

PhD Research Grants

APPLYING FOR A SCHAR SCHOOL PHD RESEARCH GRANT

Fill out your application at:

<https://schar.gmu.edu/current-students/scholarships-funding/grants-for-phd-research>

Be Sure to Attach Your:

1. Itemized List of Projected Expenses
2. Statement of Support from Advisor/Committee Chair
3. Supporting Documentation, i.e.:
 - Congratulations acceptance e-mail
 - Hotel reservation OR screenshot of conference with price ranges for conference hotels
 - Flight ticket/e-mail confirmation OR brief web search of flights
 - In case of field work: invitation letter from host institution
 - For Dataset Purchase: Screenshot of purchase or list of contract (e.g. month, year, perpetual license)
 - For Short Course: Description of workshops

QUESTIONS ABOUT THE SCHAR SCHOOL PHD GRANTS?

Visit our Website:

<https://schar.gmu.edu/current-students/scholarships-funding/grants-for-phd-research>

E-Mail:

Beth Eck Olchowski, Assistant Dean for Graduate Program Management,
eeck@gmu.edu

The Schar School may award student research grants for dissertation research and other expenses related to their studies. Activities considered for support include:

- Expenses associated with original data collection
- Dataset purchases
- Presentation of a paper at a professional conference
- Supplemental training programs/short courses (methodology, etc.), unavailable through Mason, considered necessary for dissertation research
- Professional conference attendance (restricted to students in their first two years of the program; limited number of awards available)

We review applications on a rolling basis throughout the academic year. After the evaluation is complete, you will receive an e-mail stating your award status. You must submit your application and receive approval prior to purchase or travel.

Reimbursements:

- Grants will be awarded as reimbursements for expenses.
- The Schar School will reimburse for expenses only for which you have original itemized receipts. If your total reimbursement falls below the awarded amount, we will not reimburse you the difference.
- You will be reimbursed a per diem rate only if your actual expenses exceed the per diem rate and/or the per meal rate allowed for the city which your conference takes place according to Mason policy and the Commonwealth of Virginia. For rates, please see: <http://fiscal.gmu.edu/travel/learn-about-meals-per-diem-rates/per-diem-rates/>
- Always provide documentation showing proof of payment expenses paid by check or credit card. For purchases paid by check a copy of the front and back of the cancelled check is required. (If there is any private information on the credit card statement or check you do not wish to be seen feel free to white it out prior to copying, i.e. balances, account number.
- For flight reservations, your airline ticket confirmation document will list the cost of flight as well as the class of service. Please submit this document with the travel reimbursement voucher and also copy that document into a word file and save until reimbursement process is complete.

FACILITATING REIMBURSEMENTS

Upon finishing the conference or your research, please compile all of your original receipts and tape them to blank 8.5 x 11 pieces of paper.

Attach your receipts to a typed document (*example below*) that includes your:

- 1) Name
- 2) G Number
- 3) Address (we will send the reimbursement to this address)
- 4) E-mail address
- 5) A list of each expense, what it was for, and the date it was purchased

Please send all of this to Michelle Ely within five days of your return. You can bring it to her in person (Van Metre Hall 510 - Arlington Campus), by campus mail (Mailstop 3B1) or by mailing to the following address:

*Michelle Ely, Fiscal Assistant
Schar School of Policy and Government
George Mason University
3351 Fairfax Drive, MSN 3B1
Arlington, VA 22201*

If you prefer to discuss your expenses with Michelle in person, you can contact her by email (lely@gmu.edu) to schedule an appointment.

Types of Reimbursements:

Travel & Lodging Reimbursements:

- You may be reimbursed at Mason's "personal" mileage rate (0.58 cents per mile - if the one day travel distance is less than 280 miles, see: <http://fiscal.gmu.edu/travel/use-transportation/personal-vehicles/>). Otherwise, mileage will be reimbursed at the "fleet" rate of .246 cents per mile.
- Fuel agreements for rental cars: You should not enter into a Fuel Agreement or pay for fuel in advance when renting a vehicle.
- Hotel expenses charged to a credit card require a copy of your credit card statement as proof of billing for reimbursement.

Flight Reimbursements:

- *Airline fees.* Be aware of additional fees (such as checked baggage) and consider the total cost when selecting the most appropriate carrier. The fees are reimbursable when limits must be exceeded for legitimate business purposes.
- If frequent flyer miles are used to purchase airline tickets, you can only be reimbursed for the dollar amount actually paid. Frequent Flyer miles are non-reimbursable.
- For airline tickets, the class of service must be economy:
 - Attach confirmation document generated when reservation is complete
- Airline tickets charged to a credit card require a copy of your credit card statement as proof of billing for reimbursement.

Food Reimbursements:

- Meal receipts **MUST** be itemized (showing a specific breakdown of what was purchased).
- You cannot be reimbursed for alcohol purchases.

Expense Document Example

Name
G12345678
123 University Lane
Fairfax, VA, 22030

Expenses for trip to ABC City, VA from January 1 through January 4, 2020 for the XYZ Conference.

Item	Date Purchased	Price
Airfare	12/1/2019	\$250.00
Conference Registration	12/1/2019	\$175.00
Breakfast	1/1/2020	\$5.25
Dinner	1/1/2020	22.50
Rental Car	1/4/2020	\$65.00
Total Amount Requested:		\$517.75