**Graduate Student Research Funds Request Template**

*Please use this template as a guide in writing your own cover letter. The highlighted information must be included in your letter.*

Dear Graduate Program Director,

I am a CLS (PhD/Dual Major/Graduate Certificate) student and I am requesting travel funding. Please see attached my request for Graduate Office Fellowship funds for research enhancement funds. The title of the research project is. I have also requested funds from (include this line if you have or will be requesting fund from another department or unit and the amount you are requesting from each).

Your letter must also include:

1. A description of the research project written in a way that is understandable to scholars/scientists outside the field
2. A summary of the proposed research activities including travel information if relevant (dates and location)
3. Description of how this activity enhances your research project
4. Budget justification

Attach the following documents and submit all required information in the order below as one PDF.

1. A cover letter based on the template above;
2. A request for funds;
3. A budget including documentation to support budget items;
4. IACUC or Human Research Protection Program approval letter if the research involves human or animal (IACUC) subjects; and,
5. A completed Graduate School Research Enhancement Award Application.

Requests must be accompanied by an endorsement from the major professor/advisor stating that you are making satisfactory progress in your graduate program. You are to use the attached application to provide this information.

***If you are requesting funds from the Graduate School, please see additional information below.***

## *Routing the application*

The entire application package (in one PDF) should be routed in the following order:

1) Your major advisor (even if they are not providing funding).
2) Other departments/units from which you are seeking funds.
3) CLS.
4) If you are requesting funds from a college other than or in addition to Social Science you will need to route it there for signature after CLS and Social Science approve the request.
5) If you are requesting funds from the Graduate School CLS will send it to them for approval after it has been approved at the other levels.

Request for Graduate Office Fellowship (GOF) funds for NAME to TITLE OF RESEARCH PROJECT.

Research project name:

Abstract:

Budget (sample format below, include travel only if applicable)

| **Item** | **Source** | **Quantity** | **Cost** | **Total** |
|---|---|---|---|---|
| Travel | Airfare, train, etc. | | | Total |
| Lodging | Hotel name etc. | # of nights | $ per night | (your portion only) |
| Meals | Per diem per chart | # of meals | Cost allotted per meal | Total for all meals |
| Registration | | how many | Cost allotted per meal | Total |
| Other | e.g. software | | Total cost per unit | Total |
| Other | | | | Total |
| | | | | |
| | | | | Total Budget |
| | | | | |
| Other Funding | Unit/Department | Amount | | Total |
| Other Funding | Unit/Department | Amount | | Total |
| Other Funding | Unit/Department | Amount | | Total |
| | | | | Total of Other Funding |
| | | | | |
| | | | | |
| | | | | Total Request from CLS |

MICHIGAN STATE
UNIVERSITY

# GRADUATE STUDENT RESEARCH ENHANCEMENT AWARD CRITERIA

Funds are available to support activities that enhance graduate students' research projects. These funds are provided by the Office of the Vice President for Research and administered by the Graduate School and are available to support research activities including travel to participate in workshops, data collection, short courses and extramural laboratory rotations, or the cost of disseminating the results of research and creative activities. Under special circumstances, funding requests to purchase supplies/materials relevant to the student's research will be considered. Research Enhancement funding is only for graduate students enrolled in a degree program. These funds are not available to purchase equipment. Unlike graduate assistantships, these fellowships do not provide student health insurance or tuition/fee waivers.

Send the following to The Graduate School, 466 W. Circle Dr, Chittenden Hall:

1. The attached Request for Research Enhancement funding application COMPLETELY filled out and listing:
    - A summary of cost sharing with the student's major professor, department and college.
    - Whether or not these units provide funding, an endorsement of the request from the major professor, department and college is still required.
    - Requests must be accompanied by an endorsement from the major professor/advisor stating that the student is making satisfactory progress in his/her graduate program. You are to use the attached application to provide this information.
2. The application must be accompanied by a brief letter from the student indicating the following:
    - The title of the research project
    - A description of the student's research project written in a way that is understandable to scholars/scientists outside the field
    - A summary of the proposed research activities including travel information if relevant (dates and location)
    - Description of how this activity enhances the student's research project
    - Detailed budget and budget justification
    - IACUC or Human Research Protection Program approval letter if the research involves human or animal (IACUC) subjects.
3. International Travel Insurance:
    - If your travel is international your **department** must complete a pre-trip travel authorization for you and you need to register your trip in the International Travelers Abroad Database (*https://travelregistry.msu.edu*). When that is done, you will be automatically enrolled for international travel insurance (provided by International SOS) at no cost to you.

**Criteria for graduate student research award**

- Enhancement awards are intended to match/supplement funds provided by advisors, units and colleges and will range from $500-$1000.
- Only one request per student/tenure in degree program will be considered.
- Student must be registered in the semester the funding is awarded.
- There is no deadline for submitting requests.
- The Graduate School will make decisions on support within three weeks after receiving all of the necessary materials.
- Award letters will be emailed.

