

APPENDIX 12

THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

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Ann Arbor, MI 48109-1106

**Personal Debit Account
Travel Grant or Dissertation Expenses Application
Provisions and Regulations**

- Purpose:** To provide aid and opportunities for Doctoral students in Social Work and Social Science to participate in the life of their academic professions and/or complete their dissertation research .
- Form of Support:** Each student has a fixed amount in his/her personal spending account. No more than \$400 per year may be used without special permission from the Director.
- Eligibility:** Funds are only for Joint Doctoral Students in Social Work and Social Science who are in good standing, and are judged to be making good progress in their program.
- Use:** Travel and/or dissertation and research expenses
- Procedure:** To receive your funds, the student must complete the application (on reverse) and attach a copy of the conference program (or letter of invitation) *with the applicant's name clearly stated* verifying participation in the conference or an itemized budget of your anticipated dissertation or research expenses. *Signatures of the Social Work Faculty Advisor (travel) or Dissertation Chair (dissertation & research expenses) will only be required for a request of more than \$400.*
**Travel applications need a statement saying how attending/presenting will be of benefit to you, the SSW and the UM.*
- Deadline:** For travel awards, no later than one week prior to the date of the conference. (Or three weeks if you wish to get a travel advance.) For dissertation expenses, please submit the application to the doctoral office a month earlier than you wish to have the money. **No funding will be given retroactively.**
- Notification:** In cases requiring the signature of the Director, students will be notified via E-mail should there be a change in funding level. Funds will be distributed either via direct deposit or mailed to your local address if no direct deposit is on file.
Within two weeks of returning from a conference, the student must submit to the Doctoral Office original receipts or emails equal to, or exceeding the award amount.



Personal Debit Account Application

Check one Travel Grant Travel Grant Advance* Dissertation Expenses

Name: _____ UMID#: _____

Social Science: _____ E-mail address: _____

Daytime Phone #: _____ Today's date: _____

**Conference Title: _____

Purpose of attendance (check one): Deliver paper _____ Present poster _____

Departure date: _____ Return date: _____ Destination: _____

Estimate of total conference expenses: \$ _____

***Remember to submit your receipts upon your return or your paycheck/stipend will be held.**

**Dissertation Expenses anticipated:



If your funding request exceeds \$400, please have your Faculty advisor (travel) or Dissertation co-chair complete the following section.

For the Faculty advisor/Dissertation co-chair: Please check the appropriate box below, make any comments you wish to, and print and sign your name.

Is the applicant making satisfactory progress toward the degree? Yes _____ No _____

Comments: _____

Faculty Advisor/Dissertation co-chair name **printed**: _____

Faculty Advisor/Dissertation co-chair **Signature**: _____

Date:



For office use only:

Director Signature _____ Date: _____

Approved for \$ _____ From account # _____