

## INFORMATION REGARDING THE STUDENT AWARD APPLICATION PROCESS

**Please read carefully!**

### ELIGIBILITY:

- A [document with best practices](#) regarding working in an interdisciplinary group has been created to help guide you. ***We encourage you to review this before applying.***
- Graduate student members of CIRMMT, including visiting students, are eligible to apply for CIRMMT student awards to pursue interdisciplinary research projects within the Centre's mandate. ***N.B.*** To be eligible, students must be enrolled during the full period of the award funding.
- Master's and Doctoral students may submit single or group applications. Post-doctoral are not eligible for this funding.
- **PLEASE NOTE that to be considered eligible for CIRMMT funding, students are expected to attend:**
  - *EITHER* a minimum of 4 out of 6 Distinguished Lectures in the 12 months prior to the application deadline,
  - *OR* a minimum of 3 out of 6 Distinguished Lectures and significantly contribute to the organization of a CIRMMT workshop along with the RA co-leaders in the 12 months prior to the application deadline.
  - **NOTE:** In both situations above, **ONE** Distinguished Lecture can be replaced by attending a *live@CIRMMT* concert.
  - Students from universities outside Montreal (U. de Sherbrooke and Université Laval) are exempt, but are encouraged to attend when possible. CIRMMT funding applications will include a section where students will be able to indicate which Distinguished Lectures they have attended.
  - ***Extenuating circumstances will be reviewed – proof must be provided.***
- Eligible **group applicants** must be working on a research project that involves a minimum of two students with supervisors from different disciplines, at least one of whom is a Regular member of CIRMMT.
- Eligible **single applicants** must be supervised by at least one CIRMMT Regular member, although co-supervision by another researcher, ideally a CIRMMT Regular member from a different discipline, is encouraged. Applicants with only one supervisor need to justify their choice.
- **New group and single applicants** are eligible for a **maximum of \$5000 per person.**
- **Renewals:** Students who have successfully applied before can receive a subsequent student award, but only for new projects, preferably with new team members, and at a reduced funding level of a **maximum of \$3000 each.**
- Applications must be relevant to CIRMMT's [mission](#). Selection will be based on the quality as well as the interdisciplinarity of the proposal.

### APPLICATION PROCESS:

- **DEADLINE: February 1<sup>st</sup>, 4pm.** If the deadline falls on a weekend, applications will be accepted through to the following Monday at 4pm.
- **One complete electronic copy, in a single PDF document,** of the form and all additional documents must be submitted to the Centre's Administrative Officer ([reception@circmmt.mcgill.ca](mailto:reception@circmmt.mcgill.ca)) by the deadline.
- **Application form notes:**
  - **Please note** that section D must be filled out by ALL students who are applying for renewal of Student Award funding.
  - **Single applicants** who have only one supervisor must justify their choice in *Section C*.
  - **CVs** must be submitted by all applicants.
- **Late or incomplete applications will not be considered.**
- Recipients of Student Awards are required to take present at the annual Student Symposium (usually in late May) both at the start and at the end of their award in order to receive their funding.

### REMINDER:

- To be able to use CIRMMT resources, students are expected to have attended the **CIRMMT Orientation session**. If you have not done so, please check here <http://www.circmmt.org/activities/workshops/training/orientation> to find out when the next orientation session is scheduled, or to request a session.



