Objectives
1. To increase sources of financial support for ETSU graduate student research.
2. To increase the profile of graduate education at ETSU.
3. To help promote excellence in graduate education.

Proposal

Accept applications from graduate students for research grants to support graduate student thesis or dissertation research projects. The minimum amount for the award is $500.00 while the maximum amount is $1000.00. Up to 10 grants will be awarded each year depending upon the availability of funds.

Eligibility Requirements
1. Graduate students conducting thesis of dissertation research as part of their graduate program are eligible to apply.
2. The student must have completed at least one semester of graduate enrollment, be in good standing (have a minimum graduate GPA of 3.0) at the time the award is made (April 1st), and have chosen a graduate committee chair and/or their program advisory committee. Grants should be available in July.
3. Doctoral students may receive the award twice during their program of study at ETSU; Master's students may only receive the award once.
4. Preference for larger awards will be given to students working on projects and/or with mentors with no other source of funding.

Application Procedures

Applications are to be submitted to the ETSU Graduate School using the online application form. Instructions are also available on this [form](#).
1. Applications are due March 1st
2. The application will consist of the completed online application form and a proposal. The proposal is to be included with the application as a single PDF document. It is to consist of a maximum of three (3) single-spaced pages of narrative and one (1) budget page. The three page limit for the narrative includes all figures but not references. References should be included on an additional page. Margins must be a minimum of one inch (1"), and the font must be 12 pt. or larger. Proposals not meeting these requirements will not be considered for funding. The narrative should briefly describe your thesis/dissertation project in non-technical language. Include in this description: background information on the topic, a statement of the problem, specific goals, a summary of preliminary results or work (if available), and a timetable for completion of the thesis/dissertation project. References should be included on a separate page, be in a standard format for your discipline, and provide the names of all authors and the full title.
3. The budget must be on one (1) page, provide a list of specific expenditures and a justification for each. Also include a budget rationale (describe why

this research grant is necessary and how it will be used to further your thesis/dissertation project). Give the actual cost for each item, that is, do not "round up" or estimate prices. Awards will be for a minimum of $500.00 and a maximum of $1000.00. Requests outside of this range will not be considered. It the budget total exceeds $1000.00, a specific requested amount must be given, and the justification must include a description of the source of the additional funds.

4. The student's thesis/dissertation committee chair must complete the online committee chair's agreement form for the application to be considered for funding. This form will be sent directly to the chair after the student submits the application.

If you have any questions, please contact Dr. Scott Kirkby by email or at the following address:
ETSU Graduate School
Attention: Dr. Scott Kirkby
ETSU Box 70720
Johnson City, TN 37614

Evaluation of Applications

1. Applications will be reviewed in early March by a committee chaired by a member of the ETSU Graduate Council and composed of ETSU graduate faculty members. The committee chair and Assistant Dean Kirkby will consult and invite faculty to serve on this committee each year.
2. Grant recipients (up to 10, depending on the availability of funds) will be chosen by April.

Award Presentation & Posting

1. Grant recipients will be notified via email from the ETSU Graduate School. Notification will also be send to the research advisor. An award ceremony will be held later in April to recognize award recipients.
2. Press releases will be sent to the ETSU student newspaper and community newspapers.

Grant Expenditure Process

1. Grant accounts will be set up under the major professor's name for supplies and materials. Supplies will be paid for via e-Bucs.
2. Grant recipients must include acknowledgment of support from the ETSU Graduate School Research Grant program in their thesis/dissertation and in any publications resulting from their thesis/dissertation research.