



# RESEARCH ENHANCEMENT AWARD FUNDING APPLICATION

Instructions on <https://grad.msu.edu/research-support>. Completed forms should be emailed to the Graduate School at [gradschool@grd.msu.edu](mailto:gradschool@grd.msu.edu)

Date: \_\_\_\_\_

US. Citizen                    Yes        No

Permanent Resident        Yes        No

International Student      Yes        No

Current Graduate                    Doctoral

Program Enrollment:                Master's

    Professional

    Medical/Law

If no, Country of Origin \_\_\_\_\_

Current Graduate GPA \_\_\_\_\_

Ethnicity (optional) \_\_\_\_\_

If you have federal financial aid, please consult the Office of Financial Aid to find out what the impact that this award would have on your aid package.
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Student Name: \_\_\_\_\_ Last 4 digits of PID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department and/or Program: \_\_\_\_\_ College: \_\_\_\_\_

<i>I certify that the above student is making satisfactory progress towards a graduate degree.</i>		
_____	_____	_____
<i>Major Professor</i>	<i>Signature of Major Professor</i>	<i>Date (mm/dd/yyyy)</i>

## SHARED FUNDING AND ENDORSEMENT

A signature is required below from the major professor, the department/program unit, and the college even if no funds are committed to support this request. Individual departments and colleges may request additional information from the applicants.

				TOTAL EXPENSES	1
Funding Provider	Name and email address	Signature	Account #		Amount from Provider
Major Professor				2	
Department / Program / Unit				3	
College				4	
Other (specify)				5	
<b>TOTAL FROM FUNDING PROVIDERS (Add lines 2-5)</b>				6	
<b>Funds Requested from the Graduate School (Required)</b>				7	

Revised 10/2020

Amount Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

# MICHIGAN STATE UNIVERSITY

## GRADUATE STUDENT RESEARCH ENHANCEMENT AWARD CRITERIA

Funds are available to support activities that enhance graduate students' research projects. These funds are provided by the Office of the Vice President for Research and administered by the Graduate School and are available to support research activities including travel to participate in workshops, data collection, short courses and extramural laboratory rotations. Under special circumstances, funding requests to purchase supplies/materials relevant to the student's research will be considered. Research Enhancement funding is only for graduate students enrolled in a degree program. These funds are not available to purchase equipment. Unlike graduate assistantships, these fellowships do not provide student health insurance or tuition/fee waivers.

\* FORMS ARE SUBMITTED TO MUSIC  
PRIOR TO GOING TO TGS. \*

Address ~~Send~~ the following to The Graduate School, 466 W. Circle Dr, Chittenden Hall:

1. The attached Request for Research Enhancement funding application COMPLETELY filled out and listing:
  - A summary of cost sharing with the student's major professor, department and college.
  - Whether or not these units provide funding, an endorsement of the request from the major professor, department and college is still required.
  - Requests must be accompanied by an endorsement from the major professor/advisor stating that the student is making satisfactory progress in his/her graduate program. You are to use the attached application to provide this information.
2. The application must be accompanied by a brief letter from the student indicating the following:
  - The title of the research project
  - A description of the student's research project written in a way that is understandable to scholars/scientists outside the field
  - A summary of the proposed research activities including travel information if relevant (dates and location)
  - Description of how this activity enhances the student's research project
  - \* • Detailed budget and budget justification
  - \* • IACUC or Human Research Protection Program approval letter if the research involves human or animal (IACUC) subjects. (IRB)
3. International Travel Insurance:
  - If your travel is international your department must complete a pre-trip travel authorization for you and you need to register your trip in the International Travelers Abroad Database (<https://travelregistry.msu.edu>). When that is done, you will be automatically enrolled for international travel insurance (provided by HTH Worldwide) at no cost to you.



The Graduate  
School

Chittenden Hall  
466W. Circle Dr. East  
Lansing MI  
48824-1044

517-353-3220  
Fax: 517-353-3355  
grad.msu.edu

### Criteria for graduate student research award

- Enhancement awards are intended to match/supplement funds provided by advisors, units and colleges and will range from \$500-\$1000.
- Only one request per student/tenure in degree program will be considered.
- Student must be registered in the semester the funding is awarded.
- There is no deadline for submitting requests.
- The Graduate School will make decisions on support within three weeks after receiving all of the necessary materials.
- Award letters will be emailed.

PLEASE NOTE: If you have Stafford or other needs-based loans/aid, the amount of your fellowship award may cause a reduction of your loan(s) or other financial aid. You still may wish to consider the fellowship as this will reduce your total loan debt at graduation. Please seek advice from your Office of Financial Aid counselor before you turn down a fellowship. However, if the award is for travel or research support, please provide a copy of the meeting registration form, airline ticket price, hotel costs, etc. to the Office of Financial Aid and indicate that the funds should not be subtracted from your loan/aid amount. However, final decisions are made on a case-by-case basis by the Office of Financial Aid following guidelines provided by the Federal Government.

**(A.) The College of Music also requires a copy of your invitation/acceptance to attend said event.**