

Financial Support for MRP or Thesis Research

There are a few 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
- **Graduate Students' Association Travel Grant** – administered by the GSA

You must apply for the FGPA funding before you can apply for the Journalism funding, and must apply for Journalism funding before applying for GSA funding.

Exception: Students with a final proposal (approved by both the adviser and second reader) who plan on working on their MRP or thesis in the summer term may apply directly for the Journalism Program MRP/Thesis Assistance Award before applying for the GSTRB.

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 through Carleton Central 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.

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

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

Exception: Students with a final proposal (approved by both the adviser and second reader) who plan on working on their MRP or thesis in the summer term may apply directly for the Journalism Program MRP/Thesis Assistance Award before applying for the GSTRB.

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 letter of support from the student's MRP adviser or thesis supervisor indicating that the proposal – including the budget – has been approved by both adviser and second reader;
- 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 Jena Lynde-Smith at jena.lyndesmith@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. Receipts should be submitted to the School Administrator, Melanie LeBlanc (Room 4302D, Richcraft Hall).

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.

Graduate Students Association Travel Grant

The Graduate Students Association helps graduate students defray the costs of participating in academic conferences or engaging in academic pursuits, including research, outside of the Ottawa area.

You must seek funds from the above sources first.

For details <http://gsacarleton.ca/travel-grant/>