**Request for PhD Research Project Funding**

**Purpose and Preparation:** Kellogg doctoral students may apply for special funding for items such as data, software, experimental research/subject fees, and research assistants to support their research projects.  Both your advisor and the PhD Program faculty director must approve the application. **Prior to preparing your application**, please contact Julissa Cruz, Data Acquisition Manager, in Kellogg Research Support, for information about research policies and procedures, existing datasets and software, and other relevant information.

**Eligibility**: Full-time  Kellogg PhD students who have a minimum of 3 quarters of residency, are enrolled full time, and are in good academic standing.

**Application Process:**  Complete the form below and get your faculty advisor's signature.  Submit the signed application to Susan Jackman. Detailed instructions are at the end.  Be sure you use the most recent version of Adobe Reader.

**Post-Award**:
- Students whose applications are approved must consult with the Kellogg Research Support group before making any data or software purchases.  Research Support staff also must be involved with any vendor contracts.
- Once any purchase items and amounts have been determined, contact your  department's financial coordinator to arrange for purchasing and payment.
- If the actual expenditures are less than the approved amount, you may submit another request form, describing how the remaining funds will be used.  The advisor and the PhD Program faculty director must approve the new request and, where appropriate, Kellogg's senior associate dean for faculty and research.
- Students must submit two reports -- at six months and at the conclusion of the project -- describing how the funds have been used, along with how the purchase(s) have supported and/or enhanced the research project.  Please  submit your reports to Susan Jackman and your faculty advisor.

**Questions?**  Contact Susan Jackman

**Application Form**:  (**Be certain you are using the most recent version of Adobe Acrobat Reader.**)

**Date of Application** (YYYY,MM,DD)

**A.   About you**

First name

Last name

Net ID

Student ID number

Kellogg/NU e-mail address

PhD program (select one)

Admit year (select one)

Advisor's first name

Last name

Is this research project part of your thesis?

Have you contacted Research Support yet?

What is your timeframe for spending the funds if your application is approved? (When do you need the funds?)

**B. In the space below, briefly describe the research project for which you are requesting funding, and how you intend to use the funds.**

**C. Please give your application a name.**

**D. Budget**    **Total requested $$**

| Items requested | Vendor | Amount |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | | |

**Please explain below if the budget includes any estimates.**

E. **Prior Funding: Have you received research funding previously through this application process?**

No

Yes. What was the name of the project?

How much money was awarded?

F. **Please use the space below if you have any additional remarks about your current application.**

Submission: 1) Rename and save your application (PDF) so that it includes your last name, first name, and date. 2) Secure your faculty advisor's signature either by signing a hard copy or by using the online "Fill and Sign" functionality on this form. 3) After that, e-mail the application to the PhD office.

Faculty Advisor's Name (Printed)

Faculty Advisor's Signature

_____
Date