

Northeastern University

DEPARTMENT OF ENGLISH

DOCTORAL STUDENT RESEARCH REIMBURSEMENT REQUEST FORM EFFECTIVE JULY 2020, REVISED SEPTEMBER 2021

Requests may be submitted in electronic copy to the Department of English Graduate Office (j.bagley@northeastern.edu) for review by the Graduate Studies Committee.

Before applying, read the Reimbursement Guidelines on the second page of this form.

Student Name: _____ Today's Date: _____

Funds requested from the Graduate Studies Committee: _____

External funding received, if applicable:* _____

**If you have received funding from another source towards this request, please attach any relevant documentation.*

Provide a brief statement on how the proposed research materials or research activity fit(s) into the work you are doing for your dissertation, comprehensive exam, or some other major intellectual project. Please be as specific as you can with regard to anticipated expenses and their purpose.

Advisor Signature:

To be filled out by Graduate Office:

Date received: _____ Date reviewed by GSC: _____ Action: Approved___/Denied___

Comments or conditions:

Northeastern University

DEPARTMENT OF ENGLISH DOCTORAL STUDENT RESEARCH REIMBURSEMENT GUIDELINES

Ph.D. Student Research

Effective with revisions in September 2021, Ph.D. students in the Department of English are eligible for reimbursement of up to \$500 from the department for expenses incurred for research for their comprehensive exams or dissertations (e.g. buying research materials currently unavailable from the library, using funds towards transcribing research interviews, etc.). This funding will be available **at least through the Spring 2022 semester**, with the potential for an extension depending on the sustained impact of COVID-19. **If students are also seeking travel funds, requests to the department cannot exceed \$500 total during the fiscal year, and only travel funds have the potential to be matched by the PhD Network.** The purpose of the funds request must be to pursue research germane to the student's dissertation work, comprehensive exams, or professionalization. Eligibility begins with the second year of doctoral study and applies to students who are enrolled full-time, making satisfactory progress, and within their funding window. Preference will be given to students at work on their comprehensive exams or dissertations. *Funding is not automatic or guaranteed.* The departmental reimbursement benefit may change in response to larger institutional changes or unforeseen budget constraints.

Consultation with Advisor

Students seeking research funding should first consult with their faculty advisor to discuss the significance of the research need to their dissertation, comprehensive exam, and/or professionalization. Advisors may also be able to point students to alternative sources of research funding from the University or elsewhere. The advisor's signature is required on the request form.

Reimbursement Application Process

1. The student first submits a Doctoral Student Research Reimbursement Request Form to the GSC. If applicable, applications must include any relevant documentation, such as a copy of communication of additional funding from any other sources. Anticipated expenses should be outlined as specifically as possible; for example, requests for the reimbursement of books or other texts should be accompanied by link(s) clearly indicating the cost of those materials.
2. If the request is approved, the Graduate Program Coordinator will issue an approval letter for the student to submit alongside their other departmental reimbursement materials (details below).

Review Process

The GSC normally considers funding requests at their monthly meetings. During the summer term when no meetings take place, requests will be shared with the committee as they are received. Resources are limited, and not every application will necessarily be approved for funding.

Applying for Reimbursement

Students receive their research grants in the form of reimbursement, up to the amount of the approved funding. To recover their expenses, a student must retain and present itemized expense receipts alongside a completed and accurate [Expense Voucher Reimbursement Form](#). Materials should be submitted to Sarah Green (sa.green@northeastern.edu). Please note that reimbursement checks may take up to 4-6 weeks for processing via Student Accounts.