

## Appendix 16

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## GUIDELINES FOR JOINT DOCTORAL PROGRAM EMERGENCY LOAN FUNDS

- Purpose:** The Joint Doctoral Program Emergency Fund is intended to help Joint Doctoral students deal with one-time, emergency expenses that are: (1) unforeseen, (2) beyond the student's control, and (3) not covered by other funding programs. Each application will be considered on an individual basis according to each student's circumstances. The following types of expenses will not be funded:
  - Tuition
  - Normal living costs such as, but not limited to, child care, car repairs, rent, and utilities
  - Equipment purchases such as computers, lab equipment, field work equipment, or software
  - Attendance at conferences (fees, traveling costs, workshops, summer programs, internships, etc.)
  - Copying and binding of dissertations
- Conditions and Award Amounts:** Requests must relate directly to emergent situations that, unless addressed immediately, threaten to impede progress toward the student's graduate degree. Students are limited to two emergency awards during their program, once as a pre-candidate and once as a candidate, and must be in good standing at the time of the request. Normally awards will not exceed \$300.00. The loan must be repaid according to the schedule month. Please read the standard application for University and Emergency Loans form provided in the OSS office, room 1748. If you have any questions, please contact Michelle Woods (micwoods@umich.edu).
- Application:** Requests will be submitted to the Director of the Joint Doctoral Program using an application form available through the Doctoral Office. It requires:
  - A statement specifying the exact amount of the request and a paragraph of up to 150 words describing the purpose of the request, when and on what the funds will be expended, and why other possible sources (e.g., Rackham Discretionary Fund) are not viable options.
  - Applicants should be aware that a letter of support may be requested from their dissertation chair or faculty advisor commenting on academic performance and how the requested funds are important to progress to the degree. In this eventuality, the applicant will be required to provide a copy of the request to the chair/advisor.
  - Applicants should be aware that in all cases transcripts will be reviewed before the granting of an award.
- Applications will be reviewed by the Director of the Joint Doctoral Program. When a decision has been made, you will receive written notification of the Director's decision. If an award is made, procedures for payment will be outlined in the award letter. Funds will be paid out as soon as possible after receipt of request and its approval by the Director. **Note:** funding is limited and may expire without notice.

Please provide an unofficial current transcript. (Wolverine Access OK)

Name: \_\_\_\_\_ UMID#: \_\_\_\_\_

(not SS#)

Amount requested: \$ \_\_\_\_\_

1. Please state your reasons for requesting this funding and how this need will directly impact your progress in the program.

2. Please state what other avenues for funding this request you have explored:

3. Please outline a budget for the money you are requesting:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*For Office Use Only:*

Approved:      Yes      No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_