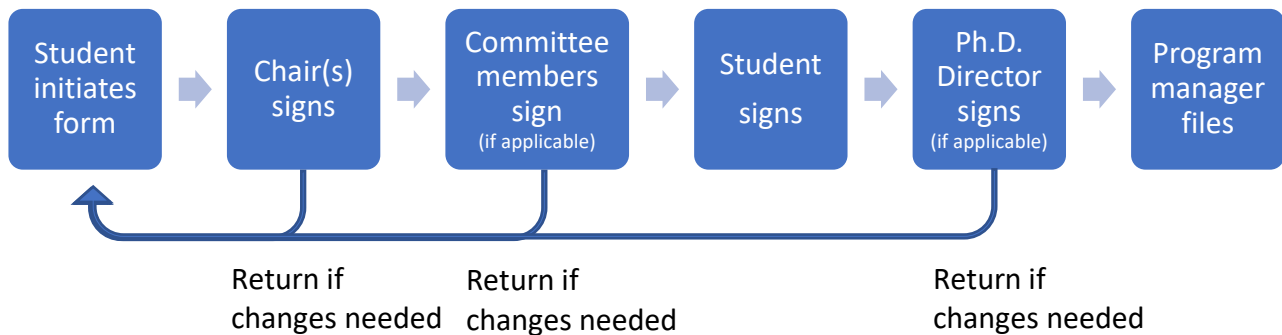


# Ph.D. in Education Electronic Forms Tips Sheet for Students

## WORKFLOW

Forms in the Ph.D. in Education Program will be routed through the following workflow. This may vary slightly base on the form (e.g., committee members do not sign dissertation completion fellowship applications; the Ph.D. Director does not sign all forms). Only faculty may return forms for revision.



## STEPS FOR STUDENTS

**STEP 1:** You will click on the link for the form you need on the Ph.D. in Education Website (<https://education.gmu.edu/phd-in-education/>).

Note: *Email reminders will automatically continue to be sent to the next person in the workflow until signature is completed on the form. Only send the form a day or two before needed.*

The screenshot shows the George Mason University website. The left navigation menu includes: Home, PhD in Education Admissions Requirements and Deadlines, Information Sessions, Funding Opportunities, PhD Professional Specializations, Current Students, Program Guidelines, Program of Study and Coursework, Portfolio Review Information, Dissertation Information, and Documents and Forms. The main content area features a 'School of Education' header, a search bar, and a 'REQUEST INFO' button. A 'Learn More' button is also visible. Two callout boxes on the right are connected to the 'Current Students' and 'Documents and Forms' links in the menu by red arrows.

Click here first

Click here second

**STEP 2: FILL IN** all required information on the document. Fields differ depending on the form. (e.g., Program of Study form requires courses be listed, and Dissertation Completion Fellowship Application requires information about dissertation and budget.)

Note: *If you are expecting a faculty member to sign and they do not, the most likely reason is that you have entered your email address incorrectly. You will need to contact Joan Stahle at [jstahle@gmu.edu](mailto:jstahle@gmu.edu) to correct it. **DOUBLE CHECK SPELLING BEFORE SUBMITTING.***



Ph.D. in Education Program  
College of Education and Human Development

### Dissertation Completion Fellowship Application

---

First Name: Last Name: G Number:

---

**Dissertation Chair Name:**

First Name:  Last Name:  Email:

---

The dissertation completion fellowship is designed to contribute **up to** \$2,000 toward expenses associated with dissertation research. It is **not** designed to fully fund dissertation research. The amount of award may vary pending availability of funding.

To ensure full consideration, this application must be received by the PhD in Education Office **no later than** the due date posted on the PhD in Education website.

---

\*Screen Shot 2021-09-16 at 4.22.01 PM.png

**C) BUDGET JUSTIFICATION [limited to 2,500 characters]**

The budget justification **must** include:

- the cost and a description of **each** expense for which funds are requested
- a rationale for why that expense is necessary for completion of the dissertation

**NOTE:** Dissertation research funds will **not** be awarded for:

- editing or formatting of your dissertation
- personal expenses (e.g., professional leave/salary, Internet access, research consultation, professional development, child care, home office furniture and supplies, etc.)
- transcription unless a strong justification is provided for why this is vital to your research (e.g., different language translation)
- software available through other University resources unless a strong justification is provided for why this is vital to your research

---

Save ProgressNext

Fill in all required fields

Click here to continue to electronic signature page

**STEP 3: SIGN** the document.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Kaitlynn D Fraze

Previous Sign Electronically

Type your name  
(exactly as  
reflected above)

Click here to  
complete your  
electronic  
signature

**STEP 4:** The confirmation page will enable you to **PRINT/SAVE** the document for your records.

*Note: If you neglect to print/save the form, you will need to log in through the GMU Dynamic Forms website to locate it (<https://its.gmu.edu/service/dynamic-forms/>). This site is not intuitive, so it is strongly suggested you print/save.*

You have filled out the Dissertation Completion Fellowship application. The form will be routed to the next participant.

If you have any questions, please contact Joan Stahle.

Please print or save a copy for your records and send a copy with all signatures to your chair.

Joan Stahle  
Program Manager  
PhD in Education Program  
College of Education and Human Development  
4400 University Drive, MS 1D5  
(703) 993-2011  
jstahle@gmu.edu

View Form PDF

Click here to  
view, save,  
and/or print  
PDF of the  
completed

**STEP 5:** You will also receive a confirmation email that will contain a link where you can provide **FEEDBACK** about your experience using the form. This feedback will be used to add supports within the “Frequently Asked Questions and Answers” document.

---

## FREQUENTLY ASKED QUESTIONS AND ANSWERS

Frequently asked questions and answers about the Ph.D. in Education electronic forms are on the “Documents and Forms” page of the Ph.D. in Education website.

- Ph.D. in Education Website (<https://education.gmu.edu/phd-in-education/>)
    - Current Students
    - Documents and Forms
-