



INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL

Grant-in-Aid of Master's of Fine Arts Project
Due: Friday, October 7, 2016 / Friday, February 10, 2017

Purpose: These awards provide funding for Bloomington M.F.A. students for **unusual expenses** incurred in connection with M.F.A. projects, such as travel to special libraries, payments to consultants, photocopies, electronics, and specialized equipment. Expenses that are not supported include normal living expenses, tuition, routine supplies, and computers.

In the case of requests for equipment, the Director of Graduate Studies must verify that neither the equipment requested nor the funds are available for its purchase. If an application is funded for an amount less than that necessary to purchase the equipment, the department will be responsible for supplying the additional funds. At the completion of the project, the equipment must remain with the department and be made available for future research projects by other graduate students.

Eligibility Criteria: A student must have been **formally admitted to an M.F.A. program** by the application deadline. Current students must be **enrolled full-time** on the Bloomington campus during the semester in which an application is submitted.

Nomination Process: A complete nomination must consist of the following, in the order listed below:

- ❖ **Application form**, including signatures of the student, Project Director, and the Director of Graduate Studies
- ❖ **Letter of nomination** from the Department Chairperson, or from a Faculty Member designated by the Chairperson
- ❖ An **abstract of the project** not to exceed one-hundred words
- ❖ A **project prospectus** of no more than one single spaced page. This statement should be written so it can easily be understood by anyone. Please note, this statement is different than the one-hundred word abstract of the approved dissertation proposal. When evaluating applications, the abstract is the first item read and, therefore, should provide a brief overview, whereas the prospectus should focus on the thesis and project design.
- ❖ A copy of the **curriculum vitae/résumé** for the candidate
- ❖ **Two (2) letters of recommendation:** a letter of support from the Project Director and a letter of support from another individual knowledgeable about the proposed research. Letters should evaluate the merit of the research, the reasonableness of the proposed expenses, and progress to date. The letter from the Project Director should address the availability of other funds to support the project and explain the nature of the unusual expense.

If there is more than one application from a department, **the Director of Graduate Studies should report the departmental ranking** in the appropriate section of the Grant-in-Aid of Master's of Fine Arts Projects application.

Award Value: The maximum amount of an award is **\$1,000**. The amount of the award is determined by the combination of available funding and the judged significance of the proposed work. Any eligible student may apply for the Fall and Spring competitions, but may only receive a **total of \$1,000 per academic year**.

Student Deadline: Students must contact their department for the internal deadline. All nominations must be submitted by the nominee's department to the University Graduate School. We will not accept any student self-nominations.

Department Deadline: All nominations need to be submitted through SharePoint (1 pdf per student nomination) by **Friday, October 7, 2016** (Fall competition) and **Friday, February 10, 2017** (Spring competition).
<https://www.sharepoint.iu.edu/sites/ugsawardsandfellowships/default.aspx>

Questions may be directed to the Graduate Fellowships and Awards Coordinator by email at ugsawrd@indiana.edu.



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**Grant-in-Aid of Master's of Fine Arts Project Application
2016-2017**

Note: This is a fillable pdf, but you may submit your answers on a separate sheet attached to this application.

Name: _____

IU Email: _____

Student ID Number: _____

Department: _____

Major: _____

Graduate GPA: _____

Date began graduate work at IU: _____

Are you enrolled full time in the current semester? Yes No

Have you previously received a Grant-in-Aid? Yes (When? _____) No

Amount requested: \$_____ (\$1,000 maximum)

Detailed budget (If more than \$1,000 will be spent on the project, describe the source of the additional funds.):

Budget rationale, including support for each item:

List your source(s) of financial support and give the amount received this year and anticipated next year. Include both IU and "external" grant and fellowship support:

Signature of Applicant _____ **Date** _____

(The signature certifies that the information contained in this application is accurate)

Signature of Project Director _____ **Date** _____

(The signature certifies that the Project Director has reviewed and endorses the application)

To be completed by the Director of Graduate Studies:

Please verify the following before the nomination is submitted.

_____ No departmental funds are available to meet the cost of this project;

_____ Departmental ranking of application (if there are two or more applications from the department).

Signature of Director of Graduate Studies _____ **Date** _____

Name: _____ **Email:** _____

To be completed by the nominating department:

Please list the names and emails of the faculty and staff whom we should contact regarding award results:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____