

SCHOOL OF MUSIC APPLICATION FOR STUDENT RESEARCH REIMBURSEMENT GRANT

Due Friday, February 14, 2020, 3:00 p.m. in the Music Office (Music Building, Room 123)

The School of Music is pleased to be able to support undergraduate and graduate student faculty-sponsored research. To apply for a grant, carefully complete this form, print it out, obtain the necessary signatures, and bring completed forms to the School of Music office. Applications will be considered on the dates posted in the School of Music office. Students receiving grants will be notified by e-mail. Please submit one form per student requesting funding.

Name of Applicant _____ Student ID number _____

JMU e-mail address _____ Undergraduate or Graduate Student (circle one)

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: _____

Project Narrative: Attach a 2-page double-spaced typed narrative explaining the project. Describe the impetus for the project, 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 x .246 Rate/Mile = \$ _____

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

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

Other costs (Specify) _____ \$ _____

TOTAL EXPENSES \$ _____

Anticipated Other Support (undergraduate students, please apply for an undergraduate

research grant from the College of Visual and Performing Arts) \$ _____

NET PERSONAL EXPENSES \$ _____

AFFIRMATIONS & APPROVALS

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

1. notify the Associate Director (Dr. Speare) 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: _____

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)