

SCHOOL OF MUSIC APPLICATION FOR A STUDENT RESEARCH REIMBURSEMENT ASSISTANCE

The School of Music is pleased to be able to support undergraduate and graduate student faculty-sponsored research. To apply for assistance, carefully complete this form, print it out, obtain the necessary signatures, and email completed forms to the Kim Velazquez velazqkr@jmu.edu. Students receiving assistance will be notified by e-mail. **Please submit one form per student requesting funding.**

DEADLINE FEBRUARY 2 @ 4PM

Name of Applicant _____ Student ID number _____

JMU e-mail address _____ Undergraduate or Graduate Student _____

Type of activity (for example research project at a specialist library, survey of live subjects):

Location (if not in Harrisonburg--city, state): _____

Approximate Date(s): _____

Project Title: _____

IMPORTANT: Project Narrative: Attach a 2-4 page double-spaced typed narrative explaining the project. Describe the impetus for the project, the research question to be addressed, a schedule of activities and the expected outcome.

ESTIMATED EXPENSES (PLEASE LIST EXPECTED AMOUNTS OR WRITE N/A if NOT APPLICABLE)

Materials needed to complete the project (give approximate amount needed and list materials on _____ a separate attached sheet)

Estimated Airfare _____

Personal Vehicle Mileage _____ Round Trip Miles *.24 Rate/Mile _____

Lodging ([See Rate Table for Limits](#))* _____ Nights @ _____ /Night _____

Meals ([See Rate Table for Per Diem Amounts](#))* _____ Days@ _____ /Day _____

Other (Specify) _____

TOTAL EXPENSES _____

Anticipated Other Support (undergraduate students, please apply for an undergraduate research award from the College of Visual and Performing Arts) _____

NET PERSONAL EXPENSES _____

AFFIRMATIONS & APPROVALS

By signing below, the student agrees that if awarded assistance, he/she will:

1. notify the Associate Director (Dr. Peterson) as soon as possible if she/he does not follow through with the project so that funds can be redistributed to other deserving students.
2. submit a brief reflection regarding their experiences.
3. submit all receipts/forms requested of them by the School of Music staff by the deadlines noted in the award letter for reimbursement of funds.

Student signature and date: _____

TO THE FACULTY ADVISOR: Does this project need IRB approval? _____ (yes or no). If yes, please affirm that IRB application has been made _____ (yes or no). (For information about IRB approval, please see

<http://www.jmu.edu/researchintegrity/irb/irbqa.shtml>). By signing below, the faculty supervisor agrees to assist the student in developing a high-quality professional product:

Name of Faculty Supervisor or Applied Teacher (PRINT NAME): _____

Signature and Date: _____

*<http://www.jmu.edu/financemanual/procedures/4215mie.shtml> (URL in case above links do not work)