

### Guidelines for Masters Thesis Research Grant

The Graduate Council Fellowship Committee invites applications for the Masters Thesis Research Grant program. Awards for graduate student expenses directly related to thesis research are funded for a maximum of \$500. *Once the maximum has been awarded, students are not eligible for further funding.* For questions or clarification, please call Lina Hernandez at ext. 24302.

- 1) Deadlines for 2007/08 are: October 22, January 28, and April 21. Applicants will be notified in writing about the status of their grant application approximately one month after the deadline.
- 2) Only registered graduate students enrolled in Anthropology (M.S. degree only), Art History, Creative Writing and Writing for the Performing Arts, Music, and Visual Arts may receive and utilize grants. Submissions should be mailed to the Graduate Division or delivered to Room 100 of the University Office Bldg.
- 3) A summary description of the planned research, **accessible to non-specialists**, must be provided. This account should describe the research questions to be addressed, the methods to be used, and the data or materials to be analyzed. Explain how the proposed research will contribute to scholarly knowledge and append a list of references or bibliography that relates to your proposal. The subcommittee will evaluate the proposal on the merits of the research, as provided by the applicant, and the suitability of the budget request.
- 4) Research proposals using Recombinant DNA, humans or animals require approval by designated campus committees. Forms and further information may be found at <http://www.ora.ucr.edu/default.aspx>. Provide copies of approval notices or indicate that approval is pending. If approvals are pending the release of funds may be delayed.
- 5) Requests for general assistance, such as lab helpers, are routinely denied when the applicant can do the work.
- 6) Permanent equipment is rarely funded. Reusable supplies, books, etc. remain the property of the university.
- 7) Limited per diem expenses are allowed during travel. All travel expenses are processed through the student's department. Funding is unlikely to be granted for travel in southern California. Foreign travel requests must include documentation from a host institution, facility, or individual that the student has the access needed to do the research. Travel to professional society conventions is not funded. Travel to specialized conferences or workshops may be supported if clear relevance of the conference or workshop for the completion of the dissertation is demonstrated.
- 8) Research in schools must have written permission from the proper authorities submitted with the application.
- 9) Research grants are **not** awarded for salary to the applicant or for the actual preparation of thesis copy such as typing, charts or photos.
- 10) **Budgets that exceed \$500 will not be considered.** The grant periods are November 1 – October 31, February 1 – January 31 and May 1 – April 30. Extensions of grant periods should be requested in writing. Awards terminate upon leaves of absence or filing fee status. Expenditure reports are due two weeks after the termination of award period.
- 11) Expenditures must be within the categories budgeted in the application. *Written permission is required for adjustments **prior** to spending funds.*

**MASTERS THESIS RESEARCH GRANT APPLICATION**

*Please type or print research proposal using a font size of 12.  
Submit an original with signatures and six collated photocopies (total of seven).  
Additional sheets, if required, should follow the same format and sequence: budget, justification, research,  
bibliography, letter of support.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Research Director \_\_\_\_\_

Proposed starting date of grant: \_\_\_\_\_

Animal/Human/RDNA approval Notice:  Attached  Pending  Not Applicable  
(Check One)

**Budget Requests exceeding \$500 will not be reviewed.**

Itemize supplies:

(1) _____	\$ _____
(2) _____	\$ _____
(3) _____	\$ _____
(4) _____	\$ _____
(5) _____	\$ _____
<b>Subtotal</b>	\$ _____

Expenses including travel:

(6) _____	\$ _____
(7) _____	\$ _____
(8) _____	\$ _____
(9) _____	\$ _____
<b>Subtotal</b>	\$ _____
<b>Total Requested</b>	\$ _____

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**MASTERS THESIS RESEARCH GRANT APPLICATION**  
**Budget Justification**

Has the proposed research been previously supported?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Dates \_\_\_\_\_ Amount \_\_\_\_\_

Source(s) \_\_\_\_\_

Below, explain in detail each budget line item listed on page one. Verify that no items excluded by the proposal guidelines are included.

**MASTERS THESIS RESEARCH GRANT APPLICATION**  
**Research Proposal and Bibliography**

- Explain your proposal, commenting on the research questions to be addressed, the methods to be used, and the data or materials to be analyzed. This description should be accessible to non-specialists. Place your work within the context of the literature you cite.
- Limit this summary description to three pages (12 point font).
- Attach the reference list and bibliography, the support letter, and a copy of the Compliance Committee approval notice, if applicable.

**MASTERS THESIS RESEARCH GRANT APPLICATION**

**Letter of Support**

Please evaluate the preparedness of the student to conduct the study, the significance and importance of the research, the appropriateness of the methodology, and the quality of the research design. This letter plays a critical part in the evaluation process.

Please include information on current support available for this student's research project, if any. Explain how a thesis grant will enable the student to execute the project.

Please allow the student to include the letter as the last page of the application. In this manner, letters are collated with proposals for distribution to committee members. If you prefer this letter to remain confidential, check here \_\_\_\_\_ and seal six copies and an original in an envelope for the student to append to the proposal.

Applicant \_\_\_\_\_

Name of Research Director \_\_\_\_\_

Research Director's Signature & Date \_\_\_\_\_