

## **PhD Dissertation Support Fellowship**

### **Criteria for Eligibility and Award Information**

The PhD Dissertation Support (DS) Fellowship assists PhD students with costs that they may incur when completing their dissertation research.

#### **Criteria**

To be considered for funding, requests must be for activities and purchases directly related to the student's dissertation such as data, statistical or other software for research, access to books or articles not otherwise available, costs related to archival work, interviews, and surveys. Funding may not be used for the purchase of hardware.

#### **Eligibility**

- For expenses incurred during a long semester, the applicant must be registered for a full-time course load during that long semester. For expenses incurred over the summer, the applicant must be registered for a full-time course load in the prior spring long semester or for three credit hours in the summer.
- Applicant must have passed the Qualifying Paper milestone.
- Applicant must maintain at least a 3.0 grade point average and cannot be on academic probation

#### **Awards**

An eligible applicant may receive up to \$750 towards qualifying expenses each academic year. Applications are considered on an on-going basis until the budgeted funds are exhausted. The amount of funds budgeted for DS fellowships varies from academic year (September 1 – August 31) to year.

#### **How to Apply**

Complete the PhD Dissertation Support application including the required narrative and budget. Include in your budget all estimated expenses. For research-related travel, this likely includes economy class airfare or estimated mileage, ground transportation, per diem for meals, and hotel or lodging expenses. Attach appropriate documentation in support of the amount requested such as a copy of the economy class airfare from a travel website, a printout of the hotel rate, estimates of per diem expenses for meals, estimates of ground transportation (e.g., public transportation, taxi, rideshare) and all receipts or basis for estimates of expenses. Submit the completed application to [lbjfellows@atx.utexas.edu](mailto:lbjfellows@atx.utexas.edu).

Incomplete applications will be returned for completion and will not be considered until resubmitted. Students should expect notification of the decision on their request of funds no earlier than two weeks after the submission of the completed application.

Funding is not guaranteed and the payment process may take several weeks, so students should keep that in mind when applying.

Whenever possible, applications for DS Funds should be completed, submitted, and approved prior to the date you have listed as the start of the dissertation support expense. Applications submitted after the student has incurred the expense(s) will be considered, but there is no guarantee that expenses previously incurred will be approved.

## **Fellowship Funding Options**

Funding can be disbursed through these different options:

- Applicant can pay for their expenses out-of-pocket and submit receipts for reimbursement.
- Applicant can request the funds in advance to pay their expenses and then submit proof of payment or receipts.
- Hybrid option: Applicant may request some funding in advance while paying for other estimated expenses out-of-pocket and then submit proof of payment or receipts for reimbursement after the expenses are incurred.

## **Documentation Required for Funding**

Receipts are required to support all funds requested, with the exception of meals and mileage, which are paid as noted under the Rules and Regulations for Expenses below.

Examples of supporting documentation:

- Airline receipts or estimates
- Lodging receipts or estimates
- Gasoline receipts
- Ground transportation receipts or fares
- Itemized meal receipts

## **Documentation of Expenses**

Expenses are reimbursable only to the amount approved on your application. All receipts must be submitted within two weeks of the date the expense was incurred, or your application may no longer be considered valid for reimbursement. In special circumstances, you may seek pre-approval from the Committee to provide proof of payment at an agreed upon time. Fellowships awarded without receipts that are not provided within two weeks of the expense being incurred may result in a non-financial administrative bar and/or a request for the fellowship monies to be returned.

Submit all final (actual) expense receipts for reconciliation to [lbjfellows@atx.utexas.edu](mailto:lbjfellows@atx.utexas.edu).

## **Rules and Regulations for Expenses**

The rules and regulations covering travel reimbursement come from several sources. The University of Texas is governed by the State of Texas Travel Regulations Act, the General Appropriations Act, Rules and Regulations of the University of Texas System Board of Regents, and official interpretations of the Travel Act as made by the State Comptroller of Public Accounts.

For in-state and out-of-state meals and lodging, please refer to the GSA's Federal Domestic Maximum Per Diem Rates for your destination (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). This is the maximum daily reimbursement for meals and lodging. You can elect to pay more without expectation of reimbursement.

When using your own personal vehicle for trips that originate in Austin and require travel to another city, mileage is reimbursable at the current State of Texas rate. See <https://fmxcpa.texas.gov/fmx/travel/texttravel/rates/current.php>. For official point-to-point mileage you may use odometer readings or mileage computed by an online mapping tool. Provide printout of mileage calculation from Google Maps, Mapquest, etc.

Note: If you are traveling outside of the United States, you must adhere to the [University of Texas policies for international travel](#).

### **Receiving Your Fellowship Award**

You must set up a direct deposit account to receive your award. This should be done prior to submitting your application to ensure the transaction is processed properly. You may sign up for direct deposit online at [https://utdirect.utexas.edu/acct/rec/webft/webEFT\\_info.WBX](https://utdirect.utexas.edu/acct/rec/webft/webEFT_info.WBX).

International Students: Please note that there is a mandatory 14 percent federal tax withheld from payments made to nonresident students. Please keep that in mind when preparing your budget. You may be able to get a tax refund if your home country has a tax treaty with the United States. For more information, visit this link: [https://austin-utexas.custhelp.com/app/answers/detail/a\\_id/133/](https://austin-utexas.custhelp.com/app/answers/detail/a_id/133/).