Emory University Department of Anthropology

Post-Field Funding Tracking/Request Form

Name_________________________________________ ID#____________________

Signature _______________________________________________________________________

☐ STAGE 1 Request Date: ____________________________

Materials listed below must be submitted to the Director of Graduate Studies and the Graduate Program Coordinator 30 days before beginning Stage 1:
1. A brief outline or prospectus of dissertation
2. This form requesting to begin Stage 1 post-field funding

______________________________________________________________________________

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 and the Graduate Program Coordinator with the first post-field year-end review in May:
1. One chapter of dissertation/body of data analysis
2. A plan of completion with target dates for defense and graduation, worked out in consultation with the committee chair and approved by members of the dissertation committee
3. An email from the advisor to the DGS (cc: GPC) affirming that the committee has discussed the student’s progress and approves the plan for completion

______________________________________________________________________________

DGS Name (Please Print) __________________________________________________________
DGS Signature ___________________________________________________________________

For office use only:
Stage 2 to be paid from ________through ________ $_________ ____________
Beginning Date Ending Date Amount Staff Signature

______________________________________________________________________________

PLEASE NOTE:
The 12-month period of each stage is typically scheduled September-August to align with the financial and academic year calendar but can be adjusted to accommodate student’s fieldwork schedule.

The materials for Stage 2 funding coincide with the first post-field year-end review, so the progress may vary according to when the student returns from the field. If the student has returned less than five months prior to year-end review, they may wait to submit Stage 2 materials until 11 months after Stage 1 began.

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