

## **Graduate Research Opportunity Funds (GRO)**

### **2011-12**

### **School of Humanities and Sciences**

Thanks to a donor's generous support, research grants of up to \$5000 are available for special research costs, **directly related to the dissertation topic**, for H&S doctoral students in the social sciences and humanities. These awards will be incremental to current departmental fellowship support.

The following expense categories **WILL** be considered appropriate for these funds:

- travel costs (either domestic or international) associated with work in libraries or archives away from Stanford
- travel costs (either domestic or international) associated with field research
- other special project costs such as purchase of datasets, production of questionnaires and surveys, or human subject costs
- Participation in special "workshops" directly related to the dissertation topic
- Other activities directly related to the dissertation project

The following expense categories will **NOT** be considered appropriate for these funds:

- payment to undergraduates
- equipment purchase
- travel costs for dependents and spouses
- travel costs for job interviews
- travel costs to "attend" or present at professional conferences
- dissertation write-up grants
- data entry or transcription costs
- health insurance
- course registration
- Stanford tuition
- language training

#### **Eligibility:**

- Doctoral students in social science or humanities disciplines who are making satisfactory academic progress and have been advanced to candidacy.
- Successful applicants must be registered in the quarter they receive GRO funds. Grants will be issued by the end of November for the Fall recipients, and May for the Spring recipients.
- Applications for summer research grants should be submitted in April and not in November.
- Prior successful applicants may NOT reapply for GRO funding.
- Students may apply to both the GRO and the VPGE-DDRO fund. However, overlapping requests for the same expenses will not be eligible to receive full funding from both sources.

## **GRO Application Procedures**

COMPLETED applications must be submitted **online** by the deadlines listed below. Incomplete applications **WILL NOT** be considered and **applicants are urged to arrange for support letters early in the application process**. Grants are awarded on a competitive basis.

The online application can be found by going to <http://gus-humsci.stanford.edu> and clicking on the “Graduate Student Funding” link on the right. Instructions for using the Online Fellowship Application can be found at the end of this document.

A complete online application will include the following:

1. Online Student Profile and application
  - a. Includes request for information on current departmental funding, pending grant applications, and foreign language abilities if applying for international travel.
2. Upload the following in a *single* file (PDF or DOC):
  - a. A detailed description (no more than 2 pages, **minimum 10 pt font size**) of your research question including explanation of how the GRO grant will assist you in answering the question. If requesting funding to support research travel, speak to why the travel is necessary and why this research cannot be carried out using local resources.
  - b. A detailed budget estimate that includes the dates of your research travel and any external awards for which you are planning to apply and any department support that may be used toward your research expenses. If you are also applying for the VPGE DDRO, you must also detail which expenses are being considered for the GRO *and* DDRO and whether or not they overlap.
3. Upload a current transcript (unofficial AXESS transcript saved as HTML, JPG, or PDF is acceptable)
4. Letter of support from academic advisor (advisor can be sent instructions on submitting their recommendation online when you initiate your online application). Letter of support should directly address your project and proposed timelines.

Questions about eligibility should be directed to Ayodele Thomas ([ayodele.thomas@stanford.edu](mailto:ayodele.thomas@stanford.edu); 650-724-3712). Awardees will be expected to provide a report of use of funds when the project is completed.

**Please Note: these grants are issued in the form of a fellowship stipend. International students should take note and adjust their grant budgets to reflect the deduction of taxes if necessary.**

