

**The Design School – MSD Program**  
**Student Research Assistance Request Application**

Date: \_\_\_\_\_ 10 Digit ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ ASU Email: \_\_\_\_\_

Concentration: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Type of Research: \_\_\_\_\_ Thesis \_\_\_\_\_ Applied Project \_\_\_\_\_

Class and Instructor: \_\_\_\_\_

Estimate Usage Dates: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Description of requested research assistance: *(explain how having the requested item will support your thesis/applied project and the research mission of the School and program. Additional documentation may be attached.)* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated Total Research Budget: \_\_\_\_\_

Supplies/Copying: \_\_\_\_\_

Travel to collect data: \_\_\_\_\_ Nights X \$ \_\_\_\_\_ per night

Editor: \_\_\_\_\_

Other: \_\_\_\_\_

Amount Requested from MSD Program: \_\_\_\_\_

Amount Solicited from Other Sources: \_\_\_\_\_ Source: \_\_\_\_\_ Source Amount: \_\_\_\_\_  
 \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

<b>Approval:</b>	
_____	_____
Committee Chair Signature	Date
_____	_____
MSD Coordinator Signature	Date
_____	_____
Business Operations Manager Signature	Date

## **Student Research Assistance Application and Authorization Procedures**

Student Research Assistance Grants are awarded to support the research efforts towards the student's thesis or applied project. Student Research Assistant Grants will be awarded to help defray research expenses in support of thesis or applied research projects that take place during the academic year. Applications are accepted only from those students currently enrolled in, have support from their Chair, and in good standing with the MSD program.

The awarding of the MSD Student Research Assistant grants will be made on a funds-available basis, in accordance with Arizona State University reimbursement guidelines. Applications that are also being submitted to GPSA will be prioritized by the date they were received in the program office, and the amount of previous funding awarded by the program. *(Students who have received funding in previous years will receive lower priority than first-time applicants.)*

- Students are eligible for **one** research assistance award per academic year. Some level of matching funding from other sources is strongly encouraged. Students should check with the other funding source to determine the amount of funding available.
  - Other funding sources include Graduate College and GPSA. Please see each of their own respective websites for information, deadlines and requirements.
- The maximum amount of the award is \$500 per academic year.
- Applicants must be conducting original research for their thesis/applied project.
  - Students requesting funding for a class project must meet the following criteria:
    - Course must be at graduate level
    - Course must appear on the student's approved program of study
- When submitting the MSD application form, students must also submit the following:
  - a brief abstract of their paper;
  - either the original detailed receipt of the purchase or a print-out of the estimated detailed description of the requested assistance.
- Students who are only applying for funding from the MSD program and require a travel advance, must submit their application at least **three weeks prior to their departure date**, to allow for processing. Students who submit requests after this time will not be eligible for advances and will be reimbursed at the end of their trip.
- **All** original receipts will be required for reimbursement upon completion of the trip; students must also include the completed "Travel Expense Log. Receipts must be turned in no later than 7 days after their return to the Business Operations Manager, Courtney Carroll (Email: [courtney.carroll@asu.edu](mailto:courtney.carroll@asu.edu) Phone: 480-965-6390, Office: DN 162).
- **Any equipment that is purchased and used towards the research project is the property of The Design School MSD Program. Students must turn in any equipment purchased from the research assistance grant back to the The Design School in order to graduate. If the purchased equipment is stolen or damaged, the student is responsible to replace it.**
- Students may request to purchase software, however it is the student's responsibility to find out the number of licenses that will come with the purchase. If there is only one license, software will not be purchased.
- The Student must submit all original receipts taped to an 8<sup>1/2</sup>x 11 piece of paper along with a reimbursement form provided by The Design School.
- All reimbursements must be submitted by June 15<sup>th</sup> of the academic year the award was granted.