

## Appendix 2

### Application for Environmental and Ocean Sciences Graduate Funding



Applicant Name \_\_\_\_\_

Application Date \_\_\_\_\_

Purpose of Funding \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Date Needed \_\_\_\_\_

Please fill out and submit this application, including:

- 1) A **brief description** of the purpose for which this funding is being requested, including an explanation of how the requested funding will contribute to your successful completion of the Environmental and Ocean Sciences M.S. program. Your description should occupy no more than one page, single-spaced, with 1" margins and 12 point Times Roman font.
- 2) A **detailed budget** with an accompanying **budget justification**. Also provide a brief description of **other sources** of support for this work as well as a list of past funding from the department. The budget and rationale also should occupy no more than one page, with the same format guidelines as the project description.
- 3) A paragraph describing **engagement** in the graduate program, including participation in program-related activities and service provided to the department.

If references are cited in the description or rationale, a list of those references may be included on a separate page, i.e. the list will not be counted against the page limits. The completed application should be e-mailed to your committee chair, who should complete the chair approval section and forward the entire document to the graduate program director.

Applications will be considered by a committee consisting of three faculty: the graduate program director, department chair, and one other faculty member. Each application will be evaluated with respect to the following criteria:

5. **Impact:** What is the likely impact of the requested funding on the student's success in the Environmental and Ocean Sciences Graduate Program and in their career?
6. **Presentation:** How clearly has the applicant described the purpose for which funding is being requested?
7. **Justification:** How well do the description and rationale support the request? What alternative funding sources are available? How engaged is the applicant within the graduate program?
8. **Budget:** How much money is being requested? Does the requested amount seem appropriate for the proposed purpose?

Awards will represent the upper limit for funding, i.e. if actual expenses are less than the amount awarded, reimbursement will only cover the actual expenses. For items ordered through the department, expenses will be charged against the appropriate budget, and no expense report should be required. Expenses paid by the awardee should be documented with original receipts, and an expense report will be required in order to receive reimbursement. Expense reports must be submitted within 60 days of the payment or event. Awardees should not expect to be reimbursed for expense reports submitted more than 60 days after the payment or event.

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**Brief Description of Purpose for Funding**

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**Detailed Budget and Justification**

**Engagement within the Graduate Program**

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#### **Chair Comments** (To be completed by committee chair)

In the space below, please comment on this application, especially with respect to the evaluation criteria listed on the first page. After adding your comments, forward the completed application to the graduate program director.