

Frequently Asked Questions regarding Hartford Doctoral Fellows Budgets and Allowable Expenses

Updated June 2011

1. What is required of the University to meet the \$10,000 required match in funding?

The University is required to provide financial support equal to \$10,000. This required support may include tuition waivers, teaching or research assistantships, grants-in-aid or scholarships.

Neither in-kind support nor student loans will count towards this required match. No indirect costs are allowed to the school and waivers of these indirect costs are not considered as matching funds.

2. Can a Hartford Doctoral Fellow be employed while he/she is receiving these grant monies?

The Hartford Doctoral Fellowship grant is designed to protect 50% of a fellow's time for concentrated effort on the dissertation research project and therefore the funds are to be paid as a stipend to the fellow. A fellow may be employed up to 50% time on other scholarly development activities such as a research appointment or teaching assistantship.

3. How should my grant monies be used?

Up to \$10,000 per year of your dissertation grant monies may be used for expenses directly related to the dissertation project, including travel to additional professional meetings or to gain advanced research training. The balance must be used as a stipend.

4. May I spend more than \$25,000 in Year 1 of my HDF grant?

No, the funds must be equally divided between Year 1 and Year 2. The HDF program provides \$25,000 each year.

5. May I plan to spend less than \$25,000 in my first year and allocate the difference to Year 2?

No, your budget must reflect that you plan to spend \$25,000 in Year 1 and \$25,000 in Year 2. If you do not spend the full \$25,000 in Year 1, you may submit a request to carry over funds to Year 2. If you do not spend the full \$25,000 in Year 2, you may submit a request for a no-cost extension.

6. What supplies are considered allowable expenses under the HDF grant?

The following are supply items considered allowable under the HDF grant:

- Books for your professional library
- Statistical software to support your research project
- A laptop, mini-recorder, printer, or other electronic tools to assist you in your research
- Paper, envelopes, etc.

Note: Office furniture is not considered an allowable expense. Your budget narrative should include an explanation for the more expensive items that appear in the supply line.

7. Is travel to international conferences considered an allowable expense under the HDF grant?

International travel is appropriate if it is related to either collecting data for the dissertation or presenting the results of the dissertation. Like the request for all travel funds (domestic and international), the Fellow is expected to provide a justification statement. A statement regarding invitation or acceptance of paper/poster could also be added to the statement.

8. If awarded the Hartford Doctoral Fellows grant, may I use funds from the award to cover research expenses incurred prior to receiving my Hartford funding?

The purpose of the Doctoral Fellows award is to provide substantial financial support and professional development enhancements for outstanding doctoral students at the dissertation research stage. It is not uncommon for applicants to be already heavily engaged in the dissertation research. However, Hartford funds cannot be used to cover costs for pieces of the study that have been completed prior to the start date of the award funding. Below are the award time frames for spring & fall selection cycles:

Spring selection cycle (applications due Feb. 1st): Award time frame = May 1 – April 30

Fall selection cycle (applications due Aug. 1st): Award time frame = Oct. 1 – Sept. 30