

## **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 the program'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.

#### ***This is important to remember:***

Students requesting funds for either research or travel must be registered full-time in the term in which the bursary is approved (for research) and the travel occurs. Students conducting research will normally be registered in the thesis, research essay or major research project course. Electronic application forms must be submitted at least one month in advance of the expected travel activity. Retroactive applications will not be approved.

Here are FGPA's application rules and procedures:

<https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>.

### **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 for this award – 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 \$1,000 and can only apply once to this fund during their time in the MJ program.

Students who have been granted a major award related to their MRP/thesis work are NOT eligible to apply for the additional assistance.

### ***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

Given the cap on total available funds each academic year, funding application approval is not automatic, nor is approval for the full amount requested by applicants.

### ***How to apply***

This award is intended to help offset the costs of researching or producing an MRP or thesis, 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 indicating the budget has been reviewed and approved;
- A list of any other monies awarded 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](mailto: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.