

SCHOOL OF MUSIC APPLICATION FOR A STUDENT RESEARCH REIMBURSEMENT ASSISTANCE

The School of Music is pleased to be able to support undergraduate and graduate student faculty-sponsored research. To apply for assistance, carefully complete this form, print it out, obtain the necessary signatures, and email completed forms to the Kim Velazquez velazqkr@jmu.edu. Students receiving assistance will be notified by e-mail. **Please submit one form per student requesting funding.**

DEADLINE FEBRUARY 2 @ 4PM

Name of Applicant _____ Student ID number _____

JMU e-mail address _____ Undergraduate or Graduate Student _____

Type of activity (for example research project at a specialist library, survey of live subjects):

Location (if not in Harrisonburg--city, state): _____

Approximate Date(s): _____

Project Title: _____

IMPORTANT: Project Narrative: Attach a 2-4 page double-spaced typed narrative explaining the project. Describe the impetus for the project, the research question to be addressed, a schedule of activities and the expected outcome.

ESTIMATED EXPENSES (PLEASE LIST EXPECTED AMOUNTS OR WRITE N/A if NOT APPLICABLE)

Materials needed to complete the project (give approximate amount needed and list materials on a separate attached sheet)

Estimated Airfare _____

Personal Vehicle Mileage _____ Round Trip Miles *.24 Rate/Mile _____

Lodging ([See Rate Table for Limits](#))* _____ Nights @ _____ /Night _____

Meals ([See Rate Table for Per Diem Amounts](#))* _____ Days@ _____ /Day _____

Other (Specify) _____ _____

TOTAL EXPENSES _____

Anticipated Other Support (undergraduate students, please apply for an undergraduate research award from the College of Visual and Performing Arts) _____

NET PERSONAL EXPENSES _____

AFFIRMATIONS & APPROVALS

By signing below, the student agrees that if awarded assistance, they will:

1. notify the Associate Director (Dr. Peterson) as soon as possible if they do not follow through with the project so that funds can be redistributed to other deserving students.
2. submit a brief reflection regarding their experiences.
3. submit all receipts/forms requested of them by the School of Music staff by the deadlines noted in the award letter for reimbursement of funds.

Student signature and date: _____

TO THE FACULTY ADVISOR: Does this project need IRB approval? _____ (yes or no). If yes, please affirm that IRB application has been made _____ (yes or no). (For information about IRB approval, please see

<http://www.jmu.edu/researchintegrity/irb/irbqa.shtml>). By signing below, the faculty supervisor agrees to assist the student in developing a high-quality professional product:

Name of Faculty Supervisor or Applied Teacher (PRINT NAME): _____ Signature and

Date: _____ *<http://www.jmu.edu/financemanual/procedures/4215mie.shtml> (URL in case above links do not work)