



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

1. **Purpose:** The SEAS Master's Project, Practicum and Integrative Seminar funding (partially funded by the Rackham Graduate School) is to support master's students who need assistance to carry out group-project, practicum, or Integrative Seminar research that advances progress toward their degrees.

Thesis grant funding is available through both SEAS and Rackham Graduate School:

Rackham Graduate Student Research Grant-

<https://rackham.umich.edu/funding/funding-types/rackham-graduate-student-research-grant-2/>

SEAS Thesis Grant-

https://seas.umich.edu/academics/form_handbooks_policies/masters_thesis_grant

The Master's Project, Practicum and Integrative Seminar funding is 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, fieldwork equipment, or computer software. *Equipment and reusable items purchased with SEAS funds must be returned to OAP.
- Off-campus study of foreign languages needed for research only if the instruction is not available on the UM-Ann Arbor campus. The relevance of the language studied to the student's research are required to be explained in the proposal
- Off-campus study of specialized methodologies or techniques needed for research 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 are required to be explained in the proposal

2. **Eligibility:** Master's students are eligible to apply for a SEAS Master's Project, Practicum Integrative Seminar grant if:

- Graduate student must be in good academic standing in SEAS
- Master's Project, Practicum, or Integrative Seminar is officially approved with a defined section number of EAS 701

*SEAS master's students are eligible for one SEAS Master's Project or Practicum Funding award during his or her graduate program.

3. **Award Amount:** Master's students are eligible a grant of \$1,500 per student for a Master's Project, Practicum or Integrative Seminar.

NOTE: Be aware that this award maybe considered 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.

4. **Award Deadline, Selection, and Procedures:** The application deadline is **Monday, April 6, 2020**. Please note that each application will need approval from the Associate Dean for Academic Affairs. Criteria for funding will include the clarity and coherence of the rationale for the project, the significance of the research question 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. Only complete applications will considered for funding.

Groups will receive an e-mail notifying them of the SEAS funding decision. Procedures for payment, including the date of expected payout will be included in the e-mail.

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

A) **Master's Project Grant**

Online submission-

https://seas.umich.edu/academics/form_handbooks_policies/masters_project_grant

B) **Master's Project Budget Summary**

Online document-

https://seas.umich.edu/sites/all/files/documents/Masters_Budget_Summary.pdf

C) **Master's Project 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 multiple sources secured, list the sources in the budget. 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.

Budget template-

https://seas.umich.edu/academics/form_handbooks_policies

- D) **Budget Support Text (optional):** Provide text to describe the budget spreadsheet if additional information would be helpful to the reviewer
- E) **Letter of support** (no more than two pages) from the Master's Project, Practicum or Integrative Seminar advisor should address the following points:
- (1) Clarity and coherence of the rationale for the research
 - (2) Significance of the research question addressed
 - (3) Explain how the students' education and expertise will enable them to carry out the proposed research
 - (4) Relevance and reasonableness of the budget for the activities proposed
 - (5) Resources available to support this research or obstacles facing the Master's Project, Practicum or Integrative Seminar students in securing other sources of funding. One letter submitted for each group.
- F) **Funding Proposal** describing the Master's Project, Practicum or Integrative Seminar (maximum of 1,500 words). Clearly label each section of the proposal:
- Background Statement**
 - Specific Activities:** Statement describing the research for which support 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:** 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 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 are required for each traveler **PRIOR** to travel taking place:
<http://global.umich.edu/travel-resources/register-your-travel/>
- (1) Email verification that each student has registered their trip on the UM Travel Registry
 - (2) Email verification that each student has purchased the UM Travel Abroad Health Insurance
- H) Any research proposal that includes interviews may need reviewed by **IRB**. Information on 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 applicable, 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
- Living expenses such as rent, car repairs, childcare, and utilities
- Personal emergency situations – utilize the Rackham Graduate Student Emergency Grant

Application materials order/checklist:

Online Master's Project Grant Application materials order/checklist
Submit the MS Grant:

http://seas.umich.edu/academics/form_handbooks_policies

- Master's Project Budget Summary (use pdf document)
- Master's Project Research Budget (use Excel template)
- Budget support text (if needed)
- Letter of Support from Project Advisor
- Funding Proposal
- INTERNATIONAL TRAVEL- UM Trip registration and proof of insurance purchase