodson grant in the Spring (March deadline), all funds must be expended by December 31 of that year. Dodson funds not used by the given deadline may be forfeited.
3. If you are using Dodson funds for research-related travel, you must ensure that your department approves your travel before making arrangements. All students intending to conduct university-related travel must notify their departments and acquire official authorization from their department chairs before traveling.

4. Dodson funds may only be applied for items and activities listed in your budget upon application.

5. As a winner of the Dodson Research Grant, you are expected to apply for at least one other external funding opportunity to support your research. You can learn about such opportunities here: [http://www.utep.edu/graduate/funding/external-funding.html](http://www.utep.edu/graduate/funding/external-funding.html)

6. As a winner of the Dodson Research Grant, you are required to submit a report at the end of the grant period, no later than one month after the expense deadline:
   - Spring awardees should spend their funds by December 31 of that year and file their reports by January 31 of the following year.
   - Fall awardees should spend their funds by July 10 of the following year and file their reports by August 10.

   These reports should be submitted in the body of an email to dodsongrad@utep.edu and should do the following:
   - Describe the current status of your research.
   - Provide an updated timeline for completion and immediate post-graduation plans (job search, postdoc, etc.).
   - Provide three pictures of you “in action” during the funding period (working in a lab, conducting research in the field, or presenting your work).
   - Provide an itemized statement of how you spent your Dodson award.
   - Note how the funds specifically contributed to your progress and to your future academic/professional goals.

Questions regarding the dispersal or management of Dodson funds may be directed to:

**Graduate School Administrative Assistant**

**Ms. Laura Fernandez**
lfernandez4@utep.edu
(915) 747-8625

**Director of Administration, Graduate School**

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

Questions about the Dodson Research Grant process may be directed to:

**Assistant Director for Professional Development**

**Mr. Aaron Waggoner**
jwaggoner@utep.edu
(915) 747-5777