



TIPS FOR GRADUATE COLLEGE RESEARCH FELLOWSHIP APPLICATIONS

The Graduate College

TEXAS  STATE
UNIVERSITY[®]

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

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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 an approved 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, with all forms approved
 - 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 15

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 thesis or 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 thesis or dissertation
- publication costs
- tuition

COMMON MISTAKES AND TIPS TO AVOID

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

ADDITIONAL INFORMATION

Thesis Research Support Fellowship:

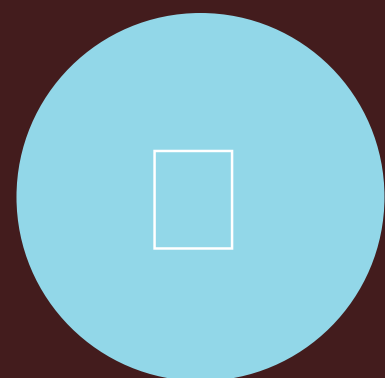
<http://www.gradcollege.txstate.edu/funding/scholarships/thesis-research.html>

Doctoral Research Support Fellowship:

<http://www.gradcollege.txstate.edu/funding/scholarships/doctoral-research.html>

FAQ:

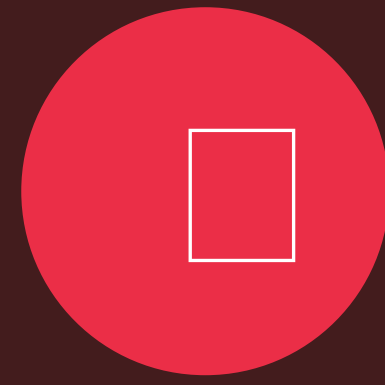
<http://www.gradcollege.txstate.edu/funding/scholarships/questions.html>



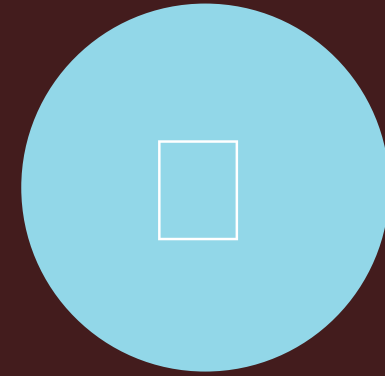
gcrestfel@txstate.edu



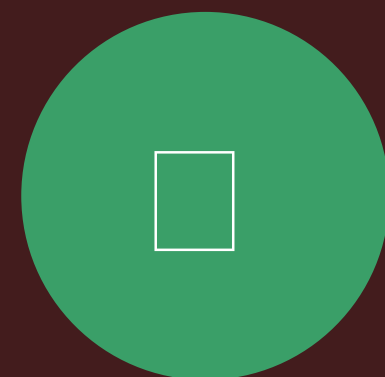
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