REQUEST FOR MASTERS RESEARCH GRANT 2016-2017

ABOUT THE GRANT: The Master’s Research Fund awards up to 30 grants per academic year to students from any discipline who are presenting papers or serving on panels at conferences or workshops or who plan to incur expenses associated with a major master’s project or thesis between June 1, 2016 and May 31, 2017. Each grant carries a maximum award of $300, and students may only receive one grant per year. Grants are made on a first-come, first-served basis as long as funding is still available.

GRANT REQUEST DIRECTIONS:
1. Please complete the following form and submit it to your program chair for signature approval before you incur your anticipated expenses.
2. Submit your completed request form to GSAS, MS 031, ATTN: Erin Bishop or scan and email to ebishop@brandeis.edu.
3. If your request has been approved, take your trip, conduct your research, or go to the conference, and incur your expenses!
4. Upon your return, please submit (1) a completed Excel expense report (this will be attached to your request approval e-mail); and (2) the corresponding receipts. Please submit these two items to Erin Bishop. Receipts will be accepted no later than June 1, 2017, for travel in the 2016-2017 academic year.

Questions? Please e-mail ebishop@brandeis.edu.

GRANT REQUEST FORM:

Please type directly onto this PDF or print neatly.

1. Name of student (please print): ____________________________________________

2. E-Mail Address: _________________________________________________________

3. Graduate program: _______________________________________________________

4. Purpose of Grant (check one):
   Conference participation _____  Research-related expense ___

5. Total amount of anticipated expenses (please give us your best estimate): ________

6. Conference or research project title: _________________________________________

7. Date(s) of conference/research (if applicable): ________________________________

8. Location(s): __________________________________________________________________

9. If participating in a conference, please provide the title of paper presented/panel presentation:
   _________________________________________________________________________
   (Please include a copy of the program which confirms presentation or panel participation.)

10. Program Chair Approval:_________________________________________ Date:___________

11. GSAS Approval:_______________________________________________________ Date:___________