**Department of Communication & Film**

**Graduate Student Research/Creative Work Grants**

**Who is eligible?**

These funds are prioritized for support of degree completion. All current graduate students with research/production-oriented requests are eligible, however the department is not able to fund all requests. Decisions will be made based upon availability and strength of application. Students already receiving a grant, will have lower priority than first time applicants.

**How much money is available?**

Up to $500/person for funded projects per academic year

**What can be funded?**

Funds will be available for reimbursement only. A determination of appropriate use of funds will be made in conjunction with a student’s advisor. **Please keep in mind** that we are restricted by state laws on what we can purchase. Keep a copy of all receipts and make sure that each receipt includes a line item breakdown of the cost (in other words, a receipt with a total but no indication of what was purchased would not be sufficient). Examples of reimbursable costs include but are not limited to:

* Miscellaneous reimbursable costs (materials, fuel, supplies, storage fees, etc.)
	+ FVP students—be careful with property rentals—talk to Financial Services Associate (FSA; Camisha Smith)
* Research-related travel (non-conference if GA/RA)
* Film development/digitized
* Transcription costs
* Software/applications (to be installed on university computers only)
* Gift cards for research participants (be careful with this—work with FSA)
* Food (for film crews, participants)
* Vendor services (e.g., videographer)

Examples of items that cannot be purchased:

* AirBnB/other rentals
* Equipment (would need to be property of the department). Please contact your advisor with any equipment needs.

**What is the application process?**

* The Fall deadline is September 15 and the spring deadline is February 1.
* Applicants must submit
	+ a justification narrative/proposal summary (1 page maximum),
	+ a detailed budget, and
	+ email approval of advisor (sent to chair) after they have reviewed the application materials
* Applications must be submitted by midnight of the due date

**What will we consider for selecting funded projects?**

* Clarity and strength of research proposal
* Budgeted expenses that can be reimbursed according to university policies
* Connection to degree completion
* Previous funding

**How will I use the money after receiving a grant?**

Applicants are responsible for working with their advisor and the department Financial Services Associate to execute proper expenditure of funds.