### **Deadlines for Applications:**

**November 8, 2011 (midnight)**

**April 3, 2012 (midnight)**

## Recommendations for preparing your GRO application

- The review committee is made up of people with PhDs, but not necessarily in your discipline. So it's very important you *write for a broader audience and reduce the jargon*. Write as if you're explaining the significance of your dissertation and the proposed project to a member of your family, someone who isn't a PhD in your discipline. Often, faculty support letters do a better job of clearly explaining a student's project than the student's statement does and this should not be the case. What you will need to do is describe your dissertation topic and how the proposed project relates to the dissertation...explain why the project is necessary and explain how it will help you complete your dissertation successfully and on time. Explain why the funding is necessary. Ask your advisor to review your project description.
- *Explain and justify the funds you are requesting*. For example, if you list three trips to Vietnam, it's vital that you explain why 3 trips are necessary. If you don't, the committee may decide that only two are necessary and fund you for just those two. Also be sure to let us know what other research grants you are applying for. These funds exist to help students finish their dissertation. If you receive other funds for the proposed project, that allows us to take the money you would have received from us and give it to another grad student who needs it. Ask only for the funds you truly need and if you are applying for other monies that can be applied to the proposed project, let us know. Should you receive a GRO, it will be held until you give us word on the status of your other grant applications.
- *Fall vs. Spring funding*. The Fall round is for projects that will take place during Fall, Winter and early Spring quarter; if your project is for the Summer or early Fall, apply in the Spring round.
- The *letter of support* from your advisor is a crucial component of the GRO application, so it's important that you understand what a bad letter is...a bad letter is one that speaks to what a wonderful and promising scholar you are but fails to address the *specific* project for which you are requesting funding. The letter of support needs to address your proposed project, explain its significance, argue that the project is vital if you are going to complete a successful dissertation, argue for the viability of the project, and address whether or not the project timeline is realistic – particularly if it is a project that requires travel. In other words, the letter of support should explain why the project is important and why it can be accomplished successfully and in a timely fashion if the requested funds are received.
- If your project requires you to *travel internationally*, talk to someone familiar with international research who can help you to plan your budget for travel and living expenses. Your department graduate student services administrator is a good place to start.
- GROs are not intended for students who are in the beginning stages of their dissertation research process. The GRO funds will not be awarded for exploratory research.
- If you applying for both the GRO and VPGE-DDRO, please indicate the expenses being requested from both sources in your budget (even if the expenses do not overlap).

## Instructions for using the School of Humanities & Sciences Online Fellowship Application 2011-12 Academic Year

You may apply for the following awards using these instructions: *GRO, Eisenhower/Roberts, Lurcy, Lieberman (Natural Sciences & Social Sciences), ARCS, Pigott and Kwoks*. For the Mellon, Whiting, and Lieberman in the Humanities & Arts, apply through the Stanford Humanities Center:  
<http://shc.stanford.edu/>.

The online application can be found by going to <http://gus-humsci.stanford.edu> and clicking on the "Graduate Student Funding" link on the right. (Direct link is <http://www.stanford.edu/dept/humsci/cgi-bin/gus/content/current-funding>).

There are four steps for submitting an online application. Links for all 4 steps can be found on the "Welcome Page" when you log into the online application.

1. *Edit your student profile*. This single profile will be used with all applications submitted with this system. Please make sure that it remains up to date.
2. *Initiate a new application*. This step should only be completed once each year for each fellowship/award. If you accidentally create a duplicate application, you will be able to delete the duplicate when you go to edit your applications.
  - Note that only the Lieberman, ARCS and Pigott are Fellowship/Award type: "Nomination" and require a nomination from your department. All other awards are "Open" and anyone meeting the fellowship guidelines can apply.
3. *Edit existing applications*. Once you have initiated a new application, you will be able to go back and edit it as many times as you would like before the application deadline. There is no separate process for your final submission of the application (i.e. no "Submit" button). Once the application deadline has passed, all applications on file will be reviewed in their current status.
4. *Request recommendation(s)*. Once you have entered your recommender information in your application, you can request that an email be sent to your recommender(s). We recommend following up with your recommender(s) to make sure that they received the request.

### File Format

All files should be submitted as Word (\*.doc or \*.docx), PDF (\*.pdf), or JPG (\*.jpg) files. When you update your application, you should receive an e-mail message confirming that the application was updated that lists submitted files.

Questions: Contact [gus-helpme@stanford.edu](mailto:gus-helpme@stanford.edu)