

## **Doctoral Research Expenses**

### **Purpose**

The purpose of doctoral research expense funding is to assist PhD students who face costs associated with carrying out their dissertation research. Research-related activities that may be eligible for funding may include, for example, archival visits, conducting interviews, collecting survey data, running experiments, undertaking ethnographic observation, or hiring undergraduate research assistants to assist in the coding of textual/discursive material or translation of foreign-language texts.

There are two possible sources of doctoral research funding within the Department. Each has somewhat different criteria.

#### **1. Sutton MacGregor Doctoral Student Research Award in Political Science**

(Available only through 2019-20)

The Sutton MacGregor fund provides an annual total of \$5,000 for doctoral research expenses. Each award may have a maximum value of \$2,500. Sutton MacGregor awards may cover only the following two types of expenses: (a) travel expenses directly related to dissertation research and/or (b) costs associated with the collection of data (whether qualitative or quantitative, and including collecting new data or purchasing existing data). Budgets must be well justified.

Sutton MacGregor awards are made on the recommendation of the Department of Political Science, in consultation with the Faculty of Graduate and Postdoctoral Studies.

#### **2. Departmental Doctoral Research Expense (DDRE) Fund**

Unlike Sutton MacGregor funds, the availability of DDRE funds available in a given year will depend on the state of the Department's annual budget. DDRE funds may be used for the same purposes as Sutton MacGregor funds (see above), though the committee may also consider other research expenses such as the hiring of undergraduate RAs for coding or translation. Budgets must be well justified, and no award will be greater than \$3000. Award sizes will depend on the number of applications and budgetary conditions in a given year.

### **Eligibility and Selection Criteria**

Eligibility and selection criteria for both forms of doctoral research funding are as follows:

- Recipients must have advanced to candidacy and must normally be in year 5 or less at the time of application.

- The key selection criterion is the strength of the case that the funded research activities will contribute directly to the dissertation research.
- Preference will be given to students who do not have other sources of research funds, including from their dissertation supervisor.
- Students may receive doctoral research funding only once during their degree program.

### **Application process**

There are two doctoral research funding application deadlines each year, **November 30 and April 30** (or the business day following these dates). These deadlines apply to both funds, and students whose research is eligible for both (given the nature of the expense) need only submit one form to be considered for both.

Applicants must apply for funding prior to embarking on the research activities to be funded. Applicants must also **consult with their dissertation supervisor before submitting an application.**

The following items must be submitted via email to Josephine Calazan ([josephine.calazan@ubc.ca](mailto:josephine.calazan@ubc.ca)) by the relevant deadline:

- 1) A completed **application form**
- 2) A **dissertation summary** (1 page maximum)
- 3) A **description of research activities** (1/2 page maximum). The Description of Research Activities should justify why funding for research activities is required and how it will strengthen the dissertation. This explanation will be carefully scrutinized to ensure that funding goes to the most important research activities.
- 4) **Budget Outline and Justification** (1/2 page maximum). The Budget Outline and Justification must document the estimated costs of the research activities. It should also indicate any efforts to locate additional funding support and note any additional funding secured for research.

Note that two questions on the application form must be completed **by the supervisor**, and the application must be **signed by the supervisor.**

Only complete applications will be considered.

### **Other procedures:**

- 1) Students must ensure that ethics approval has been obtained from UBC's Behavioral Research Ethics Board prior to the start of any research involving human subjects (including elite interviews). **No funding will be released until BREB approval has been received.**
- 2) Applicants must retain original receipts for expenses incurred during the trip and submit them to the Department Administrative Manager upon the completion of the research. In appropriate circumstances, students may obtain advance funds prior to incurring major expenses and provide receipts after. In the case of hiring a

student or contractor, the student can work with the Department Manager to have these costs paid directly by UBC.

- 3) Travel arrangements must be booked in compliance with UBC Policy #83 – Travel and Related Expenses (<http://www.universitycounsel.ubc.ca/policies/policy83.pdf>). Eligible travel expenses include transportation, accommodation, parking, communications, and per diem.