Master's Theses Support Grant

2014-2015

The Dean of Arts & Sciences invites applications for the Master's Thesis Support Grant. These awards provide up to $500 to offset costs associated with students' theses projects. Award applications are reviewed in the early fall and early spring semester of each academic year. Students may receive an award only once. The application should be completed by the student and signed by his/her Graduate Thesis Chair and Academic Program Advisers. Only applications approved and submitted by Graduate Thesis Chairs are eligible for funding. Funding is competitive and limited to one applicant per program. Academic Program Advisers submitting more than one application should prioritize the requests in a separate email to the Associate Dean, Angela Haddad (angela.haddad@hunter.cuny.edu).

Deadlines

Applicants are advised to submit their application materials to their advisers at least one week before the scheduled deadline.

- Fall semester –   Wednesday, October 22, 2014
- Spring semester – Wednesday, February 25, 2015
- email signed and completed application form and proposal by **5:00 p.m**. to Angela T. Haddad via email to angela.haddad@hunter.cuny.edu with the subject header *Thesis Support Award* .

Eligibility Requirements

- Applicants must be currently enrolled at Hunter College in a B.A./M.A., M.A., M.S., or M.F.A. program and have an approved thesis project as confirmed by the thesis adviser.
- Expenses eligible for this award must be related to research or to the creation of the culminating thesis project. Eligible expenses include travel and lodging, copying, printing, or supplies directly related to the research or final project.
- Grant funds may not be used for travel to present project results, promotion/advertising, thesis typing, or copying, or personnel.
- A faculty member or thesis chair must supervise the research or creative project.
- Projects involving human subjects or animal research must be approved by the relevant College review body. Prior to the disbursement of award funds a letter from the Institutional Review Board (IRB) for the Protection of Human Research Participants or Institutional Animal Care and Use Committee (IACUC) confirming approval of the research must be submitted to the Office of the Dean.

Checklist of Required Application Materials

- ☐ A completed application with original signatures
- ☐ A detailed grant proposal as indicated on page 2 of this application
- ☐ If relevant, an approval letter from IRB or IACUC

Disbursement of Award Funds:

Funds are only allocated as reimbursement for expenses. Expenses will be reimbursed when original receipts are submitted. Contact your advisor or academic program office for more information about submitting receipts for reimbursement of awarded funds. Funds must be used within one year of being awarded and **prior to the student's completion of graduate work** at Hunter College.

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Proposals must be reviewed and signed by the faculty advisor/thesis chair prior to submission. By signing below the student and advisor/thesis chair agree they have read and accepted the guidelines outlined within the application. Please type or print clearly.

NAME: _____ STUDENT ID#_____

CONTACT INFORMATION (EMAIL):_____

LOCAL ADDRESS:_____

               Street   Apt#   City   State   Zip

ACADEMIC PROGRAM OF STUDY: _____ EXPECTED GRADUATION DATE:_____

                                                                      Semester/year

FACULTY ADVISOR/:_____ THESIS CHAIR:_____

PROPOSED THESIS TITLE:_____

_____

PROJECTED EXPENSES:

Transportation	$_____
Meals	$_____
Supplies/Equipment	$_____
Printing, Copying, Postage	$_____
Other	$_____
Total Expenses Requested	**$_____**
Total Cost to Complete Project	**$_____**

IRB <u>OR</u> IACUC APPROVAL: ☐YES DATE OF APPROVAL___/___/_____ ☐NO ☐NOT REQUIRED

_____   _____

SIGNATURE OF ACADEMIC PROGRAM ADVISER   Date

_____   _____

SIGNATURE OF FACULTY ADVISER   Date

_____   _____

SIGNATURE OF APPLICANT   Date

PLEASE FOLLOW THE GUIDELINES ON THE NEXT PAGE TO COMPLETE YOUR RESEARCH PROPOSAL. SUBMIT THE COMPLETED PROPOSAL WITH THIS APPLICATION IN ELECTRONIC FORMAT TO angela.haddad@hunter.cuny.edu.

PROPOSAL GUIDELINES

Follow the guidelines most relevant to your master's thesis project. Organize your proposal using the subheadings below. Projects proposals should be understandable to a general audience and avoid technical language. Include at least the information below and limit your proposal to no more than 3 single-sided, double-spaced pages (no less than 11 point font), including tables/figures, references, and budget. Proposals that exceed the page limit will not be reviewed.

_____

Research Project Proposal

- Project Title
- Research Problem—State your research problem. Explain the significance/importance of your project.
- Project Design—Describe the overall design of your project. What are you going to do? How and where will you do it? Who will be involved? Explain how you will analyze your data.
- Budget—The maximum award amount is $500. Include in this section an itemized budget of all costs you expect to incur to complete the project. Note the items that you expect this award to fund. Attach a brief budget justification explaining each item in your budget. If the total amount needed to complete the thesis project exceeds $500, explain how you will pay for the unfunded expense.

_____

Creative Endeavor Project Description

- Project Title
- Project Summary—Summarize your project. What do you propose to do and why?
- Background Information—Describe where you got your ideas. Briefly describe, citing appropriate sources you may have read, a) the major contributions to the tradition, and b) the relationship of your work to the tradition.
- Budget—The maximum award amount is $500. Include in this section an itemized budget of all costs you expect to incur to complete the project. Note the items that you expect this award to fund. Attach a brief budget justification explaining each item in your budget. If the total amount needed to complete the thesis project exceeds $500, explain how you will pay for the unfunded expense.