

Guidelines for SNRE's Master's Project & Practicum Funding, 2007-08

1. **Purpose:** The SNRE Master's Project & Practicum Funding (funded by the Rackham Graduate School) is designed to support master's students who need assistance to carry out group-project or practicum research that advances progress toward their degrees. Thesis and dissertation funding is still available through the Rackham Graduate School (www.rackham.umich.edu/Fellowships/guideln/2409.htm) and the SNRE Thesis and Dissertation Funding.

The Master's Project & Practicum Funding is intended to defray costs of conducting clearly defined group research projects including:

- Research related expenses (e.g., paying subject fees, transcription services, accessing specialized data sets, purchasing archival materials, purchasing images, hiring field assistants)
- Research-based travel not associated with a course (e.g., off-campus data collection, access to libraries, archives or historical sites)
- Purchasing laboratory equipment, field work equipment or computer software
- Off-campus study of foreign languages needed for research. Proposals will be considered only if the instruction is not available on the UM-Ann Arbor campus. The relevance of the language studied to the student's research must be explained in the proposal.
- Off-campus study of specialized methodologies or techniques needed for research. Proposals will be considered only if instruction in the methodologies and/or techniques is not available on the UM-Ann Arbor campus. The relevance of the methodologies and/or techniques to the student's research must be explained in the proposal.

2. **Eligibility:** Master's students are eligible to apply for an SNRE Master's Project Research Grant if:

- the graduate student is in good academic standing in SNRE
- the project or practicum is an officially approved Master's Project or Practicum with a defined section number of NRE 701

A master's student is eligible for one SNRE Master's Project & Practicum Funding during his or her graduate program.

3. **Award Amount:** Master's students are eligible for an award up to \$1,500 per student for a group project or practicum.

Note: Please be aware that this award may be considered as taxable income. For students who qualify for need-based financial aid, a Research Grant may reduce the amount of your loan eligibility. Please contact the Office of Financial Aid for help in evaluating your individual circumstances.

4. **Award Deadline, Selection, and Procedures:** Applications are accepted twice a year, with deadlines of November 15 and April 15. Please note that each application will be reviewed by faculty. Criteria for funding will include the clarity and coherence of the rationale for the project, the significance of the research question being addressed, the qualifications of the students to carry out the proposed research, and the relevance and reasonableness of the budget request for the activities proposed. Applications will be reviewed only after they are complete.

Each student will receive an email notifying him or her of SNRE's decision. If a grant is awarded, procedures for payment will be outlined in the email. Once processed, an award may take up to ten business days to disburse.

5. **Application materials to be submitted:**

A) A **proposal** describing the research project (maximum of 1,200 words). One overall proposal is due for all students in a Master's Project or Practicum. The required parts of the proposal include:

- a statement of what the project will accomplish (**goals and objectives**),
- a statement of why the research is important (**theoretical justification, social benefit or significance**),
- a description of the **specific activities and duration** of the project for which support is requested, and

Guidelines for proposals:

- It is important to explain how the project is innovative, creative, or fills a gap in existing literature.
- Explain how the students' education and expertise will enable them to accomplish this research project.
- If support is requested for instruction in foreign languages or specialized techniques, that request must be justified by a description of the research that will benefit from the new expertise.

B) A **research budget**. The budget should match the activities described in the proposal. It should explain in detail the costs associated with each of these activities. If the total anticipated costs are greater than the amount requested, then explain what other resources are already available to support the remaining expenses. If funding is being requested from multiple sources, list those sources here. The budget template outlines budget categories.

C) A **letter of support** of no more than two pages, from the project advisor should address: (1) the clarity and coherence of the rationale for the project, (2) the significance of the research question being addressed, (3) the qualifications of the students to carry out the proposed research, (4) the relevance and reasonableness of the budget request for the activities proposed.; and (5) other

resources available to support this research or obstacles facing the project students in securing other sources of funding. One letter should be submitted for the entire project.

D) **Transcripts** of each student will be added by an OAP staff member. *No student action needed.*

6. Ineligible expenses include:

- Anything not directly related to the Master's Project or Practicum.
- Research conducted following the completion of degree requirements.
- University of Michigan tuition or fees.
- Normal living expenses such as rent, car repairs, child care, and utilities.
- Personal emergency situations – use Rackham Graduate Student Emergency Fund.