

## Use of PhD Research Accounts

Ph.D. students will receive funds in the amount of \$5000 for the purposes of travel to present research at conferences and to facilitate completion of their dissertations. Half of the funds will be made available to the students when they begin in the program. Prior to successful completion of the "A" exams, these funds can only be used for travel to conferences at which the students are presenting a paper. The other half of the funds will be made available to the students when they successfully complete their "A" exams. These new funds and those remaining from the earlier grant can be used for travel to conferences and for goods and services needed for completion of the dissertation. However, any goods purchased with the funds must be specialized resources that are otherwise unavailable, and the funds can be used as incentives for recruiting research subjects. Furthermore, any services purchased with the funds must be for things the student cannot and should not be expected to do for him or herself. Funds can only be spent while a full time student in the PhD program at the hotel school; any funds in a student's account will return to the school if/when the student leaves the program.

### Examples of legitimate purchases using the funds include:

- Specialized software
- Hardware, such as digital recorders or eye trackers that are not available at SHA
- Incentives for subjects
- Commercial data sets
- Subjects from commercial consumer panels
- Travel specifically related to the dissertation

### Examples of illegitimate purchases using the funds include:

- Books, journals, magazines, etc.
- Software such as WORD or Excel
- Hardware such as laptops or scanners
- Statistical analysis services
- Editing services
- Data entry services
- Transcription services
- Programming services

**ALL EXPENDITURES MUST BE PRE-APPROVED BY YOUR COMMITTEE CHAIR**