



INDIANA UNIVERSITY  
THE UNIVERSITY GRADUATE SCHOOL

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### Grant-in-Aid of Master's of Fine Arts Projects

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**Purpose:** These awards provide funding for Bloomington MFA students for unusual expenses incurred in connection with MFA projects, such as travel to special libraries, payments to consultants, photocopies, electronics and specialized equipment. **Expenses that are not supported include normal living expenses, routine supplies, and computers.**

In the case of requests for equipment, the Director of Graduate Studies must verify that neither the equipment requested nor the funds are available to support the research. In case the application is funded for an amount below that necessary to purchase the equipment, the department will be responsible for the additional funds. At the completion of the project, the equipment will be housed in the department and made available for future research projects by other graduate students.

**Eligibility Criteria:** A student must have been formally admitted to an M.F.A. program by the application deadline. **An applicant must be enrolled full-time on the Bloomington campus during the semester in which he or she is applying (6 credit hours is considered full time).**

**Nomination Process:** The application materials must be submitted to The University Graduate School by a Director of Graduate Studies. **Any group of two or more applications from one department or school must be ranked by that department or school before the forms are sent to The University Graduate School.** A student's application must consist of the following items (**NO STAPLES**):

- A completed application form, including the signature of the student as well as the signature of the Director of Graduate Studies;
- Two (2) letters of recommendation: a letter of support from the Director of Graduate Studies and a letter of support from another individual knowledgeable about the proposed project are required. Letters should evaluate the merit of the project, the reasonableness of the proposed expenses, and the contribution that this support would have to the student's progress. The letter from the Director of Graduate Studies should address the availability of other funds to support the project and explain the nature of the unusual expense.
- A copy of the curriculum vitae/résumé of the applicant;
- A copy of the abstract of the project (the proposal must have been approved by the student's MFA committee);
- If there is more than one application from a department, the Director of Graduate Studies should report the departmental ranking in the appropriate section of the Grant-in-Aid of Research Application.

**Award Value:** The maximum amount awarded to any student is \$1,000. The amount of the award is determined by the combination of available funding and the judged significance of the proposed work. **Receipts are required for reimbursement of expenses, and should be presented to the student's department for processing after a Grant-in-Aid of Research Award has been awarded.**

**Clarification:** Any eligible student may apply for the Fall and Spring competitions but may only receive a **total of \$1,000 per academic year**. Example: If you win \$1,000 in the Fall competition, you are not eligible to apply in the Spring competition, but if you receive, for instance, \$600 in the Fall competition

you can apply for \$400 in the Spring competition. However, there is not a guarantee of subsequent funding.

**Application Deadlines:**

Students' Deadline: You must submit your application/materials to your department by **Friday, October 2, 2009 (Fall Competition)** and **Friday, February 5, 2010 (Spring Competition)**.

Departments Deadline: All material needs to be turned into The University Graduate School by **Friday, October 16, 2009 (Fall Competition)** and **Friday, February 12, 2010 (Spring Competition)**. The material must be submitted to: Yvonne Dwigans, Fellowships Coordinator, [ylivings@indiana.edu](mailto:ylivings@indiana.edu), 812-855-8852.



**INDIANA UNIVERSITY**

THE UNIVERSITY GRADUATE SCHOOL

**Application Form**

**Grant-in-Aid of Master's of Fine Arts Project  
The University Graduate School**

**Deadlines (please check one):**

**Friday, October 2, 2009 \_\_\_\_\_**

**Friday, February 5, 2010 \_\_\_\_\_**

**Note:** You may submit your answers on separate sheets of paper and attach them to this application.

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Student IU I.D.#:** \_\_\_\_\_

**Current Mailing Address** \_\_\_\_\_

\_\_\_\_\_

**Department:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Degree Sought:** \_\_\_\_\_

**Graduate GPA:** \_\_\_\_\_

**Date began graduate work at IU:** \_\_\_\_\_

**Names and addresses of individuals writing letters of recommendation: (please include department, building, and room number for campus addresses).**

1.

2.

**List your source(s) of financial support and give the amount received this year and anticipated next year. Include both IU and "external" grant and fellowship support.**

**Title of Project:**

## **2nd page (continued): Grant-in-Aid Application**

**Abstract:** A one-hundred word abstract of the approved project proposal (the project proposal must have been formally approved by the MFA committee)

**Brief description of the specific part of the project to be supported by the Grant-in-Aid of Research Award:**

**Anticipated contribution to knowledge:**

**When commenced, progress to date, and expected completion of the project:**

**Title, character, and scope of project:** Please attach a statement of no more than one single spaced page, which states your thesis or hypotheses and presents your research design. This statement should be written so it can easily be understood by all of the members of the Awards and Financial Aid Committee, who come from a wide variety of academic disciplines spanning the humanities, social sciences, and sciences. (Please note, this statement is different than the one-hundred word abstract of the approved project proposal. When selecting winners, the abstract is the first item read and, therefore, should provide a brief overview, whereas the statement on title, character, and scope of the project should focus on the thesis or hypotheses and the research design.)

3<sup>rd</sup> page (continued): Grant-in-Aid Application

**Amount requested:** \$ \_\_\_\_\_ (\$1,000 maximum)

**Detailed budget:**

**If your budget indicates that more than \$1,000 will be spent on the project, indicate where the additional money will come from. If there are no specific sources for that money, indicate the impact on the research project of the inability to perform those research activities.**

**Budget rationale, including support for each item:**

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Signature of Director of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_

(The signature certifies that the Project Director has reviewed the application and endorses it)

4<sup>th</sup> page (continued): Grant-in-Aid Application

**This section is to be completed by the Student**

Please check-off the items below before submitting the application materials to the departmental Director of Graduate Studies.

- \_\_\_\_\_ Completed application form, including all required signatures;
- \_\_\_\_\_ Two letters of recommendation (one of the letters must be from the Director of Graduate Studies);
- \_\_\_\_\_ A copy of the curriculum vitae/résumé of the applicant;
- \_\_\_\_\_ A one-hundred word abstract of the approved project proposal (the project proposal must have been formally approved by the MFA committee); please note, this abstract is different than the one page statement on the title, character and scope of the project which is required as part of the application form for this award;
- \_\_\_\_\_ Enrolled full-time.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_

**The section is to be completed by the  
Director of Graduate Studies**

Please verify the following by a check mark, before the materials are sent to the University Graduate School. The student deadlines for submission of completed applications to their departments are Friday, October 2, 2009 and Friday, February 5, 2010. The department deadlines for submission of completed applications to the Graduate School are Friday, October 16, 2009 and Friday, February 12, 2010.

- \_\_\_\_\_ Student meets requirements for the Grant-in-Aid of Master's of Fine Arts Projects listed above;
- \_\_\_\_\_ No departmental funds are available to meet the cost of this research;
- \_\_\_\_\_ The application has the endorsement of the Director of Graduate Studies;
- \_\_\_\_\_ Departmental ranking of application (if there are two or more applications from the department).

Signature of Director of Graduate Studies \_\_\_\_\_ Date \_\_\_\_\_