



Preparing people to lead extraordinary lives

THE GRADUATE SCHOOL

Lake Shore Campus
1032 W. Sheridan Rd
Chicago, Illinois 60660

**REQUEST FOR
DISSERTATION/THESIS/ MAJOR RESEARCH FUNDING**

The Graduate School will reimburse graduate students for up to \$400 per academic year for up to 2 years for expenses related to the research and preparation of a dissertation, thesis, or major research paper if applicable.

Allowable Expenses

- Supplies
- Software
- Printing costs
- Travel outside a 30 mile radius of Chicago to conduct research
- Incentives for interviewees

Non-Allowable Expenses

- Hardware
- Computers
- Travel to conferences
- Payment to research assistants

Required Application Materials

- A. Title and abstract of dissertation, thesis, or major research paper
- B. Short statement explaining how funding will directly support your research
- C. Timeline for completion of project
- D. Timeline for spending along with a detailed budget and explanation of the expenses (see attached form)
- E. Specify the contribution, if any, of your department or school to the research project, such as supplies, travel, research assistance, or equipment
- F. Letter from supervising professor confirming and supporting the need for funding

REQUESTER NAME: _____

DEPARTMENT: _____ **PHONE:** _____

E-MAIL: _____

Confirmation of funding will only be sent via luc.edu e-mail addresses.

SEND ALL APPLICATION MATERIALS ALONG WITH THIS FORM TO:

Camille O'Brien, Awards Coordinator

Fax: 773-508-2460

Email: cobrien4@luc.edu

Mail: The Graduate School

Granada Center, Lake Shore Campus

1032 W. Sheridan Rd

Chicago, Illinois 60660

Please allow 2 weeks for a decision

For Office Use Only

Awarded \$ _____ Term/Year: _____

Graduate School Dean's Approval _____ *Date* _____

BUDGET OF RESEARCH EXPENSES

Material and Supplies	Expected Cost	Explain how this cost pertains to your research
Item:	\$	
Item:	\$	
Item:	\$	
Item:	\$	
Total \$ for Materials and Supplies	\$	
Travel for Research (Covers anything outside a 30 mile radius of Chicago)	Cost	
Domestic destination:	\$	
Foreign destination:	\$	
Total \$ for Travel	\$	
TOTAL BUDGET	\$	

A Loyola University Expense Reimbursement Form must be filed with the Graduate School within three weeks after costs have been incurred. To meet the demands of the Accounts Payable Office, the graduate student must attach all pertinent **original** receipts.

PLEASE NOTE:

Allocation of funds will be made contingent upon receipt of documentation.

- The maximum subvention is \$400 per academic year for 2 years.
- The standard mileage rate for cars used for business purposes is \$0.50 per mile.