



Master of Public Health Practicum Travel Fellowship Application Process

1. Application deadlines

All application documents must be submitted by 5p.m. on one of the following dates. Applications will not be considered if submitted during or after the semester of travel.

March 1 of each year
July 1 of each year
November 1 of each year

2. Application preparation and submission instructions

Any pages needed in addition to the MPH Practicum Travel Fellowship Application form must be submitted in a Word document. Students use the following naming convention for their file name: **Last Name, First Name_PracticumFellowshipApplication_PracticumSemester_Date.**

All documents must be submitted to chm.mph_advising@msu.edu.

Each submission should be written at a graduate level and proofread. Students must submit unique proposals (i.e. what unique aspect of the research project is the responsibility and contribution of the specific student) *even if* working on the same project as another student(s). **Any application containing plagiarized material will automatically be rejected and will result in the student's inability to apply for any future fellowship funds.**

Applications must contain the following sections of information:

a) Student Information

Students provide the required information on the Master of Public Health Practicum Travel Fellowship Application form available in the MPH Student Community within D2L.

b) Proposal Narrative

Students must include a brief personal statement on the MPH Practicum Travel Fellowship Application form discussing why they feel they should be awarded the fellowship. Students should include items such as: career plans, how the experience will influence their career, why they are interested in the specific practicum experience, academic performance, financial need, etc. Practicums – both domestic and international – are eligible; however, students traveling for a domestic practicum experience are expected to articulate the details of the amount of travel expected for their practicum, as awards will only be granted for travel above and beyond what is expected for a typical practicum experience. Additional pages may be included if more space is needed.



c) Budget

Students complete the itemized budget using the MPH Practicum Travel Fellowship Application Budget Worksheet available in the MPH Student Community within D2L. Allowable and unallowable costs are outlined below. The requested funding may not exceed the maximum award for which the applicant is eligible. If awarded, funds will be transferred into the student's financial account at MSU.

If the student does not complete the travel for the practicum, they are required to refund MSU for the amount disbursed.

Students should specify any additional sources of funding for their travel.

i. Allowable and Unallowable Costs

The following lists provide guidance for allowable and unallowable costs.

Allowable Costs:

- *Meals and lodging* – These costs need to be determined using the foreign per diem rates found at the U.S. Department of State's website (https://aoprals.state.gov/web920/per_diem.asp)
- *Airfare* – Only coach class
- *Mileage*
- *Parking and tolls* – Use only low-cost long-term parking
- *Car rental* – This will only be approved if commercial transportation is not available or is more expensive
- *Stationary, supplies, and duplication services*

Unallowable Costs:

- *Hotel services* – Such as laundry, valet services, safes, etc.
- *Personal telephone calls*
- *Entertainment*
- *Alcohol*
- *Electronics*

d) Budget Justification (*minimum of 100 words and maximum of 750 words*)

Submitted in a Word document, the budget justification should explain in detail the need for each item (or group of items if related) in order to attain the project's objective and reflect current reasonable costs. No category should be left unexplained.

Points to Note:

Funding is awarded based upon the availability of funds and the score of the application after review. All budgets and transactions must comply with Michigan State University expenditure policies for federal funds.



Students are required to convert foreign currency to U.S. dollars on the budget worksheet. The estimated exchange rate for the current day from a local bank may be used.

3. Award Administration

Students will be notified of an award or denial via a formal letter from the MPH Program director.

Any and all supplies, consumables, equipment, or other or other goods purchased under this funding mechanism remain the property of Michigan State University to be retained and inventoried by the MPH Program administrative office.

4. Contact Information

General inquiries regarding this fellowship should be made to chm.mph_advising@msu.edu.