

The Rooney Center provides \$5000 in research and professional development funding for all first-field American Politics graduate students. This funding can be used at any point during your time in the Ph.D. program and supplements the existing research grant from the College of Arts & Letters (\$1500). However, we ask that you exhaust the College's research grant before drawing on your Rooney Center funding.

The Rooney Center offers financial support to first-field American Politics graduate students in the following five areas: conference funding, surveys and data collection, research assistants, software & books, professional training, and Interfolio.

**Anyone who receives Rooney Center funding should acknowledge the center in publications that result from the Center's support.*

A. Conference Funding

The Rooney Center offers support for conference travel and participation. Students are eligible for funding from the Rooney Center (a) after exhausting conference funds available through the Political Science Department's Graduate Program for the year OR (b) if they are using the Rooney Center funding as the required 'outside source of funding' in their application to the Political Science Department's funding.

B. Surveys, Data Collection & Research Assistants

The Rooney Center reimburses students for research-related costs, such as the use of Prolific or transcription services. In addition, in conjunction with the Hesburgh Program, the Rooney Center offers support to allow graduate students to hire undergraduate research assistants (RAs).¹

C. Software & Books

The Rooney Center reimburses graduate students for purchasing software, such as STATA for statistical analysis, or research-related books.

D. Methods Training

The Rooney Center may support students who wish to receive additional methods training (i.e. ICPSR at the University of Michigan). To qualify for funding, the department's methods chair will need to verify that ND does not offer a comparable course AND, the student's committee chair/advisor must verify the need for the training for their research.

E. Interfolio

¹Students may hire one or more RAs, for any period of time within the fiscal year. The cost of the RA is not deducted from this award.

For graduate students on the job market, the Department will pay the initial cost for Interfolio's Dossier Delivery Service. This initial grant will allow applications sent to 50 institutions. If students need to distribute applications over this number, the Rooney Center will reimburse the cost.

Eligibility:

- You must be in good academic standing per the criteria set by the graduate school and Political Science Graduate Program.
- This funding is being awarded to you as a first-field American Politics student. Should you switch your first field, you would no longer be eligible to receive the remaining funds.
- If you use the entirety of the funding available but still have research expenses, those may be covered at the discretion of the Rooney Center director.

To Request Funding:

- Email the Rooney Center Director for approval *prior to* incurring the expense.
- For small expenses, complete a student expense report in TravelND and submit it to Amy Fagerli. For larger expenses please contact Amy Fagerli at afagerli@nd.edu.

Guidance on Expense Reports

All graduate students should be familiar with submitting expense reports through <https://travel.nd.edu>. You must submit expenses within 50 days of purchase and include receipts showing a **valid method of payment, items purchased, and cost**. For assistance with expense reports, visit the [Graduate Student Expense Report Guide](#).

Additional Forms

- [Student Business Travel Certification Form](#) - This form must be submitted with a travel expense report when requesting reimbursement to a student for University business travel in order for the payment to be made on a tax-free basis under the University's Accountable Plan rules.
- [Mileage Justification Form](#) - This form documents mileage claimed when using a personal automobile for a business trip that is in excess of 1,000 miles (round-trip).
- [Missing Receipt Affidavit](#) - This form should be used when a receipt is missing.

Contact:

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