

## **Linguistics Block Grant Requests**

The Rackham Graduate School recognizes that research forms an integral part of a graduate student's academic and professional development, and therefore makes funds available to Departments in support graduate student research (known as the "Block Grant Fund"). Graduate students can apply for Block Grant funds using the form below. This document lays out the most important policies and guidelines pertaining to the Block Grant. For complete official information, you should consult the Graduate Chair.

So that we can support as many of our students as possible, we require that you exhaust other funding sources available to you before requesting funds from the Block Grant. You should, for instance, first use the [Rackham Travel Award](#) for conference attendance before requesting funds from the Block Grant. (It is sometimes necessary to "save" your Rackham Award for a later, more expensive conference. If that is the case, please explain that in your application.) For other expenses, you should first use your [Rackham Research Grant](#). You should also explore other funding sources, such as the [International Institute](#), the [Center for the Education of Women](#), etc.

### ***How to submit a Block Grant Request***

- Complete the form below.
- Attach a document in which you give (a) a brief description of and motivation for your request, and (b) a budget and a short budget justification.
- Review your request with your Advisor and ask him/her to send an email expressing his/her support for the application to the Graduate Chair <Linggradchair@umich.edu>.
- Submit your application as a **pdf attachment** to the Graduate Chair <Linggradchair@umich.edu> and the Student Services Coordinator <jnguyen@umich.edu>.

### ***What type of expenses can be funded***

Any activities related to graduate student research can be funded through the Block Grant. Typical examples are given below, however it may be possible to fund other activities too. Consult with your Advisor and the Graduate Chair about other possibilities.

- *Conference attendance*: If you will present a poster or a talk at a conference, you can receive funding to cover (some of) your travel and boarding costs, as well conference registration fees, poster printing, etc. Since funds are limited, we typically cannot support attendance of a conference where you will not present a talk or poster. Note that our funds are limited, so that we do not usually cover so-called per diems (i.e. expenses related to food).
- *Data collection trips*: Our students often have to do data collection in locations off campus. You can apply for support from the Block Grant to cover (some of) your expenses related to such data collection trips. The typical costs that can be covered include travel, lodging, visa application fees, etc. Note that due the fact that our funds are limited, we do not usually cover so-called per diems (i.e. expenses related to food).
- *Payment for participants in your fieldwork and/or experiments*.
- *Research assistance*: If your data analysis is labor intensive, you can apply for funds to appoint a (typically undergraduate) research assistant to assist in data coding and analysis.
- *Equipment*: If your research requires special equipment that is not available in the Department, you can apply for funds to cover the cost of the equipment. Note that any equipment purchased with funds from the Block Grant remains the property of the Department, and needs to be returned to the Department once your research has been completed.
- *Summer support*: Towards the end of each academic year, the Department invites applications for support to conduct research projects over the summer. The exact nature of this support, and the amount available, may vary from year to year.

### ***Required documentation***

You should work with the Student Services Coordinator to make purchases and payments. If payments can be made directly by the Department, you don't have to spend your own funds upfront. The Department can pay directly for any expenses that can be covered by credit card. We realize, however, that it may sometimes be necessary to pay for some expenses upfront and then request reimbursement from the Department later. Before any funds can be disbursed, you need to supply documentation in support of your claim. These include:

- If your claim relates to a conference, you need to provide evidence that you are presenting at the conference. This can either be in the form of the official acceptance notice from the conference, or a copy of the conference program listing you as a presenter.
- Receipts for airfare or other travel expenses, lodging expenses, subject payments, conference registration, equipment purchase, etc.

## Linguistics Block Grant Request

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

Date: \_\_\_\_\_

Requested amount: \_\_\_\_\_

Reason for request:

Conference  
attendance

Research  
expenses

Other

Attach a document containing:

- (a) Brief description of and motivation for your application (no more than 2 pages).
- (b) A budget and short budget justification (no more than 2 pages).

Funding from other sources:

Did you apply for funding from a different source? YES  NO

If so, mention the source: \_\_\_\_\_

Has this support been confirmed? YES  NO

Amount of support (awarded or requested): \_\_\_\_\_

If you have not applied for funding from other sources, briefly explain why not. (Example: Saving my Rackham Travel Award for a more expensive conference later in the year).

Advisor support:

I discussed this application with my Advisor. He/she will send a separate email in support of my application.

YES  NO