

Application for Graduate Student Grants

The College of Musical Arts (CMA) has limited funds available to graduate students for thesis support and travel. The CMA Graduate Committee reviews grant applications once per month during the academic year; grant money is awarded on a first-come-first served basis. To apply for a graduate student grant, you must meet the following criteria:

- Be in good academic standing in the Graduate College.
- Be registered for course work or research hours during the semester for which you wish to receive funding.
- Not have previously received another CMA Graduate Student Grant during the current academic year. If submitting two grant applications concurrently, one application will be given priority.

Graduate Student Grants may be applied toward the cost of attending conferences, workshops, master classes and competitions. Expenses incurred for travel to doctoral program auditions do not typically receive funding. Reimbursable expenses include the cost of lodging, food, transportation and registration fees. (Professional society dues or job-hunting expenses may not be reimbursed.) For thesis support, grant money can be used toward those activities that augment one's research, including travel to research facilities. Grants are not intended to directly subsidize overhead costs or mechanical issues related to the production of a thesis (i.e., for the photocopying of multiple sets of one's thesis or the printing of personalized questionnaires). Grants also cannot be used to purchase supplies required for a student's personal use in completing degree requirements (i.e., for textbooks, scores, computer software, etc.)

When filling out the grant application, please observe the following:

- The application must be typed and submitted to the mailbox of Dr. Jacqueline Leclair, Graduate Committee Chair, 10 days before the committee's next meeting. The application must be submitted before the event. For a schedule of meetings, see www.bgsu.edu/colleges/music/resources/faculty/meetings.
- The final written application must include a letter of support from your faculty sponsor.
- A final report must be submitted to the CMA Graduate Committee upon completion of a funded project.

Awards generally range from \$75 to \$200. No more than 60 percent of available funds shall be awarded in the fall semester. In addition to applying for a graduate grant, you may wish to apply for funds from Pro Musica, the Dean or your department. Please note that retroactive funding cannot be provided. The committee attempts to fund projects in proportion to their cost and perceived value.

Reimbursement for funded projects cannot be made until original receipts are submitted to Ellen Dalton, CMA Budget Coordinator. Reimbursement is .55 cents/mile if traveling by car. Any receipts (including hotel) must have your name on it.

**College of Musical Arts Graduate Student Grant
Application Form**

Name _____

Local Address _____

Phone _____ BGSU ID # _____ SS # _____

Major _____ Specialization _____

Project Title _____ Project Date (s) _____

Amount requested from Graduate Committee \$ _____

Checklist of required materials:

_____ Completed Application

_____ Supportive materials (including letter of recommendation)

Applicant Signature _____ Date _____

Faculty Sponsor Signature _____ Date _____

1. Describe the project for which funding is requested. If applying for travel money, state the significance of the event you would like to attend.

2. Describe the objectives of the project.

