

Guidelines for SEAS Master's Project, Practicum & Integrated Seminar Funding

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

The Master's Project, Practicum and Integrated Seminar Funding is intended to defray costs of conducting clearly defined group research activities including:

- Research related expenses (e.g., paying subject fees, 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)
 - Purchase of laboratory equipment, field work equipment, or computer software. If purchased with SEAS funds, any items that are reusable must be returned to OAP.
 - 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 a SEAS Master's Project, Practicum or Integrated Seminar Research Grant if:
 - the graduate student is in good academic standing in SEAS
 - the project, practicum, or integrated is an officially approved Master's Project, Practicum or Seminar with a defined section number of NRE 701

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

Note: A group meeting with the SEAS Financial Aid Coordinator, for the purpose of budget building, is mandatory for **all** group members **and** highly encouraged for the faculty advisor(s). Students will be notified of the meeting, which will take place in March.

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. 14% is withheld from awards to international students from countries without a tax treaty. Additional forms are required from international students to benefit from a tax treaty.

NOTE: For students who qualify for need-based financial aid, a Research Grant may reduce the amount of your loan eligibility. Please contact the UM 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 the associate dean. 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.

Groups will receive an e-mail notifying them of the SEAS decision. If a grant is awarded, procedures for payment will be outlined in the e-mail. Once processed, an award may take up to ten business days to disburse.

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

A) Application for Research Grant Form

B) Summary of Research Budget Form

C) 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. 100% of all costs associated with the project should be reflected in the budget. If the total anticipated costs are greater than the amount requested, explain what other resources are already available to support the remaining expenses. If funding is being requested from multiple sources, list those sources here. If there are significant line item changes, or a subsequent funding award creates an over award, SEAS must be notified with a revised budget. The budget should identify the funding source for each line item. Use the budget template which outlines budget categories and format to be used.

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- D) **Budget Justification:** Provide text to describe the budget spreadsheet if additional information would be helpful to the reviewer.

Note: If support is requested for instruction in foreign languages or specialized techniques that are not offered on the Ann Arbor campus, that request must be justified by a description of the research that will benefit from the new expertise.

- E) A **letter of support** of no more than two pages, from the project/practicum/ seminar advisor should address the following points:

- (1) the clarity and coherence of the rationale for the research,
- (2) the significance of the research question being addressed,
- (3) explain how the students' education and expertise will enable them 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/practicum/seminar students in securing other sources of funding. One letter should be submitted for the entire project/practicum/seminar.

- F) A **funding proposal** describing the research project/practicum/seminar (maximum of 1,500 words). One overall proposal is due for all students in a Master's Project, Practicum or Integrated Seminar. Clearly label each section of the proposal:

Background Statement

Specific Activities: a statement describing the research for which support is requested.

Goals/Objectives/Potential Outcomes: a statement of what the project/practicum will accomplish.

- Specific statement of the objectives.
- Description of how the objectives will be accomplished.
- Description of how the outcomes will be determined.

Theoretical Justification, Social Benefit or Significance: a statement of why the research is important. Explain how the project/practicum is creative, innovative, or fills a gap in existing literature.

Methods: Describe the activities to be conducted and the rationale for choosing that approach.

Analysis of Data: Describe the means of evaluating the data, conducting the analysis, or determining the conclusions.

Timeline

- G) If the research involves international travel, both items listed below must be provided for each traveler **PRIOR** to the travel taking place (<http://global.umich.edu/going-abroad/planning/registry/>):
- (1) E-mail verification that each student has registered their trip on the UM Travel Registry.
 - (2) E-Mail verification that each student has purchased the UM Travel Abroad Health Insurance.
- H) Any research proposal that includes interviews may need to be reviewed by **IRB**. If you haven't already done so, please check on any IRB approvals that may be required: <http://research-compliance.umich.edu/irb-health-sciences-and-behavioral-sciences-hsbs>
- I) Any research proposal that includes the use of vertebrate animals needs to be reviewed by the University Committee on the Use and Care of Animals (**UCUCA**). If appropriate, please check on any UCUCA approvals that may be required: <http://www.ucuca.umich.edu/>

6. Ineligible expenses include:

- Anything not directly related to the Master's Project, Practicum or Seminar.
- Computers, tablets, etc.
- Association memberships.
- Editing.
- Printing/copies of booklets, brochures, etc. for distribution.
- Student stipends
- 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.

Application materials order/checklist:

- Application for Research Grant Form
- Summary of Research Budget Form
- Budget (use template)
- Budget support text (if needed)
- Faculty advisor memo
- Funding proposal

Submit in the above order as a single PDF to: SEAS-financial-aid@umich.edu.
Provide 1 hardcopy in the above order to OAP, 1520 Dana.