

**Faculty of Arts Approval Form  
Graduate Student Grant Application  
Review by Arts Grants Crafter**

Dear Graduate Student:

If you've received this form, then you have requested the services of our Arts Grants Crafter, Dr. Kelley Bromley-Brits. I have advised Kelley that, subject to other scheduling constraints, she can review your application, but only after your supervisor, grad coordinator, or other departmental delegate, has first provided substantial input into your application.

The purpose of this form is to document for our records that your application has first received substantial feedback from your supervisor (etc.). It will also inform you about several procedures that you should follow when you submit your application.

Please review this document with your supervisor, so that both of you understand the review process and associated deadlines.

Finally, please read the form carefully and fill it out to the best of your knowledge. Once it is signed by you and your supervisor, Kelley will be able to review your application (subject to her availability).

Sincerely,



Carrie Dyck, PhD  
Associate Dean (Research and Graduate Programmes)  
Faculty of Arts  
Memorial University  
St. John's, NL A1C 5S7  
Ph: 709-864-8254  
Fax: 709-864-2135  
cdyck@mun.ca

**Faculty of Arts Approval Form  
Graduate Student Grant Application  
Review by Arts Grants Crafter**

Dear Supervisor:

If you've received this form, then one of your graduate students has requested the services of our Arts Grants Crafter, Dr. Kelley Bromley-Brits. I have advised Kelley that, subject to other scheduling constraints, she can review graduate student grant or fellowship applications, but only after the supervisor, grad coordinator, or other departmental delegate, has first provided substantial input into the application.

Please be assured that Kelley will treat your comments and suggestions with the utmost respect, and that she will treat the application as confidential. Any changes or modifications that she suggests are for the purpose of making the grant or fellowship application conform to Tri-Council (etc.) guidelines and instructions. (For example, Kelley will ensure that the application reads well for the intended audience, educated laypeople). The kinds of comment that Kelley can provide will enhance the application's prospects of success.

Sincerely,



Carrie Dyck, PhD  
Associate Dean (Research and Graduate Programmes)  
Faculty of Arts  
Memorial University  
St. John's, NL A1C 5S7  
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Name of Graduate Student:

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Name of Supervisor:

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Department:

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Title of Proposal: \_\_\_\_\_

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Funding Agency: \_\_\_\_\_

Type of Grant or Program: \_\_\_\_\_

Competition Deadline: \_\_\_\_\_

***Note: in order to meet the competition deadline, you need to provide enough time for the Dean of Arts' office to review your application. See the following page.***

<input checked="" type="checkbox"/>	<b>PLEASE READ CAREFULLY</b>
<input type="checkbox"/>	I am aware that my application must receive substantial comments from my supervisor, Grad Coordinator, or Departmental Delegate before it can be reviewed by the Arts Grants Crafter.
<input type="checkbox"/>	I am aware that any grant application submitted by a graduate student at Memorial must be approved by the Department Head and Associate Dean (Research and Graduate). This applies to applications that are submitted to the Office of Research Services, affiliated units like the Harris Centre and the School of Graduate Studies, and external funding agencies.
<input type="checkbox"/>	In order to get the approval of the Department Head and the Associate Dean (Research and Graduate), I have downloaded a copy of the Arts sign-off form to submit with my completed application. It is available at <a href="http://www.mun.ca/arts/research/forms/GrantApplicationsApprovalForm.pdf">http://www.mun.ca/arts/research/forms/GrantApplicationsApprovalForm.pdf</a> (Note: in some cases alternative sign-off forms, such as the Harris Centre's, are acceptable).
<input type="checkbox"/>	I am aware that I need to obtain the Department Head's and Associate Dean's signature at least two days in advance of the funding agency's deadline.
<input type="checkbox"/>	I am aware that the Department Head and Associate Dean require my completed application before they can sign off on it.
<input type="checkbox"/>	I will make every attempt to submit my completed application and signoff form to the Dean of Arts' office at least two days before the funding agency's deadline.

**If you are the applicant, your signature means that you agree to the above statements. The signature of your supervisor means that s/he has provided substantial input into your application before you submitted it to the Arts Grants Crafter.**

**SIGNATURES:**

\_\_\_\_\_  
Applicant (or Co-applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor, Grad Coordinator, or Departmental Delegate

\_\_\_\_\_  
Date