

The conference travel/research funding process

Graduate Student Research Funding

The Policy

Research funding is allocated annually based on the proposed activities indicated on your Research Funding Application. Requests are arranged in the following order:

1. job-seeking doctoral students
2. doctoral students doing dissertation research
3. doctoral students presenting at international/national conferences
4. masters students doing thesis research
5. masters students presenting at international/national conferences
6. doctoral students presenting at regional conferences
7. masters students presenting at regional conferences
8. doctoral and masters students attending international/national conferences
9. doctoral and masters students attending regional/local conferences
10. other kinds of requests

The Process:

1. Submit your funding request (complete with all required materials) to the program by the deadline each year (late September/early October). You will receive award notification about 4 weeks after that deadline.

2. If you are eligible for travel funding from the College or the Graduate School, apply for that funding. The College and Graduate application processes use the same form but require different attachments. This form must be signed by your guidance/advisory committee chair and by the program director!!

3. If your research request is eligible for other College/University funding, apply for that funding. See <http://www.cal.msu.edu/graduate/GradFundingCAL.php> for more information.

4. You will generally receive your funding allocation as a research award, deposited directly into your student account. Please be aware that if you have pending debt on your University account and we put research funding into that account, the University system will use your research money to pay your outstanding debt!

On rare occasions, some research expenses will be covered through reimbursement – when that is the case, you must turn receipts in to Melissa Arthurton no later than 30 days after the covered expense was incurred. If you do not turn in receipts within this 30 day period, you will not be reimbursed.

A special note regarding conference travel. You MUST fill out a Travel Authorization form for every research or conference trip you take, whether you directly receive MSU funding for that trip or not. This is a University policy.

The Measurement

The program is required to provide an annual report about our use of research funding. The “proof” of our success is measured by actual scholarly output (national/international presentations, publications, performances, installations, etc.), our time-to-degree graduation rates, and our job placement rates.

Rhetoric & Writing Application for Research Funding



Applicant

- o MA in DRPW
- o MA in CSLP
- o PhD

DUE BY OCTOBER 1st, 2008.
(can be delivered as electronic document)

A completed application for research funding is required in order for you to receive any research funding for AY0809. If you do not complete an application by the above deadline, you will not be eligible to receive funding during the entire academic year.

Please attach the following to this form:

- ➔ a list of all the research funding you are requesting and of all conferences at which you plan to present your research from October 1, 2008 until June 30, 2009;
- ➔ for each research funding request, please attach the following:
 - a. a description of the reason for your request
 - b. an itemized estimate of costs for your request;
 - c. other funding sources for this request (as a graduate student, you are eligible to apply for thesis/dissertation research and completion funding from CAL)

If your request includes a request for conference funding in order to present your research, please attach the following:

- a. your abstract or proposal
- b. a copy of your letter/e-mail of acceptance, if it is available (if not available, estimate when you will know if your paper was accepted or not)
- c. an itemized estimate of costs (registration, transportation, hotels, parking, meals);
- d. other funding sources for this trip (as a graduate student, you are eligible to receive travel funding once per year from CAL)

➔ a statement about how this research funding will enhance your professional development and fit into your program of study -- how it will aid the timely completion of your degree, and/or contribute to your marketability upon degree completion. Include in this statement any plans you might have to apply for funding outside of the University.

Total Funds Requested

Amount of Grad Funding Used *

*As a graduate student you are eligible to receive travel funds once per academic career (\$400 total) from The Graduate School.

FOR PROGRAM USE ONLY

Total Amount Awarded

Conditions

