

Bryan Fund Application

The Bryan Fund supports the travel and equipment needs of graduate students during their period of enrollment. The funds are offered to enrolled graduate students, including DCE status (Years 1-5 for Composition and Years 1-6 for Musicology).

Application Instructions:

Complete application in full on next page. Please be as specific as possible when completing the form.

Have the form approved by the appropriate Director of Graduate Studies (DGS).

Apply for funding through SAFE (<http://www.princeton.edu/studentfunding/>).

Search Bryan Fund, click on it and apply for funding.

Upload the approved Bryan Fund application (must be signed or attach email approval) into SAFE along with receipts or confirmations of travel arrangements.

If traveling, submit a student travel request in Concur (travel.princeton.edu) prior to your trip. Funds will not be paid if travel request is not approved.

Once funding is awarded, you will receive an email from SAFE. Login to your application in SAFE and accept the award.

The award must be accepted in order for payment to be processed.

Funds will be deposited into your bank account that is on record with Princeton University or a check will be issued if you do not have a bank account on record.

Awards are paid based on the monthly payroll schedule (end of the month).

Award requests must be received by mid-month in order to be processed for the current month's payroll schedule.

Bryan Fund Application Form

(Funds for Research Travel & Equipment Needs for Graduate Students)

Needs DGS approval

Date of Application: _____

Name & Student ID#: _____

Destination:
(if applicable) _____

Dates of Travel:
(if applicable) _____

Purpose of Request: _____

For TRAVEL REQUESTS:

Please include the title of
your composition or paper
and indicate where
performed or given

-----OR-----

specify the relationship of
your request for
funding to your
research/dissertation.

For OTHER REQUESTS:

Specify the relationship of
your request for
funding to your
research/dissertation.

Budget:

Include estimated spending
by category (airfare,
lodging, food, etc.)

Airfare:		
Lodging:		
Food:		
Other:		
Subtotal	\$	-
Funding from other sources:		
Total Funding Request:	\$	-

Approval of DGS: _____