

Department of Sociology and Anthropology, Carleton University

REQUEST FOR CONVERSION OF “TA DUTIES” TO “FIELD RESEARCH DUTIES”

APPLICATION FORM (MA)

NB: You must inform by email the graduate administrator no later than June 1st of your intention to apply to the conversion of TA duties to field research duties to be eligible. This form must be submitted by August 15th before the Fall term for which you intend to apply to the conversion of TA duties to field research duties. Please submit this form to the Graduate Administrator.

PROGRAM: MA (thesis stream) **DATE:** _____

Student Name: _____ **Student #:** _____

TA CONVERSION TO RESEARCH FUNDS FOR TERM(S):

FALL (insert year) _____

Period of field research: _____ to _____

Location of Field Research: _____

How do you intend to use the conversion of TA duties to field research duties?

FUNDING

What are your source of funding for this project? Please list your total departmental funding and any other source of funding you have received (e.g. donor-funded awards, SSHCR, OGS, etc.)

RESEARCH PROPOSAL APPROVAL:

Completed? Yes / No [please see note 3 at the bottom of next page]

Date of Proposal Presentation/Approval: _____

APPROVED BY: _____ DATE: _____

(Thesis supervisor)

_____ DATE: _____

(Graduate Program coordinator)

- PLEASE NOTE: 1) There is no guarantee that TA funding will be converted to research funds. This depends entirely upon FGPA, and the requirements for TAs for the period requested. There are only a limited number of conversion available each year.
- 2) MA students may apply to 1 term of TAship conversion in the Fall term of their second-year. They must i) be in the thesis stream and ii) conduct fieldwork outside of Ottawa.
- 3) The original signed *Proposal Approval Form* must be submitted to support this application before conversion of funds. In other words, your Research Proposal must be completed, presented, and approved prior to conversion of funds.
- 4) Thesis supervisor must send a statement in support of this application no later than August 15th, by email, to the graduate administrator.