

## Hospitality Dissertation / Summer Research Funds Pre-Authorization Request Form

College of Hospitality full-time and part-time doctoral students are eligible to request up to a maximum of \$5,000 to assist with their dissertation research and up to \$2,000 to assist with Summer Research. Policies and eligibility for this funding are located here: <http://hosgradprograms.sites.unlv.edu/dissertation-research-funding> (dissertation funding) and <https://hosgradprograms.sites.unlv.edu/summer-research-grants/> (summer research funding). Students must complete this form and **submit all supporting documentation** to Diane Wrightman ([diane.wrightman@unlv.edu](mailto:diane.wrightman@unlv.edu)) in the College of Hospitality Office of Graduate Programs. The student and the dissertation Chair/Faculty Advisor will receive a decision within 30 business days of submission of all required documents.

**NOTE:** Prior to making any purchases, Hospitality PhD students are responsible for verifying with the College of Hospitality Business Office that all their expenses are eligible for reimbursement according to UNLV policies and procedures. Failure to complete this step may result in denial of proposed expense and will be the student's responsibility to cover the expense.

### Student Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

NSHE ID: \_\_\_\_\_

Rebel Email: \_\_\_\_\_

### Required Research Documentation

#### Dissertation Research Funding

- Attach a copy of committee approved Dissertation Proposal.
- Attach a copy of the survey to be administered, if applicable.
- Attach a copy of the IRB approval.
- Attach copies of detailed dissertation research quote received from service providers being used.

#### Summer Research Funding

- Must submit a Summer Research funding proposal and all required documents, including this funding request form.

### Dissertation/Summer Research Funding Budget Guideline of Allowable Expenses

Expense Item	Allowable Expenses Explanations
<b>Data Collection &amp; Analysis</b>	Any costs related to collecting and analyzing data such as fielding a survey, payments to participants in research studies, or costs associated with outsourced preparation or analysis of data.
<b>Marketing</b>	Printing materials, preparing publications, advertising data collection to respondents, respondents' incentives, any potential advertising, or press releases.
<b>Software/Equipment</b>	Any cost of equipment and IT, software licenses, or maintenance, that will be purchased for the primary purpose of your research. All software and equipment expenses must be vetted through Trevor Brown to ensure it meets university policies. Any purchased equipment is owned by UNLV and not the student. Any software purchased must be

	installed on a university owned computer and it cannot be installed on a personal computer.
<b>Travel</b>	Travel Expenses must be related to primary data collection and be conducted during the dates of your research. You must provide the "Cost justification" by an outline including individuals you will meet with, your strategy for collecting the data, and how this is critical to your data collection and overall research. Travel expenses cannot include attending a conference to present your research.
<b>General</b>	Any cost such as shipping, supplies, storage, photocopying, or transcription.
<b>Other Costs</b>	Any other costs to conduct your research must be outlined and have a detailed justification in your "Cost Justification" section of this form.

### Dissertation/Summer Research Funding Detailed Budget

Expense Item	Summer Research Cost	Dissertation Research Cost	Total Cost	Additional Explanation, if applicable
Data Collection & Analysis				
Marketing				
Software/Equipment				
Travel				
General				
Other Costs				
<b>Total Cost</b>				

### Cost Justification

Provide a detailed justification for the dissertation/summer research budget being requested and the importance to the research success.

### Required Signatures

\_\_\_\_\_  
*Student (Type)*

\_\_\_\_\_  
*Electronic Signature Only*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dissertation Chair/Faculty Advisor (Type)*

\_\_\_\_\_  
*Electronic Signature Only*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Associate Dean of Research & Grad Programs (Type)*

\_\_\_\_\_  
*Electronic Signature Only*

\_\_\_\_\_  
*Date*