MASTER’S THESIS RESEARCH EXPENSES GUIDELINES

Master’s students beginning the thesis phase may apply for funding up to $2,500 as an aid towards defraying some of the direct expenditures that are absolutely essential for carrying out the research. A full application describing budget and research plans must be submitted and approved. For details on submission please refer to the research website: http://johnmolson.concordia.ca/en/faculty-research/funding-information/internal-funding/information-for-students If you have any questions or problems regarding a prospective expenditure, please check with the Associate Dean, Research and Research Programs Office. All tangible and intangible assets remain the property of Concordia University and must remain with the faculty upon completion of the project.

Computer Supplies
Example: Memory sticks, computer paper, CDs
Not covered: The need for computer manuals, computer software and hardware will not normally be funded. Special requests must be fully documented, including justification as to why existing resources are not appropriate.

Data Purchases
Example: Purchase of data set
Note: To avoid duplication of costs, as much as possible, use data sets that are already available or that are also being used by other students. This information may be found at the CIT (Centre for Instructional Technology) website: http://johnmolson.concordia.ca/en/faculty-research/it-resources/research-databases-search-tool
Documentation on the price of major items must be included (e.g. order form, quotation, etc.) and must be approved by the JMSB Database Manager in CIT.

Equipment Rental
Example: Rent tape recorder for interview, video equipment

Long Distance Telephone/Fax
Example: Setting up appointments with respondents, response follow-ups, emergencies

Postage
Example: Stamps or prepaid postage for mail survey
Not covered: Courier services, registered mail, special delivery

Printing and Photocopying
Example: Printing questionnaires, envelopes, covering letters

Stationary/Office Supplies
Example: Letterhead for covering letters, envelopes, graph paper, coding sheets
Not covered: General supplies for everyday student activities or thesis defense materials

Travel
Example: Travel outside of Montreal area for research purposes such as interviewing respondents
Note: Travel for MSc students is limited to a maximum of $1,000
Not covered: Local transport, local parking, travel to confer with colleagues, conferences

Other Supplies
Example: Cassettes for recording interviews

Items Not Covered (as a general rule the funding covers expenses as opposed to assets)
• Books, manuals, directories, subscriptions
• Computer software (purchase)
• Conferences
• Memberships
• Courier fees
• Equipment (purchase) some equipment may be available through the IITS Equipment Depot
• Professional Fees
• Payments to research respondents of more than $5.00 per participant (unless special permission received)
• Costs of preparing the research proposal
• Costs or financial commitments that pre-date the award
• Costs of printing/binding of Thesis
• Research assistants/personnel (for Master’s student thesis grants, the cost of personnel is usually not covered except in very special circumstances where research is not doable without some assistance, e.g. coder reliability studies, translation, etc.)