# **Travel / Research Enhancement**

# **Funding Directions**

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Funds are available for graduate students to travel to **present their “research” at professional venues**. This includes researchers whose papers have been selected for presentation at a conference through a **peer-review process**, composers whose works have been selected through a **peer-review proces**s for performance at a conference, festival, or other prestigious venue, or performers or conductors who have been selected through a

**peer-review process** to appear in a competition, conference, festival, or other prestigious venue. These funds are not available to support thesis/dissertation research projects or course work, nor are they available to attend academic conferences. **(**[**Travel Funding**](https://www.music.msu.edu/assets/Travel_funding_for_MUS_2022_%281%29.pdf)**)**

Funds are also available to support activities that enhance graduate students’ research projects including travel **to participate in workshops, data collection, short courses and master classes**. The student must be an **active participant in a masterclass or other comparable educational experience**. These funds cannot be used to attend workshops with your major professor. ([**Research Enhancement**](https://www.music.msu.edu/assets/Research_Enhancement_for_MUS_2022.pdf)**)**

Under special circumstances, funding requests to purchase supplies/materials relevant to the student’s research will be considered. ([**Research Enhancement**](https://www.music.msu.edu/assets/Research_Enhancement_for_MUS_2022.pdf)**)**

This funding is only for graduate students pursuing a degree program. Students must be enrolled to receive funding.

\*\* The College of Music has annual limits on its Travel Funding and Research Enhancement monies.

 ***Limit of $2000 for international projects. Limit of $1200 for domestic projects. Limit of $2000***

 ***TOTAL for the year.*** These limits are different from the Graduate School limit, which is a career limit of

 $600.

***\*\* Acceptance of Fellowship monies for Travel or Research Enhancement MAY effect your Student Loan(s). Please contact the Financial Aid Office if you have any questions. The College of Music cannot override their decision. \*\****

**Application Requirements**

Completed applications can be submitted at any time during the fiscal year (July 1-June 30) or until designated funds are exhausted. Students submit only **one** application **to the College of Music Graduate Studies Office** for consideration by all offices.

1. **Complete the appropriate** [**application**](https://www.music.msu.edu/information-for-students/for-graduate-students/funding). Whether or not they provide funding, a signature from the major professor is required in 2 spots. This is an endorsement from the major professor/advisor stating that the student is making satisfactory progress in their graduate program. The form includes a summary of cost sharing with the student’s major professor, college, and when appropriate - with International Studies and Programs. The Graduate Studies Office will obtain other signatures as needed.
2. **Travel requests must be accompanied by a brief letter** from the student indicating the following:
	1. Student is registered in the semester that the funding is awarded.
	2. Name of the conference or professional meeting. Include the date(s) and the location of the conference.

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* 1. The title of the research or performance to be presented and the list of authors.
	2. **For Research Enhancement**, please explain what/where your research will be worked on and how it applies to your final project.
1. ***Submit documentation of acceptance at the conference, festival, etc.*** *E-mail acceptances are allowable.*
2. ***Include a detailed budget****, including estimated costs of airfare/travel, hotel, food, application fee, registration, tuition, deposits, etc.*
3. **If student's travel is international**, work with the Graduate Studies Office to complete a [pre-trip travel authorization](https://globalsafety.isp.msu.edu/travel-during-covid-19-pandemic/international-travel/) and register their trip in the **International Travelers Abroad Database**

([https://travelregistry.msu.edu](https://travelregistry.msu.edu/)). When that is done, the student will be automatically enrolled for international travel insurance (provided by International SOS) at no cost to the student. [Graduate School International Health & Safety Orientation (PDF)](https://grad.msu.edu/sites/default/files/content/fellowships/International%20Travel%20-%20Graduate%20School%20Orientation_1-10-2020.pdf)

* 1. Information needed, in addition to the above, includes Emergency Contact info (Name, Phone, Relationship)
	2. Please review [Travel During COVID-19 Pandemic](https://globalsafety.isp.msu.edu/travel-during-covid-19-pandemic/) for an overview of all domestic and international travel policies/considerations.

A decision on support will be made within one week after receiving all of the necessary materials. After the College of Music determines their award, we will e-mail you. We will also forward your request to The Graduate School. Their decision letters will be emailed within 2 weeks.

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