

**Alan Shawn Feinstein College of Education and Professional Studies**  
**Graduate Student Fund Policy and Application 2020-2021**

Graduate students enrolled in degree-granting programs in the Alan Shawn Feinstein College of Education and Professional Studies (CEPS) are encouraged to engage in research-related and professional development opportunities that will enhance their education. The CEPS Dean's office will review proposals/applications for support related to these types of activities.

1. Students are required to complete the CEPS Graduate Student Fund Application and supply all needed information (attached).
2. CEPS students must seek support related to their research or travel needs from their faculty mentors and units *first*, identifying the amount of support committed in the application. Graduate students should also indicate if they are receiving support from the Graduate School ("other sources of support").
3. Graduate students can apply to receive funds for the following: 1) registration fee to a professional meeting, 2) research materials, supplies, software or assessment tools, and copying charges, 3) program improvement (e.g., small pieces of equipment, etc.) and, 4) travel. Please note that graduate students who are making a presentation (oral presentation or poster or abstract) will receive more funding than those students who only attend the professional meeting and do not present. Graduate students must include evidence of acceptance to present at their respective professional meeting when submitting the CEPS Graduate Student Fund Application.
4. Graduate students can only receive funding once in their graduate careers; therefore, if a graduate student received funding through the CEPS Dean's Office during the previous academic year, he/she will not be eligible for funding for this academic year or beyond. An exception would be for a student who has been funded once and subsequently has a poster or paper accepted for presentation at a conference.
5. Funding opportunities will be on a first come, first served basis within each unit. The Dean's Office will review applications in the order in which they are received. Once the funding is exhausted for a particular unit, the director will be notified.
6. Requests for support will not be reviewed by the Dean without the endorsement of a faculty mentor and the unit head on the submitted application.
7. All requests must be forwarded directly to the Dean's office to Shandra Pelagio at [shandra@uri.edu](mailto:shandra@uri.edu) at least one month prior to the expected travel or participation; requests must be forwarded to the CEPS Dean's Office by the *student*, not the faculty mentor.
8. Retrospective requests for travel support will *not* be accepted. Students must review all in-state and out-of-state travel procedures and policies with their faculty mentors and/or their unit support staff. All travel forms (i.e., TA, TEV) must be processed through the student's academic unit, not through the Dean's office.
9. Student applicants, faculty mentors, and support staff will be notified of the status of the request by email within 5 days of the receipt of the request.

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Through the generous contributions of our alumni and friends, the following support is available to graduate students and graduate programs. The table below summarizes the types of available support along with other pertinent details. Awards in each category will be approved for eligible applicants until the support is exhausted. To be eligible, students must be matriculated in a graduate program in CEPS and be making acceptable progress toward completing a degree.

| Type of support  | Maximum amount                  | Eligible expenses   | Submission requirements   |
|--|---------------------------------|---|---|
| <b>1. Student Research</b><br>a. Dissertation<br>b. Thesis<br>c. Non-thesis<br><br>(Note awards are limited to 1/student/degree)   | \$250<br><br>\$200<br><br>\$150 | Research materials, supplies, software or assessment tools, copying charges<br><br>(If funded, students must submit receipts of purchased materials to Shandra Pelagio at <a href="mailto:shandra@uri.edu">shandra@uri.edu</a> before they will be reimbursed.) | Signed application<br><br>1-page summary of research with clearly stated purpose<br><br>Budget with specific costs detailed                           |
| <b>2. Attendance at Professional Meetings</b><br>a. Overnight in New England<br>b. Overnight outside of New England<br><br>(Note: awards are limited to 1/student/academic year) | \$100<br><br>\$125              | Registration fees   | Signed application<br><br>1-page statement of professional benefit to be gained<br><br>Detailed budget as above (#2)                                  |
| <b>3. Presentation at Professional Meetings</b><br><br><b>Students only attending and NOT presenting</b>   | \$250<br><br>\$150              | Travel (e.g., air or train travel) or hotel   | Signed application<br><br>1-page statement professional benefit to be gained plus abstract of presentation<br><br>Budget with specific costs detailed |
| <b>4. Program Improvement</b>  | \$200                           | For example, projects at which students present research to outside groups; small pieces of equipment, program colloquia.   | Signed application<br><br>1-page summary proposal<br><br>Budget   |

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Today's Date:

**A. Type of requested support (check all that apply)**

- |   |   |  |
|---|---|--|
| <input type="radio"/> <b>Student Research</b> | <input type="radio"/> <b>Professional Meeting Attendance</b>                                | <input type="radio"/> <b>Program Development</b> |
| <input type="radio"/> Dissertation            | <input type="radio"/> New England <b>or</b> <input type="radio"/> outside New England       |  |
| <input type="radio"/> Thesis                  | <input type="radio"/> Attending only <b>or</b> <input type="radio"/> Attending & presenting |  |
| <input type="radio"/> Non-thesis              |   |  |

**B. Applicant Information**

Name:

Address):  
(where check should be sent, if approved)

Telephone:

E-mail:

Graduate Program & Advisor:

**C. Complete the following, as it applies to your request**

|   |  |
|---|--|
| <p><b>1. Research Project</b><br/>Title:<br/><br/>List co-authors (if applicable):<br/><br/>Total cost:<br/>Amount from Unit/other sources:<br/>Amount requested from Dean:<br/><br/>Attach 1 pg. project summary &amp; detailed budget</p> | <p><b>2. Travel</b><br/>Name of meeting:<br/><br/>Travel dates:<br/><br/>Total cost:<br/>Amount from Unit/other sources:<br/>Amount requested from Dean:<br/><br/>Attach 1 pg statement of anticipated benefit &amp; detailed budget</p> |
| <p><b>3. Program Enhancement</b>      Project Title:</p> <p>Amount requested (see limit):</p> <p>Attach 1 page proposal and detailed budget</p>   |  |

*By typing your name below, you understand and agree that this is valid as your signature*

**Student Signature & Date**

**Faculty/Research Advisor Signature & Date  
(Indicates Endorsement of Request)**

**D. Submit completed application & required materials** to Shandra Pelagio at shandra@uri.edu .

**X**

Diana Laferriere  
Business Manager