PLEASE NOTE: If you have Stafford or other needs-based loans/aid, the amount of your fellowship award may cause a reduction of your loan(s) or other financial aid. You still may wish to consider the fellowship as this will reduce your total loan debt at graduation. Please seek advice from your Office of Financial Aid counselor before you turn down a fellowship. However, if the award is for travel or research support, please provide a copy of the meeting registration form, airline ticket price, hotel costs, etc. to the Office of Financial Aid and indicate that the funds should **not** be subtracted from your loan/aid amount. However, final decisions are made on a case-by-case basis by the Office of Financial Aid following guidelines provided by the Federal Government.

**The Graduate School**

Chittenden Hall
466 W. Circle Dr. East
Lansing MI
48824-1044

517-353-3220
Fax: 517-353-3355
grad.msu.edu

MSU is an affirmative-action, equal-opportunity employer.

# Research Enhancement Award REQUEST TO THE GRADUATE SCHOOL

Associate Dean for Graduate Affairs Office

**Michigan State University**
**466 W Circle Drive**
**Chittenden Hall**
**East Lansing, MI 48824**
**Phone: 517.353.3220**
**Fax: 517.353.3355**

**SHARED FUNDING AND ENDORSMENT FOR:** Date:_____

(Print) Student Name:_____ Student Number:_____

Address:_____ City/State/Zip:_____

Phone Number:_____ Email:_____

Department:_____ College:_____

Gender: Male ☐ Female ☐ Citizenship: US ☐ Int'l ☐ Ethnicity (Optional): _____

Current Graduate Program Enrollment: Master's ☐ Doctoral ☐ Professional (Medical) ☐

***Attach the specific funding request letter from the student.**

Unlike graduate assistantships, these fellowships do not provide student health insurance or tuition/fee waivers.

***The above student is making satisfactory progress towards his/her degree.***

_____ _____

***(Print)* Major Professor** ***Signature of* Major Professor**

**A Signature is required from the major professor, the department chair, and the college even if they have no funds available to support this request. Individual departments and colleges may request additional information from the applicants.**

| FUNDING SOURCE | NAME AND E-Mail ADDRESS (Print or Type) | SIGNATURE | ACCOUNT# | AMT FROM SOURCE |
|---|---|---|---|---|
| **Major Professor** | | | | $ |
| **Department/Unit Chair** | | | | $ |
| **College Dean/Associate Dean** | | | | $ |
| **Other (specify)** | | | | $ |
| | | | **TOTAL:** | $ |
| | | | **FUNDS REQUESTED FROM THE GRADUATE SCHOOL:** | $ |

***Graduate School Funds***

Disapproved_____ Approved_____

**Notification of award decision will be emailed to Student, Professor, Chair's office and Dean's office, please make sure to include the email addresses in the space provided. Thank you.**

# INSURANCE COVERAGE FOR INTERNATIONAL TRAVEL

If you are traveling to a high-risk destination, additional review is required. Register your trip *at least 4 weeks in advance*. More information may be found at: oihs.msu.edu/student-high-risk.

**If you are traveling on MSU funds/grants:**
Work with your department to register your trip(s) in Concur:

1. Log-in to EBS
2. Select "Travel and Expense"
3. Select "Requests"
4. Select "Create New Request"
5. Enter as much detail as possible
6. Registration can be done by you or a delegate

**If you are self-funding your travel:**
Work with your department to register your trip(s) in the MSU Global Travel Registry:

1. Log-in to https://travelregistry.msu.edu using your MSU NetID.
2. Click "Create a Trip"
3. Enter as much detail as possible (ie: hotel, exact city, emergency contact information, etc.)

When you register your trip, you will be automatically enrolled in international medical insurance and evacuation coverage (provided by International SOS) at no cost to you when traveling on University business or as part of official University programs.

To access any of International SOS's services, use the MSU membership number: **11BCAS798617**. If you need help with a medical or security issue abroad, or if you have any health and safety questions before your departure, contact the 24/7 International SOS Scholastic Assistance Line: +1-215-942-8478. Travelers are also strongly encouraged to visit the International SOS web-portal and to download their app (app.internationalsos.com) to review information about your destination, receive travel alerts, request a certificate of assistance (proof of insurance), and contact International SOS for assistance.

For immediate emergency assistance while abroad, travelers should use the local emergency number ("911 equivalent") to contact local emergency services. The MSU 24/7 International Emergency Assistance Line (+1-517-353-3784) remains available to travelers and should be used to report a crime abroad.

To protect health, travelers should also verify whether they need preventive vaccinations or medications that are recommended by the Centers for Disease Control and the World Health Organization. Certain vaccinations may be required by destination countries. The Travel Clinic located in Olin Health Center can provide these services, as does the Ingham County Health Department and other travel clinics outside of the Mid-Michigan area.