**SECTION A: APPLICANT INFORMATION**

Type of application:	<b>Single project</b>	
	<b>Group project</b> - enter family name of other members in project:	
Name of student applicant (Family/Given)	Email address	
Institution	Department	
Academic status (e.g., PhD2, MA2)	McGill Student ID# (not applicable for incoming students)	
Name of CIRMMT supervisor (1):	Supervisor (1) email address	
Name of CIRMMT supervisor (2) (if applicable):	Supervisor (2) email address	
Other supervisor(s) (if applicable):	Other supervisor(s) email address(es)	
Have you complied with attendance requirements? (Disting. Lectures and/or workshop co-organization)	<b>Yes:</b> Please list (DD/MM/YY) the lectures you attended (to be verified) and/or workshop co-organized (additional details on a separate document if necessary):	
	<b>No:</b> Please briefly explain why and attach proof if possible:	
	<b>I don't know:</b> Your attendance will be verified.	
Have you previously received a Student Award from CIRMMT?	<b>Yes:</b> please indicate year for which funding was received and amount:	
	<b>No</b>	
Title of project for which you are seeking funding:		
Please highlight the different research disciplines involved in your project (keywords):		
<i>Please confirm that you have attached the following documents by placing a check mark next to each item:</i>		
<b>Single applications</b>	<b>Group applications</b>	
<p><b>SECTION A:</b> Application form</p> <p><b>SECTION B:</b> Project outline</p> <p><b>SECTION C:</b> Interdisciplinarity/relevance to CIRMMT</p> <p><b>SECTION D:</b> If you previously received student award funding: Summary of research accomplishments in past project(s)</p> <p><b>SECTION E:</b> Letters of support from two supervisors (if only one letter, please justify)</p> <p><b>CV</b></p>	<p><b>SECTION A:</b> Individual application forms from each applicant</p> <p><b>SECTION B:</b> Project outline (1 copy for project)</p> <p><b>SECTION C:</b> Interdisciplinarity/relevance to CIRMMT (1 copy for project)</p> <p><b>SECTION D:</b> For any applicant(s) in the group having previously received student award funding: Summary of research accomplishments in past project(s)</p> <p><b>SECTION E:</b> Individual letters of support for each applicant</p> <p><b>Individual CVs</b></p>	



**SECTION B: PROJECT OUTLINE (1 page)**

Please outline the goals and methods of the proposed research project, and research plans for the coming year.  
**Single applicants with only one supervisor must justify their choice.**

Goals and methods of research project

Research plans for the coming year



Centre for Interdisciplinary Research  
in Music Media and Technology

**APPLICATION FOR  
STUDENT AWARD**

**SECTION C: INTERDISCIPLINARITY/RELEVANCE TO CIRMMT**

Please describe the interdisciplinary nature of this project and how it is relevant to [CIRMMT's mission](#)

**SECTION D: PREVIOUSLY FUNDED PROJECTS: SUMMARY OF ACCOMPLISHMENTS (if applicable)**

For applicant(s) having previously received CIRMMT student award funding, please provide a summary of the research accomplishments in past projects, including publications and presentations.



**SECTION E (1): LETTERS OF SUPPORT FROM SUPERVISOR**

Letter of recommendation from supervisor (1):

**NOTE:** Section E must be completed and signed by the supervisor. Signatures can be wet or digital. Alternatively, an email from the supervisor (showing the email address) explaining the same categories can be submitted. For the options of wet signature and email, the document must be scanned and attached to the final PDF file submitted by the student applicant.

**Single applicants** are encouraged to submit letters of recommendation from two supervisors in different disciplines.

**Group project applicants** must submit individual letters of recommendation from their supervisors.

Supervisor's name:

Recommended student's name:

Research background and capability of the student

If any applicant(s) has previously received CIRMMT student award funding, please comment on the relationship (if any) of that project to the current one, as well as relevant progress made in a previous project.

Signature of supervisor (1)

Date



**SECTION E (2): LETTERS OF SUPPORT FROM SUPERVISOR**

Letter of recommendation from supervisor (2):

**NOTE:** Section E must be completed and signed by the supervisor. Signatures can be wet or digital. Alternatively, an email from the supervisor (showing the email address) explaining the same categories can be submitted. For the options of wet signature and email, the document must be scanned and attached to the final PDF file submitted by the student applicant.

**Single applicants** are encouraged to submit letters of recommendation from two supervisors in different disciplines.

**Group project applicants** must submit individual letters of recommendation from their supervisors.

Supervisor's name:

Recommended student's name:

Research background and capability of the student

If any applicant(s) has previously received CIRMMT student award funding, please comment on the relationship (if any) of that project to the current one, as well as relevant progress made in a previous project.

Signature of supervisor (2)

Date