

Financial Support for MRP or Thesis Research

There are two possible sources of financial support for costs associated with a Master's research project or thesis:

- **Graduate Student Travel/Research Bursary**, administered by the Faculty of Graduate and Postdoctoral Affairs (FGPA)
- **Journalism Program MRP/Thesis Assistance Award**, administered by Journalism's Graduate Committee

You must apply for the FGPA funding BEFORE you can apply for the Journalism funding.

You may only apply once for Journalism funding during your time in the program.

Graduate Student Travel/Research Bursary

The initial source for financial support for MRP or Thesis research is the Graduate Student Travel/Research Bursary (GSTRB), administered by FGPA.

Here are FGPA's application rules: <https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>

Who can apply

Students requesting funds for either research or travel must be registered full-time in the term in which the bursary is approved and the travel occurs.

Students conducting research will normally be registered in the Thesis, MRP or JOUR 5706 professional practices course.

When to apply

Application forms must be submitted at least one month in advance of the expected travel activity.

Retroactive applications will not be approved.

Applications are considered on a case-by-case and first-come-first-served basis. Students are restricted to one application and one conference per academic year (September to August). However, if funds are available, a second application may be considered within the same academic year.

How to apply

To apply, students should download and complete the GSTRB Application forms from the FGPA website:

- Completed Graduate Student Travel / Research Bursary **application form**
- **Checklist for Faculty of Public Affairs**

Bring the completed forms to the School Administrator, Carole Craswell, in Room 4302D River Building.

Note that along with the forms the applicant must also submit:

- A budget and rationale for requesting the financial support, approved by the student's MRP adviser or Thesis supervisor;
- A letter of support from the student's MRP adviser or Thesis supervisor.

After applying

If successful, students are required to submit a report after attending the conference or research, including proof of attendance (e.g. boarding passes, registration fee receipt). Please submit these documents to Carole Craswell. If the travel is not completed for any reason, the amount of the bursary must be reimbursed in full.

Journalism Program MRP/Thesis Assistance Award

The School's endowed Kesterton Fund offers support through the Journalism Program MRP/Thesis Assistance Award. This award helps offset MRP/Thesis travel, research and/or production costs incurred by students in the Master of Journalism program.

Who can apply

Only Master of Journalism students who are completing their MRP or Thesis can apply to this fund – and ONLY if they have already applied for the GSTRB and received the results of their application.

Students will be eligible for up to a maximum of \$500 and can only apply once to this fund during their time in the MJ program.

When to apply

Students may only apply *after* receiving the results of their GSTRB application.

Students may apply either in advance of anticipated expenses or after expenses are incurred—but funds will be disbursed only *after* expenses are incurred and original receipts provided. See ***How to apply*** for other necessary documentation.

Applications will be considered once a term:

- Fall Term deadline: November 15
- Winter Term deadline: April 1

How to apply

This award is intended to help offset the costs of researching or producing MRPs or Theses, and must include the following:

- A copy of the budget and rationale for requesting the financial support, approved by the student's MRP adviser or Thesis supervisor;
- A copy of the letter of support from the student's MRP adviser or Thesis supervisor;
- A list of any other monies received to date to support the project, including a copy of the funding notification from FGPA or other sources;
- Scans of original receipts for all claimed expenditures (if applying after expenses are incurred). Please keep hard copy original receipts for later submission.

Application packages must be submitted electronically to Carole Craswell at carole.craswell@carleton.ca

The Program's Graduate Committee will assess all applications.

After applying

Students applying *in advance of anticipated expenditures* will be notified about their total approved funding, but will only be reimbursed for the approved amount after expenses are incurred and **hard copy original receipts** submitted to the School Administrator.

Students applying *after expenses are incurred* will be notified about their total approved funding, and will only be reimbursed for the approved amount after **hard copy original receipts** are submitted to the School Administrator in Room 4302D RB.