

Provost Funds for Doctoral Students

(9/20/10)

The USC Provost provides departmental funding to support doctoral education within individual units.

This funding is based upon the following principles:

- Quality doctoral education is key to establishing a respected and highly-ranked program;
- Quality doctoral education will enhance our ability to recruit and train promising young researchers and practitioners;
- All faculty members contribute to the education and training of our doctoral students;
- Assistance to current doctoral students to complete their dissertation research in a timely manner is an important goal of our department.

In HPEB, this Provost funding is to be used solely for the support of doctoral education, training, and professional development. The HPEB Scholarship and Awards Committee reviews doctoral students' requests for money from this account. The requests are reviewed by the Committee on an "as needed" basis. The Scholarship and Awards Committee will make recommendations for use of the funds to the Graduate Director and Chair of the Department.

Doctoral students may submit formal requests for money from this fund to the Chair of the Scholarship and Awards Committee on a rolling basis. Students may request money to use for the following:

- Seed money to assist with the data collection and/or analysis of their dissertation research (the student cannot request items to be used on GA projects; only for the student's dissertation research)
 - Computer software
 - Incentive money to participants
 - Production of surveys and materials
 - Other materials not listed here
- Money to attend workshops and summer institutes that will enhance the doctoral student's training and/or ability to complete his/her doctoral degree (e.g., U-M's ICPSR Summer Institute Courses, RAND workshops, M-Plus workshops, etc.) (Students seeking funding for travel to professional conferences should apply through the Arnold School and the Graduate School.)

Formal requests must be for at least \$100 and no more than \$500 per request. Students are limited to a total of \$1000 from this fund over the course of their doctoral program. Only doctoral students who have achieved candidacy and are currently enrolled students in HPEB can make a formal request for funds. Formal requests from current HPEB doctoral students can be submitted for expenses incurred after January 1, 2010.

Doctoral students' will be required to complete a formal request form that will include:

- The student's name, unofficial USC transcript, and date of advancement to candidacy;
- The name of the student's dissertation/POS chair;
- Nature of the request;
- Amount requested (itemized);

- 1 page (maximum) proposal(single-spaced) justifying the need for the money and how the money will enhance his/her doctoral training and/or ability to complete his/her doctoral degree in a timely manner;
- Other current sources of support for this project / professional development activity;
- Updated CV; and
- A statement from the student's chair in support of the request.

Request process:

- The student will email the student's chair with the request, attaching the CV;
- The student's chair will forward the request to the chair of the Scholarship and Awards Committee adding the supporting statement in the body of the email.

The Scholarship and Awards Committee will review each request and make decisions based on the following criteria:

- The likelihood that receipt of the money will enhance the student's doctoral training, marketability, and/or ability to complete his/her doctoral degree in a timely manner;
- The qualifications of the student;
- Support from the student's committee chair;
- Prior departmental support for research