

# **College of Arts & Letters**

## **Student Achievement Funding Awards**

### **Policies**

COAL Student Achievement Funding Awards provide assistance to students pursuing opportunities for recognition and/or dissemination of their scholarly and creative work. This funding is to support work that has already been completed.

#### **Eligibility**

- **Who?** Undergraduate and graduate students currently enrolled with a declared major or minor in the College of Arts & Letters.
- **What?** Fees and other expense associated with obtaining recognition and/or dissemination of student work beyond the MSU campus. For example, exhibition or competition entrance fees, travel expenses for making a presentation or accepting an award.
- **How?** All awards must be made through reimbursement to the student in adherence to university financial policies or through direct budget transfer to the sponsoring department to repay expenses borne by the department.

#### **Awards**

- Award amounts may vary but typically are limited to \$200 per student.
- Funding decisions are made by the Dean of the College of Arts & Letters in consultation with the Associate Dean and Department Heads.
- Awards are made on an ongoing basis until available funds have been exhausted, so early applications are encouraged.

#### **Application Requirements**

- All individual applications must be made using the Student Achievement Funding Awards Application form, along with supporting documentation of participation.
- Each application must have a sponsoring faculty member from the College of Arts & Letters.
- Commitments of personal contribution and/or contributions from a department in the college will be factors in considering the likelihood of receiving an award and the size of the award.
- Applications should be submitted prior to the incurrence of expenses.
- Students will submit with their expense report a brief summary of outcomes, e.g., submission acceptance, awards or recognition received, paper presented.
- Departments may request financial support on behalf of a group of students. For example, a department might sponsor a student performing group's trip to compete in a regional festival. In such cases, the department head should forward to the Dean's Office a written request that includes the names of all students involved, the purpose of the activity, and a budget that indicates how much cost is proposed to be borne by individual students, the department, other sources, and the Student Achievement Funding Awards. In such cases all awards will be made directly to the department by budget transfer.

#### **How to Apply**

- Print the form below out and fill in all information requested. Obtain approval and signature from department. Then turn form in to the Dean's office for further approval. You will receive an email notifying you of your approval amounts and instructions on what to do next.

## College of Arts & Letters Student Achievement Funding Awards Application

\_\_\_\_\_  
Last Name, First Name MI

\_\_\_\_\_  
MNumber

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Sponsoring Faculty Member

\_\_\_\_\_  
Academic Major(s)/Minor(s)

\_\_\_\_\_  
Projected Graduation Date

**Name, location, date(s), and reason for attending event for which you are requesting funding:**

Name of event: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

Reason for attending:

**Please provide a breakdown of estimated total costs and sources of funding:**

Event Type	Estimated Cost	Personal Contribution	Other Source Contribution	Requested Amount from Department	Requested Amount from COAL (max \$200)
Application/entry fee	\$				
Transportation	\$				
Lodging	\$				
Meals	\$				
Supplies	\$				
Other (specify)	\$				
<b>Total Cost</b>	\$	\$	\$	\$	\$

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Approved Department Funding: \$ \_\_\_\_\_

Department Head Initials: \_\_\_\_\_

Approved COAL Funding: \$ \_\_\_\_\_

Dean Initials: \_\_\_\_\_