

# Application: Dean's Research Award for Master's Students

**AWARD APPLICATION PROCEDURE:**

- Complete this application form and get it signed by your director of graduate studies to indicate the department's endorsement of your application for this award.
- Attach a letter of intent that explains what the research award will be used for and how it will support your progress toward completing your master's degree.
- Submit the completed application and all documentation to your department administrator/director of graduate director assistant (DGSA), who will process and submit to The Graduate School. Instructions for DGSA's: [https://gradschool.duke.edu/sites/default/files/documents/conference\\_travel\\_upload\\_process.pdf](https://gradschool.duke.edu/sites/default/files/documents/conference_travel_upload_process.pdf).

Name \_\_\_\_\_ Duke Unique ID \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Departmental P.O. Box \_\_\_\_\_

Expected graduation semester \_\_\_\_\_

(Circle one) Thesis or Non-Thesis Master's

Budget item	Estimated cost	Notes
<i>Ex: Film</i>	<i>\$100</i>	<i>Materials purchase for documentary studies project</i>

If you need more space for your itemized budget expenditures, attach the additional list to your application.

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

Director of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Allowable Proposed Expenditures:** This fellowship funds the purchase of materials and supplies to support research relevant to degree completion. Funds must be used by May 31 of the current academic year. It is subject to annual audit, and recipients of the award must present receipts documenting appropriate use of the award funds. **The award is not to be used for living expenses**, but in direct support of research and/or professional development for the recipient and/or research/conference travel, as long as the travel confirms to the current [Global Travel policy](#).

**Eligibility:** Students enrolled in a Graduate School terminal master's program and in good academic standing can apply. Ph.D. students pursuing a master's degree en route to the doctorate are not eligible to apply for this award.

**Terms of the Award:** The Graduate School will provide **up to \$1,000** in a single payment to each recipient in **November**. Recipients can either set up noncompensatory direct deposit with the Corporate Payroll office, or they can provide a US address to which a check can be mailed. No checks will be mailed outside of the US.

Direct Deposit form: [https://resources.finance.duke.edu/resources/forms\\_sec/ddag.pdf](https://resources.finance.duke.edu/resources/forms_sec/ddag.pdf)