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 The Evergreen State College Foundation, and MES Program student fees.

**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 to the successful completion of their research.

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

**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 or analyzing data, and software or licensing.

**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.

**How to Apply**

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

* One-page cover letter summarizing the thesis research and the need for funding support
* A copy of the applicant’s complete and approved Thesis Prospectus
* Dollar amount requested
* An itemized budget that sufficiently details for reviewers the specific expenses for which reimbursement will be sought and to determine if those expenses are consistent with the intent and limitations of the fund, reasonable, and consistent with College policies. The budget should be submitted as an Excel spreadsheet.
* 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.