**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](mailto:velazqkr@jmu.edu). Students receiving assistance will be notified by e-mail. **Please submit one form per student requesting funding.**

*DEADLINE SEPTEMBER 29 @ 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)**

|  |  |
| --- | --- |
| Item: | Expense: |
| 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)](http://www.jmu.edu/financemanual/procedures/4215mie.shtml)\*       Nights @       /Night |  |
| Meals ([See Rate Table for Per Diem Amounts)](http://www.jmu.edu/financemanual/procedures/4215mie.shtml)\*       Days@       /Day |  |
| Other (Specify) |  |
| **TOTAL EXPENSES** |  |
| Anticipated Other Support (undergraduate students, please apply for an undergraduate research assistance 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

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