

TEXAS CHRISTIAN UNIVERSITY

COLLEGE OF FINE ARTS

GRADUATE STUDENT RESEARCH SUPPORT FUND

Graduate students (master's and doctoral) in the College of Fine Arts may apply for funding to assist with research and creative activity required for completion of their degree. Secondly, funds may be awarded for projects that enhance the professional development of the student. The maximum award will be \$750 per student per year. These will be made on a first-come, first-served basis as long as the funds are available.

The funds may be used for direct research expenses (e.g. studio time, copyright fees); equipment purchases are not eligible. The fund may be used for travel, but students must first apply for a travel grant from the University Office of Graduate Studies and Research, 3101 Sadler Hall.

Instructions

Attach a project narrative (maximum 2 pages, typed, double-spaced) that provides the following:

- Brief summary of the project (1-3 sentences)
- Description of the project, including current status and how it relates to completion of the degree or advancing professional development.

In addition, provide an approximate budget (maximum 1 page, typed, double spaced) and budget narrative. This should list any funding already secured and explain how the funds are necessary for completion of the project.

If you have sought funds from the University Office of Graduate Studies and Research, include appropriate documentation.

Applicants must secure the support and signatures of their advisor/major professor and the Director of their School using the provided Cover Sheet. This form, project narrative, project budget and any additional supporting materials should be submitted to the Associate Dean for Graduate Studies, 131 Landreth Hall. Also submit an electronic copy to h.j.butler@tcu.edu. Decisions will be made in consultation with the Dean of the College and appropriate faculty.

Support made possible through the Buie Memorial Fund for Fine Arts

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COVER SHEET

Student's Name _____ ID number

Major and degree plan

Amount of support requested _____

Date of Application _____

Signatures

Major Professor (name and signature)

Date

Director of School (name and signature)

Date

Associate Dean College of Fine Arts (name and signature)

Date

Addendum: Special Instructions to access money to those approved for funding

Reimbursements:

If you have personally purchased supplies, hardware, food, or other items that do not include payment to an individual for services rendered, please complete a reimbursement form. This form may be found on the Financial Services Webpage: [Financial Services Forms](#). For detailed instructions, go to [Reimbursement Guidelines](#), and if additional information or clarification is needed, go to [Reimbursement Policy](#).

Please direct questions to the Graduate Studies office:
Donna Smolik, Ed Landreth office 130, ext.7603