Emory University Department of Anthropology

Post-Field Funding Tracking/Request Form

Name__________________________________  ID#__________________________

Signature ________________________________________________________________

☐ STAGE 1  Request Date:___________________________
Materials listed below must be attached and submitted to the Director of Graduate Studies 30 days before beginning stage 1:

1. A brief outline or prospectus of dissertation
2. A written request to begin Stage 1 addressed to the Graduate Program Coordinator

DGS Name (Please Print) __________________________  DGS Signature __________________________

For office use only:

Stage 1 to be paid from __________ through __________  $ __________

Beginning Date  Ending Date  Amount  Staff Signature

☐ STAGE 2  Request Date:___________________________
Materials listed below must be attached and submitted to the Director of Graduate Studies 30 days before beginning stage 2:

1. One chapter of dissertation/body of data analysis
2. A tentative plan of completion, worked out in consultation with the committee chair and approved by members of the dissertation committee

DGS Name (Please Print) __________________________  DGS Signature __________________________

For office use only:

Stage 2 to be paid from __________ through __________  $ __________

Beginning Date  Ending Date  Amount  Staff Signature

☐ STAGE 3  Request Date:___________________________
Materials listed below must be attached and submitted to the Director of Graduate Studies 30 days before beginning stage 3:

1. Proof of substantial progress beyond the chapter submitted for Stage 2
2. An email written by the committee chair and circulated to the committee stating that the student is on track for the projected completion date

DGS Name (Please Print) __________________________  DGS Signature __________________________

For office use only:

Stage 3 to be paid from __________ through __________  $ __________

Beginning Date  Ending Date  Amount  Staff Signature

PLEASE NOTE:
The 6-month period of each stage is typically scheduled September-February/March-August to align with the financial year calendar but can be adjusted to accommodate student’s fieldwork schedule.

Students are responsible for submitting materials by deadlines. If materials are not submitted on time, funding may be terminated.