Northeastern University

DEPARTMENT OF ENGLISH

DOCTORAL STUDENT RESEARCH REIMBURSEMENT REQUEST FORM EFFECTIVE AUGUST 2026

Requests may be submitted in electronic copy to the Department of English Graduate Office (gradenglish@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:

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DEPARTMENT OF ENGLISH
DOCTORAL STUDENT RESEARCH REIMBURSEMENT GUIDELINES

Ph.D. Student Research

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 and inter-library loan, using funds towards transcribing research interviews, etc.). The purpose of the funds request must be to pursue research germane to the student's dissertation work, comprehensive exams, or professionalism. 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.*** Students who have already received $500 in travel funding from the department in a fiscal year may not receive additional funding for research in the same fiscal year. 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 professionalism. 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 Graduate Studies Committee. 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.
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 (see below for details).

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. The GSC would hope to respond within a week after the meeting.

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. The Graduate Program Coordinator must request a Concur account for the student in order to start the reimbursement process. The student will submit all receipts and approval documents from the Graduate Program Coordinator in a report in the Concur (Travel and Expense) system. Once the expense report is submitted and approved, reimbursement by direct deposit may take up to 4-6 weeks for processing via Student Accounts.