**Advertising + Public Relations**

**M.A. Funding Request Form (2023-2024)**

*(Please complete the form and submit it to Dr. Anastasia G. Kononova via email: kononova(at)msu.edu)*

M.A. students affiliated with the Advertising + Public Relations department are invited to submit requests for funding. Requests must be submitted by April 1, 2024. Funds are limited. We will consider requests for:

* Conference travel, including registration for (virtual) conferences,
* Emergency funding,
* Research and professional costs funding (survey costs, interview transcription, etc.),
* and related academic matters

We will also consider other needs not listed above—when in doubt, please submit your request. There is no set amount of funds you can request. However, our funding is limited. We expect that most requests will be capped at $500.

**IMPORTANT NOTES:** Please be aware that these funds are awarded directly into your MSU account. You will be responsible for income tax on the award. International students will have those taxes taken out prior to the dispersal of the award. Domestic students will be required to report them on their tax returns for that year. **If you are a domestic student, please let us know if you have a federal financial aid package.** Depending on your package, the award may affect your package. We can work to avoid this issue if we know in advance that you have federal financial aid.

**To apply for funding, please complete the following:**

Student Name (First, Middle Initial, Last): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student MSU Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of funding request (if relevant, please attach a detailed budget and/or receipts):

Are you a domestic student?

* Yes
* No

If you are a domestic student, are you receiving federal financial aid? (Receiving funds from the department can impact your aid package—we’ll work with you to avoid this outcome)

* Yes
* No
* N/A

If you are a domestic student receiving federal financial aid, have you been in contact with MSU’s Office of Financial Aid (OFA) (John Garcia: [garcia11@msu.edu](mailto:garcia11@msu.edu)) to discuss how GOF can impact your aid package?

* Yes
* No (If no, please contact OFA to discuss how GOF can impact your financial aid package before submitting this request.)
* N/A

If you are a domestic student receiving federal financial aid who is fully aware of how GOF can impact your financial aid package, would you like to proceed with the submission of this request?

* Yes
* No
* N/A

If you are requesting money for summer research, are you planning to enroll in the summer semester (this is a requirement)?

* Yes
* No
* N/A

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***DGS Use Only:***

***Funds awarded: $\_\_\_\_\_\_\_\_\_***

***Date awarded: \_\_\_\_\_\_\_\_\_\_\_\_***

***Notes:***