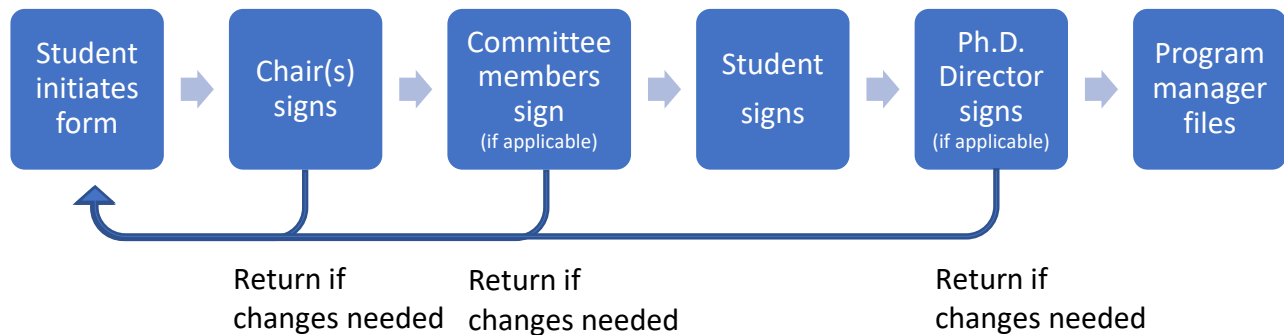


Ph.D. in Education Electronic Forms Tips Sheet for Faculty

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).



STEPS FOR FACULTY

STEP 1: You will receive an **EMAIL PROMPT** for your needed signature.

Note: Email reminders will automatically continue until signature is completed on the form or you return it to the student for revision.

Note: If you are expecting to receive a form from a student to sign and do not, the most likely reason is that they have entered your email address incorrectly and the student will need to contact Joan Stahle at jstahle@gmu.edu to correct it.

You received this email because Kaitlynn D Fraze filled out the Test test test. The form needs your signature to be completed.

- 1) Review document submitted by your student
- 2) Scroll to the bottom of the page and click "next"
- 3) Type your electronic signature
- 4) Scroll to bottom and click "sign electronically"

The final screen will contain a confirmation message that you have completed the form.


[Click here to complete your section of the form.](#)

If you have any questions, please contact Joan Stahle.

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

Click link from email to access the form

STEP 2: REVIEW the document to determine whether it is ready to submit or needs revision.
Note: If you are sending the document back to the student for revision be sure to clearly communicate what changes are required.



**GEORGE
MASON
UNIVERSITY**

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 Progress](#)

[Return for Revision](#)

[Next](#)

Click here to return form for revisions to the student

Click here to continue to electronic signature page

STEP 3: SIGN the document.

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.

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
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