

# 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.
- 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.

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

Last Name	First Name	MI	M-number
Email Address		Sponsoring Faculty Member	
Academic Major(s)/Minor(s)		Projected Graduation Date	

**Name, location and date(s) of competition/event/conference for which you are requesting funding:**

Competition/event/conference: \_\_\_\_\_

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

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

Expense Type	Estimated Cost	Personal Contribution	Department Funding	Other Source(s)	Amount Requested from COAL (max \$200)
Application/entry fee	\$ _____				
Transportation	\$ _____				
Lodging	\$ _____				
Meals	\$ _____				
Supplies	\$ _____				
Other (specify)	\$ _____				
Total Costs	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**If the academic department is providing funding, the Department Head should specify and initial the amount below:**

Department funding: \$ \_\_\_\_\_ Department Head initials: \_\_\_\_\_

Applicant Signature	Date
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