Department of Biology Graduate Student Endowed Awards

The Department of Biology administers endowed awards that are exclusively for graduate students in the M.S. Program in Biology. These awards are intended to support thesis research and travel to and from field sites or scientific meetings.

The intention of the Biology Graduate Awards Committee is to provide financial assistance to as many students as possible. Applicants should develop their funding requests around ‘fundable units’ of $500 or less in one or more of the two categories (i.e., research, travel, or both). A given request may include multiple fundable units, but the committee will likely award no more than a maximum of $1,500 unless the student demonstrates a compelling need for additional awards.

**How to apply:** To apply for one or more Biology Graduate Student Endowed Awards, you must complete this application and submit an electronic copy to the Chair of the Biology Graduate Awards Committee (Jeff.Leblond@mtsu.edu) by **Monday, February 12th, 2018.** Only one application is required, regardless of the funding request. Note that each category of awards has specific requirements, and those requirements must be explicitly addressed in your application, or you will not be considered for that category of award.

Complete the following form, and save the form as "LastName_GradAwards.pdf", inserting your own name as appropriate (e.g., Doe_Jane_GradAwards.pdf).
DEPARTMENT OF BIOLOGY
GRADUATE STUDENT ENDOWED AWARDS APPLICATION – COVER LETTER

APPLICANT NAME:

APPLICATION DATE:

GRADUATE THESIS MENTOR:

APPLICANT PRIMARY EMAIL ADDRESS:

APPLICANT PRIMARY PHONE NUMBER:

TYPE of AWARD (Research and/or Travel):

YEAR of STUDY:

To receive funding from the Biology Graduate Student Endowed Awards Program, you must meet the following criteria:

- **All applicants** must be a graduate student currently enrolled in the M.S. Program in Biology

- **All applicants** must include a copy of their curriculum vitae (CV) and a short description of future career plans (1-2 sentences) as some awards are specifically for students who intend to pursue careers in secondary or college-level teaching

- **All applicants** must have their thesis mentor submit a letter of support either to be included in the package you send, or separately submitted by the mentor to the chair of the Biology Graduate Awards Committee before the deadline.

- For a **Research Award**, you must also submit a detailed, but concise (3-5 pages) research proposal. Your proposal must include:
  - a clearly stated hypothesis or research question
  - background literature to explain why the question is of interest to the broader research community
  - a clearly defined scope of work or methodological plan
  - a timeline of completion for the proposed work
  - a description of anticipated products from the completion of the proposed work
  - a detailed budget with justification for requested funds
  - a statement regarding other current or pending sources of financial support
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- For a **Travel Award**, you are also required to provide:
  
  o a written justification of travel needs
  
  o a copy of your accepted conference abstract (and official letter of acceptance)*
  
  o a copy of your pre-approved Travel Authorization Request form (Mileage requests must abide by TBR approved rates)*

  *In cases where the abstract submission period has not yet opened or has yet to be concluded, it is acceptable to provide a copy of your abstract without an accompanying letter of acceptance and without pre-approval of your travel form. However, applications that do include the official acceptance letter may be given preference. Students are also strongly encouraged to seek additional sources of travel funding (e.g. College of Graduate Studies).