


April 6, 2009

## MEMORANDUM

TO: Peabody Dean's Fellows (Ph.D. Students awarded Professional Development Funds)

FROM: J. H. Hogge, Associate Dean, Peabody College 

RE: Guidelines and procedures

Dean's Fellowships, which are awarded to a few especially promising new Peabody Ph.D. students each year, consist of a \$5,000 fund for professional development. This fund is provided to help defray the direct expenses of the recipient's research or other experiences that, if capitalized upon, could help build a strong CV. It may be accessed beginning in the third year (upon the completion of 36 credit hours) in the doctoral program when most students' research programs are getting under way. Students have up to three years to expend these funds.

Eligible expenses are for those items that will help improve the Fellow's CV and include the following:

- Research apparatus and materials (e.g., data collection equipment, standardized tests, reproduction of investigator-developed questionnaires)
- The direct costs of data collection (e.g., travel to collect data, payments to research participants)
- Expenses for data analysis (e.g., specialized software, cost of attending a workshop dealing with new analytic methods)
- Travel to present research results at a professional meeting
- Attending a special training session or field school
- Symposium attendance

Because this fund is not intended for general support of the recipient's academic work, it may not be used for living expenses, journals, books, professional memberships, or computers.

Dean's Fellows contemplating expenditures from their research fund are asked to develop a brief (1-2 pages) proposal in consultation with their faculty advisor, obtain their advisor's endorsement, and send the proposal to their department's Director of Graduate Study for approval and routing to me in the Dean's Office.

These funds will be used to reimburse expenses that fall into the above categories and that were approved in the proposal. Graduate students will work with departmental administrative officers for submitting reimbursement requests.