

GRANTS TO ASSIST SEAS STUDENTS WITH  
MASTER'S THESIS RESEARCH COSTS

The Horace H. Rackham School of Graduate Studies provides funding for student research. Students are encouraged to apply for a Rackham Graduate Student Research Grant at the following website:

[http://www.rackham.umich.edu/financial\\_assistance/rackhamf.html](http://www.rackham.umich.edu/financial_assistance/rackhamf.html)

In addition, SEAS awards competitive grants for the purpose of helping to defray costs incurred while conducting thesis research. Funds will be allocated on the basis of proposals using the "Request for SEAS Master's Thesis Research Funding" form (see next page). Applications are reviewed approximately twice each month.

Eligibility is limited to one \$1,000 award per student. If not awarded the first time, a student may submit a revised request. 14% is withheld from awards to international students from countries without a tax treaty.

A budget template in Excel is available on the SEAS forms webpage, to assist students in building a comprehensive list of anticipated expenses and funding sources (see item #2 on the application).

The student should allow 2 weeks for payment after the award decision has been made. The following procedure should be followed when requesting support:

1. After consultation with his/her faculty advisor, the student completes the SEAS form "Request for SEAS Master's Thesis Research Funding" (see next page).
2. Research involving the use of vertebrate animals requires approval by the University Committee on the Use and Care of Animals (UCUCA), initiated via the eSirius on-line application process. Refer to website: <http://www.ucuca.umich.edu/faqstart.htm>
3. Research involving the use of human subjects, including surveys, requires approval by the University's Institutional Review Board (IRB)-Behavioral Sciences, initiated via the eResearch on-line application process. Refer to website: [http://www.irb.research.umich.edu/IRB\\_Behavior/New/IRB-Behavioral.html](http://www.irb.research.umich.edu/IRB_Behavior/New/IRB-Behavioral.html)
4. The faculty advisor approves the appropriateness of the request and comments on the qualifications and likelihood that the student will be able to complete the research.
5. If your academic travel takes you out of the U.S., you are required to 1) register via the U-M Travel Registry **and**, 2) purchase the U-M Travel Abroad Health Insurance. The health insurance is required even if you currently have insurance which provides for international travel. Current price is a one-time \$5 administrative fee and \$1.10 per day. Information and registration link is available here: <http://globalportal.umich.edu/register-travel.php>. Verification is required prior to releasing the funds to your student account.

REQUEST FOR SEAS MASTER'S THESIS RESEARCH FUNDING

Student's Name:  Date:

UMID #:  Currently registered?  Yes  No

Phone #:  Field of Study

E-mail address:  Request Amount: \$1,000 Master's Thesis Research

1. Attach a justification statement (2 pages maximum). The following criteria should be addressed:
  - a) the clarity and coherence of the rationale for the research;
  - b) the significance of the research questions being addressed;
  - c) the qualifications of the student to carry out the proposed research; and
  - d) the relevance and reasonableness of the budget requested for the proposed activities.
2. Attach a comprehensive budget (use budget template available on the SEAS forms webpage).
  - a) Provide a list of items relevant to your research that require funding.
  - b) Provide cost and source information for each item.
  - c) List amount(s) and sources(s) of all pending and/or awarded funding you have requested or will receive for this research.

3. Does your research involve the use of vertebrate animals or human subjects?  Yes  No

If human subjects, what is the IRB-BEHAVSCI approval number?

If vertebrate animals, what is the UCUCA approval number?

If you have not received notification of approval, please attach a copy of the completed application you have submitted for review.

4. If budget includes international travel, proof of UM trip registration **and** proof of HTH Worldwide insurance purchase is required.

Int'l Travel?  No  Yes If yes, specify country:

5. Faculty advisor's approval/comments: Faculty Advisor's Name:

SIGNATURE OF FACULTY ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Submit completed form and attachments to SEAS-financial-aid@umich.edu, OAP, room 1520 Dana.

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\$ \_\_\_\_\_ Approved by \_\_\_\_\_ Date approved: \_\_\_\_\_ Shortcode # \_\_\_\_\_