TIPS FOR GRADUATE COLLEGE RESEARCH FELLOWSHIP APPLICATIONS

The Graduate College
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RESEARCH SUPPORT FELLOWSHIPS

- Thesis Research Support Fellowship
  - enrollment in thesis master’s program
  - good academic standing
  - continuing students only, who have approved the Thesis Proposal form
  - up to $2,000 for expenses related to thesis research
  - awarded for fall or spring semester
  - may be awarded one time per degree

- Doctoral Research Support Fellowship
  - enrollment in an eligible Ph.D. or Ed.D. program
  - good academic standing
  - continuing students only, who have advanced to candidacy
  - up to $5,000 for expenses related to dissertation research
  - awarded for fall or spring semester
  - may be awarded one time per degree
TIMELINE

Two rounds of applications each year:

Fall Semester Round
- Application opens: April 15
- Application closes: June 30
- Funding disbursed: Fall

Spring Semester Round
- Application opens: September 15
- Application closes: November 15
- Funding disbursed: Spring

Note: All thesis and candidacy paperwork must be formally approved by (not submitted to) The Graduate College a minimum of one week prior to the close of the application period.
REQUIREMENTS

Components:
• Bobcat Online Scholarship System (BOSS) general application
• narrative description of research project
  • written for non-specialized audience, avoiding jargon
  • adhering to formatting specifications:
    • two pages or less
    • single-spaced
    • 12-point font
    • one-inch margins
• itemized budget request not exceeding maximum allowable
• budget narrative justifying the funds requested
• reference section
• letter of support from thesis/dissertation committee chair
• application checklist
Research-Related Expenditures

Examples of allowable expenditures include:
• materials/supplies to support the research
• travel which directly relates to conducting the research
• equipment with specific configurations or uses not otherwise already available through the university
• other research-related expenses approved by the dissertation committee chair and The Graduate College

Examples of expenditures not allowed include:
• travel to conferences to present research papers or posters
• equipment already available through the university (e.g., software, computers)
• cost for printing and/or binding the dissertation
• publication costs
• tuition
# Common Mistakes and Tips to Avoid

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<thead>
<tr>
<th>Don’t</th>
<th>Do</th>
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<tbody>
<tr>
<td>Begin application on the closing date</td>
<td>Begin well in advance of the deadline</td>
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<tr>
<td>Submit an incomplete application</td>
<td>Verify that you have met requirements</td>
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<tr>
<td>Upload an incorrect budget</td>
<td>Confirm costs and check your math</td>
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<td>Fail to justify the funds requested</td>
<td>Explain exactly what is needed &amp; why</td>
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<tr>
<td>Exceed the maximum allowable</td>
<td>Stay within budget allowed for proposal</td>
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<tr>
<td>Request expenses that aren’t allowable</td>
<td>Follow examples and ask if unclear</td>
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<td>Disregard formatting instructions</td>
<td>Adhere to formatting instructions</td>
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<td>Use jargon in your narrative</td>
<td>Understand your audience</td>
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<td>Fail to guide your chair (letter writer)</td>
<td>Guide writer about what to address</td>
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<tr>
<td>Forget to connect narrative and budget</td>
<td>Explain how expenses will contribute</td>
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<tr>
<td>Expect to receive maximum allowable</td>
<td>Know that funds are a grand-in-aid</td>
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<td>Expect to receive a fellowship</td>
<td>Approach application as competitive</td>
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ADDITIONAL INFORMATION

Thesis Research Support Fellowship:
http://www.gradcollege.txstate.edu/funding/scholarships/thesis-research.html

Doctoral Research Support Fellowship:
http://www.gradcollege.txstate.edu/funding/scholarships/doctoral-research.html

FAQ:
http://www.gradcollege.txstate.edu/funding/scholarships/questions.html

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