**Cultural Studies Graduate Research-Creation**

**Community-Based Research and Action Fund for MA students**

**Cultural Studies, Queen’s University**

The Cultural Studies Graduate Research-Creation/Community-Based Research and Action Fund is designed to support students registered in an MA in Cultural Studies who engage in artistic and/or community projects, directly related to the completion of their degrees. The size of the fund is determined by the program director by the end of January.

**Application Process**

Graduate students applying must complete the attached form. The completed form and supporting documents should be submitted by email to the Cultural Studies Office (cs.office@queensu.ca) **by 3pm on May 15**. If necessary, please forward any questions about the application process to the program director.

**Requirements**

1. A complete application form.
2. Applicants must have passed their thesis/project proposal defence prior to the release of the funds. The thesis proposal must include a budget.
3. Projects that require research ethics approval must have received before the funds are released.
4. Applicants must use the funds granted within the calendar year.
5. The funds requested can amount to no more than 50% of the total budget, including in-kind contributions
6. The funds must be used for materials, equipment, services or supplies specific to the project.
7. The funds cannot pay for travel, accommodation or personal expenses.
8. The funds requested must be at least $500 and no more than $2000
9. Funds may be received only once during the applicant’s program of study.

**Reporting**

In order to be reimbursed, students must submit one single report no later than August 31:

1. A narrative describing how the granted funds were used in your research project (max 300 words).
2. A summary of expenses
3. Original receipts dated from the same calendar year as the application.

**APPLICATION**

**Cultural Studies Graduate Research-Creation
Community-Based Research and Action Fund for MA students**

**INFORMATION**

Name:

Student Number:

Queen’s University Email:

Degree and Year of Study:

Title of Project/Thesis:

Name of Supervisor:

Date of Proposal Approval:

Date of Ethics Approval (or N/A if not applicable):

Calendar Year for this Application:

**PROJECT [500 words max]**

Describe your proposed project and explain its significance in relation to your research questions.

**BUDGET**

Provide a budget for your project and explain specifically how the funds from this grant application will be used. Ensure you meet the requirements listed on the fund description.

**TIMELINE**

Please attach a detailed timeline of the research project. We are requesting that those applying be sensitive by applying only when ready to use the funds within this calendar year.

**SIGNATURES**

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Applicant's Signature Date

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Supervisor’s Signature Date