



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 Rackham Graduate School) helps master's students advance degree progress by supporting group projects, practicums, and seminar research.

Students seeking thesis funding may apply through these online applications:

[Rackham Master's Graduate Student Research Grant](#)
[SEAS Thesis Grant](#)

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

- Research expenses (e.g., subject fees, specialized data sets, archival materials, image purchases, field assistants)
- Research-related travel not tied to a course (e.g., off-campus data collection, visits to libraries, archives, or historical sites; note: UM Fleet Services rentals are not permitted—use third-party vendors such as [Hertz](#), [Enterprise](#), or [Zipcar](#).)
- Purchase of laboratory, field work equipment, or software (reusable items purchased with SEAS funds must be returned to SSC)
- Off-campus language study directly related to research (only if instruction is unavailable at UM-Ann Arbor, and must explain the relevance)
- Off-campus study of specialized methodologies or techniques (only if not offered at UM-Ann Arbor, with a clear explanation of relevance to research)

Note: All proposals must clearly justify the need and relevance of any off-campus instruction or equipment.

2. **Eligibility:** Master's students are eligible to apply for the SEAS Master's Project, Practicum, or Integrated Seminar Research Grant if they meet the following criteria:
 - The student is in good academic standing within SEAS.
 - The project, practicum, or seminar is officially approved as a Master's Project, Practicum, or Seminar with a designated section number of EAS 701.
 - Each SEAS master's student may receive only one SEAS Master's Project or Practicum Funding award during their graduate program.
3. **Award Amount:** Eligible master's students may receive up to \$1,500 per student for a group project or practicum by submitting a grant application.

Conference Travel Funding: Students engaged in a Master's Project may apply as a group for conference travel funding. The application must include a brief project description, an explanation of how conference attendance supports project goals, and proof of registration or acceptance. Funding is available as follows:

- Up to \$200 for a student who is presenting (one presenter per presentation)
- Up to \$300 per group for client meetings and networking

Additional project-related travel should be included in the overall project budget proposal.

Note: This award may be considered taxable income. For international students from countries without a tax treaty, 14% will be withheld. International students from countries with a tax treaty must submit additional forms with the [payroll office](#) to claim treaty benefits.

4. **Award Deadline, Selection, and Procedures:** The application deadline is 9:00 a.m. on March 30, 2026. Each application will be reviewed by the Associate Dean. Funding decisions will be based on the clarity and coherence of the project rationale, the significance of the research question, the qualifications of the students, and the relevance and reasonableness of the budget proposal. Only complete applications will be considered.

Groups will be notified of the SEAS decision via email. If a grant is awarded, payment procedures will be outlined in the notification. Once processed, disbursement of funds may take up to ten business days.

5. **Application materials to be submitted:** Submit online: [Master's Project Grant Application](#)

A. Master's Project Budget Summary

- Use the official budget template to outline all budget categories and formats.

B. Master's Project Research Budget

- Detail all costs associated with each activity.
- Ensure 100% of project costs are reflected.
- If anticipated costs exceed the requested amount, explain additional resources that will cover the balance.
- If requesting funding from multiple sources, list all sources and identify the funding source for each line item.
- Notify SEAS with a revised budget if there are significant changes or additional awards.

C. Budget Support Text

- Provide clarifying text to accompany the budget spreadsheet, if needed.

D. Advisor Letter of Support (*max two pages*)

- One letter per project/practicum/seminar, from the advisor addressing:
 1. Clarity and coherence of research rationale
 2. Significance of the research question
 3. Students' qualifications to conduct the research
 4. Relevance and reasonableness of the budget
 5. Available resources or obstacles to securing other funding

E. Funding Proposal (*max 1,500 words; one per group*)

Clearly label each section:

- **Background Statement**
- **Specific Activities:** Description of the research
- **Goals/Objectives/Potential Outcomes:** What the project will accomplish; objectives and methods for achieving and measuring them
- **Theoretical Justification, Social Benefit, or Significance:** Why the research is important; creativity, innovation, or gap addressed
- **Methods:** Activities to be conducted and rationale
- **Analysis of Data:** Data evaluation and conclusions
- **Timeline**

F. International Travel Documentation (*if applicable*)

Prior to travel, provide for each traveler:

- Email verification of trip registration in the [UM Travel Registry](#)
- Email verification of [UM Travel Abroad Health Insurance](#) purchase

G. IRB Approval (*if applicable*)

- If interviews are included in the research, check for required IRB approvals: [IRB Health Sciences and Behavioral Sciences \(HSBS\)](#)

H. UCUCA Approval (*if applicable*)

- For research involving vertebrate animals, check for required approvals: [UCUCA](#)

6. Ineligible Expenses

The following expenses are not eligible for funding:

- Items not directly related to the Master's Project, Practicum, or Seminar
- Computers, tablets, and similar electronics
- Association memberships
- Editing services
- Printing or copying of booklets, brochures, or other materials for distribution

- Student stipends
- Research conducted after the completion of degree requirements
- University of Michigan tuition or fees
- Normal living expenses (e.g., rent, car repairs, child care, utilities)
- Personal emergencies (apply to the Rackham Graduate Student Emergency Fund for assistance)

7. NOTE: Students who withdraw from a project after they have received funding will have their project funding rescinded. The objective of this funding is to defray costs associated with the project.

Application materials order/checklist:

- Master's project grant application
- Master's project budget summary
- Master's project research budget (use budget template)
- Budget support text (if needed)
- Letter of support from the project's advisor
- Funding proposal (maximum 1,500 words)
- If budget includes international travel, proof of UM trip registration **and** proof of GeoBlue (BCBS Global Solutions) insurance purchase is required