

Research Costs Fund

SPRING 2010

APPLICATION FORMS FROM A PREVIOUS COMPETITION WILL NOT BE ACCEPTED
In Accordance with Article 15.15 of the CUPE 3903 (Unit 1)/York University Collective Agreement, 2008/11
READ THE INFORMATION ON THE SECOND PAGE BEFORE COMPLETING THE APPLICATION

COMPLETE ALL AREAS OF THIS APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

[PRINT CLEARLY]

PERSONAL INFORMATION

LAST NAME _____ FIRST NAME _____
STUDENT NUMBER _____ EMAIL ADDRESS _____
GRADUATE PROGRAMME IN _____

- Circle your level of study:
Master's: 1 2 3 4 (Final Year) **Doctoral:** I II III IV V VI
- Are you a full-time registered student? Yes No
- Are you a current or past member of CUPE 3903 (Unit 1)? Yes No
- If yes, when was your last **teaching** assignment? Term/Year _____
- Have you made previous applications to the Research Costs Fund? Yes No
- If yes, for which competition? Term/Year _____
- How much were you awarded? Amount of Award \$ _____
- Was it for the same project for which you are currently requesting funds? Yes No

BUDGET/NATURE OF RESEARCH

Project funds are requested for:

- Doctoral Dissertation _____ Master's Thesis _____ Major Research Paper _____ Other Degree Requirements _____
- On **ONE** separate sheet (ONE SIDE ONLY), describe the overall nature of your research, and how it will benefit from the funds received. Describe how the specific item(s) to be funded are directly related to the completion of your dissertation, thesis or MRP. **On the same sheet, provide a detailed budget, i.e., in columns, actual or estimate, of your entire project.** Do not attach more than one page; students who do so should be aware that only the first page will be brought to the attention of the Committee.
- **Indicate dates and location, on your description sheet** (e.g., dates of travel, etc.)

AMOUNT REQUESTED and FUNDING SOURCES

- Indicate the amount you are requesting. Normally, the Committee allocates between \$100 and \$500 to each project. **FAILURE TO DISCLOSE ALL FINANCIAL SUPPORT FOR THIS RESEARCH FROM ALL SOURCES (INCLUDING THOSE APPLIED TO – YOU CAN UPDATE US IF YOU WERE DENIED) WILL RESULT IN THE FORFEIT OF THIS AWARD.**
Amount Requested: (should not exceed \$1,500) \$ _____
- Have you **applied** to or **will** receive additional sources of funding? If there are none; indicate that none are available. Failure to do so will result in an incomplete application. _____

I have read the entire application package, including the second page, and confirm that all required documentation has been included and that I am submitting a complete application

_____ Date

_____ Student's Signature

SUPERVISOR'S STATEMENT

Discuss the merit of the student's request, and the availability of other funding sources. The Research Costs Funds are limited; as a result the supervisor's statement is **essential** to properly assess the financial need of the request.

Name of Supervisor (print)

Date

Supervisor's Signature

*Applications must be submitted directly to student's **Graduate Programme Office***

*** READ THE SECOND PAGE OF THIS FORM FIRST***

Awards are determined by a four-person management/labour committee, consisting of:

- a) 1 representative of the University
- b) 1 representative of the Faculty of Graduate Studies
- c) 2 representatives of CUPE 3903 Unit 1

Description of the Fund

The Research Costs Fund helps subsidize students' own research expenses that are above and beyond those costs that are typically associated with graduate work, such as travel to sources of research, payment of subjects, essential supplies, services and photocopying, etc.

The Fund generally does not cover books, conference costs, subsistence, tuition fees nor equipment. ("Generally" means that the Committee will award funds if they are convinced that the expenses are essential for the completion of the research and/or a cheaper alternative is not available.) If research plans include attendance at a conference site for the specific purpose of interviewing experts who will be presenting there, proof must be provided that interview appointments were arranged in advance of the trip. **When claiming reimbursement for expenses, students must provide all original receipts.**

Eligibility

Full-time registered graduate students who are members (past and present) of CUPE 3903, Unit 1 are eligible. Normally, Doctoral students have priority, followed by final year Master's students. When demand is high, first-year Master's and Doctoral students are less likely to receive funding. Funding is generally not awarded on a second consecutive application within the same fiscal year (May 1 to April 30) as the first award. The Committee cannot consider applications that are incomplete.

Amount of Awards

Individuals may be granted up to \$1,500 but, given the large number of applications, grants are usually no more than \$500.

Application Deadlines

There are two competitions each year, one in the Fall and one in the Spring. Individual Graduate Programmes have internal deadlines in advance of the Faculty of Graduate Studies deadline. *Applications must be submitted to your Graduate Programme Office according to the Programme's published deadline for approval by the Programme Director. Applications that are submitted after the programme deadline will not be accepted.*

Claiming Awards

DEADLINE FOR CLAIMING

CLAIMS MUST BE SUBMITTED WITHIN TWO YEARS OF RECEIVING AN AWARD (for Spring 2010, claims must be submitted within two years from May 2010) OR WITHIN ONE YEAR OF THE DATE OF CONVOCATION, WHICHEVER IS EARLIER.

Complete and sign a Reimbursement of Expense Claim form and attach your **ORIGINAL RECEIPTS** that have a list of items/services purchased, method of payment and how much was paid. **CREDIT CARD STATEMENTS or CC/INTERAC PAYMENT CONFIRMATION SLIPS WITH THE TOTAL OF PURCHASE ARE NOT CONSIDERED AS RECEIPTS.**

WHAT CONSTITUTES AN INCOMPLETE APPLICATION? (Some examples)

- Missing information (e.g., any space left blank)
- A missing signature
- Comments regarding the merit of the students request from the supervisor/GPD not included
- No student comments with regards to funding
- Failure to indicate the amount you are requesting

FOR ADDITIONAL INFORMATION, CONTACT:

Faculty of Graduate Studies
Rm. 283 York Lanes
Tel: (416) 736-5481
e-mail: gswards@yorku.ca