International Affairs Undergraduate Fund Request Form

The International Affairs Program contributes funds to help defray student research-related costs, contingent on departmental approval. Students MUST be current International Affairs majors to receive funding and not a graduating student. Please fill out this application form and attach all relevant documents, such as a letter of invitation, recommendation from a faculty mentor, research proposal, conference paper, detailed budget with supporting documents. Submit forms to Julie Boudoukara at j.boudoukara@northeastern.edu.

Decisions will be made within three weeks of the application deadline.

Name:
Date:
Email:
Major(s):
Minor:
Faculty Sponsor:
Anticipated Dates of Research Activity:

Details of Research Project
Clearly explain your research project and the reason for your fund request.

Explain the relevance to the mission of the International Affairs Program and your studies and the anticipated learning outcome for you.

List the anticipated timelines:
**Budget**

Provide an itemized budget of your expected expenses, including receipts if possible. State the amount that you would like the International Affairs Program to cover. *Up to $500 can be awarded upon departmental approval.*

List other departments and sources where you are seeking funds, as well as the amounts. Provide evidence showing that you have sought funds elsewhere in addition to the *International Affairs Undergraduate Research Fund.*

**Progress Report**

Successful applicants will submit a final report at the conclusion of the student’s participation in the research project. Student’s research may be spotlighted on the International Affairs webpage.

**Documents to include**

In accordance with the College of Social Sciences and Humanities guidelines, please include:
- An unofficial copy of your transcript
- A comprehensive resume
- Letter of recommendation from a faculty sponsor willing to sponsor your research
- Project title and description
- Semester anticipated for research
- A detailed budget with itemized amounts or receipts

Submit applications to Julie Boudoukara at 225 Renaissance Park or electronically to jboudoukara@northeastern.edu. You will be notified of any awarded funds by email. Awards are given with departmental approval.

For more information on the *College of Social Sciences and Humanities Undergraduate Research Initiative*, go to https://cssh.northeastern.edu/uri-application or click here.