

Meadows Graduate Student Council

Grant Application Instruction Sheet

Applications must be submitted by 5:00 p.m. on the 15th of each month for consideration during the monthly MGSC review cycle. When the 15th falls on a weekend, the submission deadline shall be 5:00 p.m. on the preceding Friday.

All required application materials and information regarding the funding process shall be found on the MGSC website: <http://smu.edu/mgsc>

Please direct any questions concerning your application to mgsc@smu.edu

PART I: Project Proposal Form

- The Project Proposal Form is available at <http://smu.edu/mgsc>
- Complete all sections of the form. Applications with missing or incomplete information will not be considered for funding until all required information has been received.
- Please allow sufficient time to proofread your application before submitting it. The strongest applications present a clear, concise, and well-articulated funding request.
- Note: A signature is not required. You do not need to print, sign, or rescan the form.

PART II: Letter of Request and Supporting Documents

- Attach a letter describing your proposed project in detail and explaining its purpose and anticipated benefits. Include all information relevant to your request.
- If applicable, provide supporting documentation, such as a letter inviting you to present at a conference or participate in an audition. If your project includes a networking opportunity with a prominent professional in your field, include documentation confirming that the individual has agreed to meet with you.
- The guiding questions below are intended to help you develop your proposal and are not meant to limit the scope of your discussion.

For All Projects:

- How does your project contribute to your professional or artistic development?
- How does your project benefit Meadows School of the Arts?

For Conferences or Workshops:

- Identify the organizations and individuals involved in the event.
- Are you a member of the organization planning the event?
- What is your role in the conference or workshop? (i.e., presenter, organizer, attendee, etc.)

For Interviews, Auditions, or Competitions:

- Identify the organization or institution for which you are interviewing, auditioning, or competing.
- For which role or position are you interviewing, auditioning, or competing?
- Explain the interview, audition, or competition process. (i.e., open or closed)

For Supplies and Equipment:

- In itemized detail, how will the requested materials aid in the enhancement of your unique research at SMU or current body of work
- Are the materials you are requesting necessary for a special event or program?

PART III: Budget and Supporting Documents

- The Budget Sheet is available at <http://smu.edu/mgsc> attached to the Project Proposal Form
- Complete the Proposal Budget Form by itemizing all anticipated expenses related to your project. Whenever possible, attach documentation supporting your estimated costs. Scanned documents and screenshots are both acceptable.
 - If you are traveling by air, include a copy of your ticket receipt or a fare quote from an airline website.
 - If you are driving, estimate your travel expenses using the current IRS Standard Mileage Rate.
- MGSC may request additional information or supporting documentation to clarify your proposed budget before making a funding decision.

MGSC CAN FUND:

- Up to 100% of conference, seminar, performance, or competition registration fees for events in which the student is an active participant (e.g., presenting at a conference, exhibiting artwork, or performing).
- Up to \$500 per semester for attendance at professional events in which the student is **not** an active participant (i.e., not presenting, performing, exhibiting, or otherwise participating).
- Up to \$500 per semester for project-related supplies, including technology.
- Up to \$125 per academic year for membership dues to professional organizations related to the student's field of study.
- Up to \$500 for domestic travel expenses, including airfare and ground transportation.
- Up to \$1,000 for international travel expenses, including airfare and ground transportation.
- Up to \$200 per night for lodging accommodations.
- Note: Students may receive no more than \$5,000 in MGSC funding during an academic year.

MGSC CANNOT FUND:

- Food or beverages.
- Projects or expenses that have already occurred.
- Projects undertaken for academic credit, including:
 - Tuition.
 - Textbooks.
 - Thesis or dissertation research or related projects.
 - Any project completed to fulfill course, degree, or university credit requirements.
- Projects sponsored by Southern Methodist University.

Purpose of This Policy

The purpose of this policy is to support graduate students' participation in extracurricular professional development opportunities that contribute to their long-term academic and career goals, rather than activities that are part of their required coursework or are already supported by the University.

Exception

This policy does not prohibit funding for activities that originate from coursework but extend beyond course requirements. For example, if a student chooses to present a paper or artwork originally completed for a class at a professional conference, MGSC funding may be used to support conference participation because presenting at the conference is voluntary and is not required for academic credit.

MGSC TYPICALLY DOES NOT FUND:

- Projects that would only have a limited benefit to the student

NOTE: The Council considers each application on a case-by-case basis, so applying for funding is always advisable, even if all parts of your project are not included in the above list of items MGSC can fund.

After You Complete Your Application

- Submit your complete application materials by email to mgsc@smu.edu no later than the 15th of each month. Please combine all application materials into a single PDF whenever possible.
- You will be notified of MGSC's funding decision within seven business days after the 15th of the month. If your application is approved, you will receive a Funding Confirmation Email specifying the amount awarded and the expenses approved for funding.

After the Completion of Your Project

Submit the following materials to mgsc@smu.edu within **14 days** of the completion of your project as one PDF.

- Request for Reimbursement Form, available online <http://smu.edu/mgsc>
- Scans of every receipt with your name clearly included on each.

If you choose direct deposit, your funds will automatically be deposited into the account you have linked with MySMU. If you choose a hard copy check, you will be notified via email and can collect it at the Student Comptroller's Office in the Hughes-Trigg Student Center.