Thesis Research Fund

**Overview**

The Thesis Research Fund provides MES students financial support for materials required for the successful completion of their thesis research. Research funds are made available through a joint fund between MES and The Evergreen State College Foundation.

**Purpose**

The Thesis Research Fund is intended to reduce the financial burden of completing the MES thesis requirement by reimbursing students for expenses that are necessary for successful completion of thesis research.

The Fund is not intended to support expenses related to professional development, such as conference registration or travel, even if you are presenting your thesis research. **See evergreen.edu/mes/research-funding** to learn more about opportunities for professional development support.

Requests of up to $1000 will be considered. However, we expect most awards to be closer to $250-500 and we may grant partial awards to distribute research funds to more students.

**Eligibility**

To be eligible for funding, applicants must be active MES students who have successfully completed the final core class, Case Studies and Thesis Design.

Reimbursable expenses include, but are not limited to: laboratory supplies, sample testing at off-campus labs, postage, tools and equipment, mileage expenses or other travel needs directly in service of collecting data, and software or licensing that is not currently available to Evergreen students.

**Process**

Complete applications should be submitted **electronically** no later than 5pm on **Friday, January 11**. Late submissions will not be considered.

The review committee will assess all submissions and provide applicants with funding decisions and award details no later than 5pm on Friday, January 25.

Funds must be spent within the academic year they are awarded.

**How to Apply**

A request is made by submitting the following materials. Incomplete submissions will not be reviewed.

* One-page cover letter that includes your expected quarter of graduation, a summary of your thesis research, and your funding request (total amount and what it will be used for). See example.
* A copy of your complete and approved Thesis Prospectus. Your answer to Q11 about your budget should include all estimated costs of your thesis, not just the costs you are requesting funding for here. In your Prospectus please indicate any existing sources of funding for the estimated costs that you list in Q11.
* An itemized budget that sufficiently details the specific expenses for which reimbursement will be sought, for reviewers to determine if those expenses are reasonable and consistent with the intent of the fund and College policies. The budget should be submitted as an Excel spreadsheet, with the total dollar amount indicated. Please use the following categories:
	+ **Travel**. This may include mileage in a personal vehicle for driving to/from study sites to collect data, or to conduct in-person interviews. If you are collecting data in a more distant location one round-trip airfare will be considered. Mileage to/from the Evergreen campus, even if to process or analyze lab samples, cannot be included.
	+ **Materials/Supplies**. These are typically items that you buy multiples of, e.g. lab supplies, flagging or notebooks, other field supplies, sample testing, postage for mailed surveys (or to send samples off), printing costs (of surveys or other materials needed for research, not the thesis itself).
	+ **Equipment**. These are typically one-time purchases, e.g. of an instrument or tool necessary for data collection, or of specialized computer software. Computer hardware (e.g. a new laptop) should not be requested.
	+ **Other**. If you have specific expenses that aren’t covered in the above categories. Tuition cannot covered by this fund.
* A Budget Justification that, for each category, briefly explains why you are requesting funding for the specific expenses you list, and how the funding will contribute to the success of your thesis research. Please indicate (at the end) if you have any pending funding requests that would potentially apply to the costs you are requesting funding for here.
* A completed MES Thesis Fund application checklist.
1. Kevin and Andrea will be meeting with Faculty to figure who, what will be rewarded. Upwards of 40 students could potentially be awarded
2. Once awardees are picked, Kevin/Andrea will send award letters to the students and Trudy-(MES Office asst.)
3. If there is any travel in re: to the awards, Trudy will need to fill out a TA for each student and in turn send the paperwork onto Michelle (normal process)
4. Tina will train Trudy to do reimbursements, A-20, etc. so that she will be able to reimburse the students as they come in
5. Students will be able to purchase lab items which in turn will be given to Michelle who can do a charge back to the Org. This clarification should show on the spreadsheet below that we will be receiving from Kevin/Andrea
6. Trudy will use an easy shadow system showing who was reimbursed for what so they can keep an eye on funds (reach out and we can help Trudy with this)
7. Kevin/Andrea will keep a spreadsheet updated and get that turned into Tina/Michelle so we know what we are signing off on and if it is approved

Also, please note that this is a model we are trying out and we are not sure how this will go. There may be times where you and I step in and help Trudy with reimbursements or we can ask Pam and Julie to help out.