**GRADUATE STUDENT READING GROUPS APPLICATION FORM**

*Please delete accordingly*

### Section A

Name of Faculty Member (Reading Group Advisor [RGA]):  
Email:  
Department:  
Appointment:  
Period of current contract (dd/mm/yy to dd/mm/yy):

Have you applied/received funding from other NUS sources for this Reading Group? (*Yes/No)  
If yes, please state the amount received and source:

Name of Student Coordinator:  
Email:  
Registration Number:  
Department:  
Degree Type: *Masters/PhD  
Date of registration as graduate student:  
End date of candidacy:

Please indicate - Reading Group will be: *Department-based/Cluster-based

### Section B

(1) **Theme of Reading Group**

(2) **Project Description and Scope** *(400-800 words; attach additional sheet if necessary)*
(3) Initial Reading List (must include core readings)

(4) Meeting Schedule and Events (including proposed Invited Speaker if any)
(The venue, time and frequency of the meeting should be specified. We recommend meeting at least once every three weeks.)

(5) Initial list of participants (Name/Department)
(6) Budget Plan (up to S$800 only)

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount requested (S$)</th>
<th>Description of cost items and justification</th>
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</thead>
<tbody>
<tr>
<td>Books and other reading material for reading group discussions (to be shared among the reading group members)</td>
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<tr>
<td>Materials and Consumables [up to S$100] (please specify)</td>
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<tr>
<td>Invited speaker (up to 3 days of accommodation and per diem; reading groups may invite academic visitors already planning to come to Singapore to extend their stay to engage with the reading group)</td>
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<td>Total amount requested</td>
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</table>

Signature of applicant (RGA) and Date  
Signature of student co-ordinator and Date

Section C : To be completed by Head/Director/Steering Committee

(i) Application is supported/not supported* ( * please delete accordingly)
(ii) Comments (required):

Name and Signature: _______________________________  Date: ____________

Section D : To be completed by Vice-Dean (Graduate Studies)

(i) Application is approved/not approved* ( * please delete accordingly)
(ii) Comments:

Signature: _______________________________  Date: ____________________
GUIDELINES FOR FUNDING OF GRADUATE STUDENT READING GROUPS

A maximum of S$800 is available for each funding application. The reading group is fundable for FY2014 only. There will be no rollover of funds. All funds are to be used by 1 March 2015.

One call for applications will be made per year for reading group funding. The current deadline for applications is 14 April 2014. Funding is open to all FASS departments and Research Clusters. Interested graduate students should apply through an NUS full-time tenure-track staff (who will be the Reading Group Advisor [RGA]) using the prescribed application form. A graduate student representative will serve as the student co-ordinator for the reading group. The graduate student co-ordinator must be from the same department/programme/research cluster as the RGA.

The guidelines for funding are as follows:

- Purchase of books and other reading material for reading group discussion to be shared among the reading group members
- Materials and consumables other than reading material (up to S$100)
- Invited speaker (up to 3 days of accommodation and per diem; it is envisaged that reading groups may invite academic visitors already planning to come to Singapore to extend their stay to engage with the reading group).

The reading group is required to submit a summary report (including a brief description of the thrust of the discussion, readings used, list of participants and expenditure at each meeting) using the prescribed form no later than 1 month following the last meeting of the reading group, or by 30 April 2015, whichever is earlier. The completed report (endorsed by the RGA) should be forwarded to the Graduate Studies Division (Attention: Ms Low Hooi Han, faslowhh@nus.edu.sg) for approval.