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**Department of Political Science**

**Research, Training and Development Fund (RTDF)**

Political Science PhD students are eligible to apply to the RTDF to support their research and professional development. Up to six $2500 awards will be made per year. These funds can be used to help pay for, among other things, additional methods training (e.g. ICPSR Summer Program or short courses), dissertation research-related expenses (e.g. conducting field work, buying a sample for an online survey) or academic conference attendance (e.g. travel, registration, accommodation and meals). **Please note that the RTDF is meant to partially subsidize rather than cover all of your expenses and students may not receive the full $2500 requested.** It is recommended that you apply for funding before your activity takes place.

**Eligibility**

All current PhD students are eligible to apply. There is no limit in terms of the number of times that a student can apply to the RTDF in a given year. Students may choose to co-apply for a grant (e.g. for data collection or software purchase that could be jointly utilized).

**Application Materials**

A complete application consists of the following four items:

**1) Application form:** This document summarizes the proposed activities and must include your supervisor’s signature. Applications without the supervisor’s signature will not be considered.

**2) Proposal**: The application must include a one-page proposal indicating the purpose of the funds. The proposal must clearly indicate how the intended use of the funds contributes to the student’s dissertation research and/or professional development.

**3) Budget justification**: Budget justification: Include a 1 page (max) budget justification with a breakdown of all expenses for which you are requesting funds. Please attach relevant website printouts, where possible, for price quotes such as travel, accommodation, registration fees, etc. Please see the following link for Western's per diem rates:

<https://www.uwo.ca/finance/news/2017/meal_allowances_and_per_diems_at_western.html>

**4) Up-to-date CV**

**Decision-Making Criteria**

The following criteria will be considered when adjudicating applications.

* Priority will be given to proposals from PhD students who have successfully defended their dissertation proposal.
* Priority will also be given to fieldwork and data collection activities, methods training, and conferences, in that order.
* First time applicants will be prioritized over former recipient applicants.
* Funding decisions will factor in prior supervisor financial support that the student has already had and prioritize those without such support.
* Departmental involvement and attendance at research talks, Doctoral Student Colloquiums and other activities will count positively toward the consideration of applications.

**Timelines**

All decisions regarding RTDF applications will be made by the Graduate Committee in Political Science. The use of funds will be subject to Western’s requirements and regulations.

Requests for substantially smaller amounts of funding (up to $250) will be considered by the Graduate Chair directly up to a maximum annual expenditure of $2000.