

PhD student - research and professional development funding.

Amount available from the college: \$2,000 (maximum) for each active graduate student in years 1-6 of the program. Students after year seven will no longer be eligible for support.

A DGS must contact the college asking for an exception for a student in year seven to use any remaining funds from the original \$1,500. These exceptions are reserved for *extraordinary and rare circumstances*. The Fall 2023 announcement which increased the amount available to \$2,000 does not apply to students entering their seventh year in the Fall of 2023.

The purpose of this funding is to help support the research and professional activities of PhD students within the College of Arts & Letters.

These funds may be used for:

- Conference registration or workshop fees
- Fieldwork and relevant research including archival access, software, data sets, non-computer equipment, and books
- Fees for classes that are necessary for the student's PhD work but are not offered at Notre Dame.
- Professional memberships
- Professional training
- Travel to job interviews
- Travel to conferences, including renting a car to attend the conference
- Editing and proofreading fees
- Attending job fairs (only to be used by students in their 5th year)
- Paid Proofreading for dissertation
- Journal submission
- Business Cards
- Actual expenses (documented by receipts) for meal costs (no alcohol will be reimbursed) while traveling to conferences and job interviews.

Uses other than those listed above must be approved in advance by the divisional dean.

Departments: To use this funding please send the expense report for review and approval to [Megan Fitz](#) - Sr. Administrative Coordinator in the dean's office. Include in the comment section of the expense report how much will be left in the graduate student's R&PD account and record that amount within your department's grad R&PD spreadsheet. Megan will review the expense report, confirming that you have the correct remaining balance, and if approved will track the student's usage of the \$2,000 in OnBase. Please email Megan if you have questions about available balances.

The \$2,000 of available funding is in fund 341902 and is only available if Megan has approved the expense report. Charges to this fund that were not reviewed and approved by Megan will be sent back and the amount will need to be moved to a departmental fund.

Questions pertaining to research and professional development should be directed to the appropriate divisional associate dean through Megan Fitz.

Active sixth year students are permitted to use any available remaining funding for the approved uses above.

The college encourages students to supplement this funding with applications to external sources as well as sources within the university such as the [Institute for Scholarship in the Liberal Arts](#).