**SRES RESEARCH AWARD – MES**

# I. Instructions

**A. Overview**

 The purpose of the SRES Research Award for MES students is to enhance the opportunities for productive and innovative thesis research.

Funding for this award is dependent upon donations received from alumni and others. The number of awards available will vary from year to year based upon availability of funds and the quality of applications.

 • **Amount**

 Up to $500.00 maximum. Smaller requests will be considered.

 • **Eligibility**

 Students must be registered in the MES graduate program at the time of application and must use the funding before graduation. Evidence must be presented that the student’s supervisor is not funding the research project.

 • **Adjudication**

 Awards will be made by the SRES Awards Committee, comprised of two core faculty members.

**B. Terms and Conditions of the Award**

1. Only one award will be made per student.

2. Receipts are required for all expenses.

3. Awards will not be made for expenses already incurred.

**C**. **Budget Guidelines**

**• Equipment:** Limited assistance may be provided for the purchase of equipment essential to the project specified in the application, if, and only if, that equipment is unavailable within the School or associated institutions (a letter to that effect from your academic advisor must accompany the application).

**• Travel:** Permitted for purposes of consultation, field work, and library studies. Assistance will be considered for travel for field research and for consultations with subjects of research, appropriate government officials, or with specified experts with whom advance arrangements have been made. Funds also may be used to defray costs associated with conducting library research at other institutions, archives or special collections.

**• Living Allowance:** Up to $60.00 per diem may be provided to cover costs of commercial accommodations, food and incidental expenses, for up to 10 days. Original receipts are required. Applicants are encouraged to arrange accommodations with friends ‑‑ $25.00 per day may be provided in such cases for food and incidental expenses, for up to 24 days in total.

**• Miscellaneous expenses:** Up to $100.00 may be awarded for basic "disposable supplies", such as telephone costs, postage, stationery, ink cartridges, and digital storage.. Please provide an itemized list of expected expenses. Funding for greater amounts will be considered if these costs are required for supplies need to produce and mail survey instruments or for other similar purposes.

• Consult your **Supervisor** for assistance in preparing the budget. Further information on budget guidelines is available from Jennifer Oxenham.

**D. Application Procedure**

1. The Application form follows.

2. Submit **two (2) copies** of your application materials to the SRES Awards Committee c/o Jennifer Oxenham, Suite 5010, Rowe Building

* Completed application form (Section II) signed by you and your supervisor.
* Copies of other proposals submitted for funding, if applicable.

3. Applications must be text-processed. Applicants are not required to use the application form provided as long as all requested information is included.

**Student Name:**

**Student Number:**

**SRES THESIS RESEARCH AWARD**

**II. Application**

**1. PLEASE ANSWER THE FOLLOWING QUESTIONS:**

 Have you applied to and/or received thesis research funding from any other source?

 \_\_\_\_\_ Yes

 \_\_\_\_\_ No

 If yes, please state source and amount applied for/received.

 How will you use the research grant, if granted?

1. **DESCRIPTION OF THE PROJECT:**

Title of Project:

Prepare a concise description of your research, using the following headings and providing sufficient detail to permit an informed judgment by the Committee. It is recognized that some of the categories will not be applicable to all types of research.

 a) Scope and objectives of the proposed research.

b) Scholarly significance, including references to existing research and literature on which the study is based.

c) Social relevance and/or practical importance of the research.

d) Research method(s) and plan.

e) Schedule of work.

 **Use a maximum of three (3) *pages* for the project description, or append an approved thesis research proposal.**

**3. BUDGET:** List items separately and briefly justify proposed expenditures.  **Refer to Budget Guidelines in Section I C.**

 **a) Research Assistance:** (a) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (requests for research assistance will be

 considered only when the need can be justified)

**b) Travel:** (b) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**c) Living Allowance:** (c) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **d) Clerical/Technical:** (d) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**e) Other expenses:**  (e) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **f) TOTAL BUDGET (f) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of Applicant: Date:

Signature of Supervisor: Date: \_\_\_\_