2013-14 APPLICATION DEADLINES

- ☐ Friday, Apr 19, 2013 - Summer 2013 Research & Travel
- ☐ Friday, Sept 13, 2013 - Fall 2013 Research & Travel
- ☐ Friday, Nov 8, 2013 - Spring 2014 Research & Travel
- ☐ Friday, Jan 31, 2014 - Spring 2014 Research & Travel
- ☐ Friday, Apr 25 2014 - Summer 2014 Research & Travel

Student Association & Geneseo Foundation
Undergraduate Research and Travel Grant Program (Rev. 08/12/2013)

As a part of its long-range allocation of student activity fees, the Geneseo Student Association has awarded $40,000 to the Undergraduate Research Grant Program. As in previous years the Student Association's allocation has been matched by the Geneseo Foundation, bringing total support for this year's program to $80,000.

The Geneseo Foundation, a nonprofit organization which accepts, administers and allocates private gifts to benefit SUNY Geneseo, will oversee the distribution of these funds by a subcommittee of the College Research Council.

The Research Grant funds are designed to aid undergraduates in the purchasing of supplies, equipment, and other expenses they might incur in their research project. The research travel grant funds cover travel to present research at professional or scholarly meetings.

The opportunity for undergraduate students to conduct research is a unique and rewarding experience for everyone involved. Geneseo currently has a strong tradition of providing such opportunities for undergraduates. The Undergraduate Research Grant Program will continue to further this tradition by providing worthy projects with funding.

ATTENDANCE AT A GRANT WRITING WORKSHOP PRESENTED BY THE OFFICE OF SPONSORED RESEARCH IS MANDATORY IN ORDER TO BE ELIGIBLE FOR FUNDING. FOR GROUP APPLICATIONS ONLY ONE REPRESENTATIVE FROM THE GROUP NEEDS TO ATTEND.

FOR GROUP APPLICATIONS, EACH APPLICANT IN THE GROUP MUST SUBMIT THEIR OWN APPLICATION FORM BUT ONLY ONE COPY OF THE PROPOSAL AND ANY OTHER ATTACHMENTS IS REQUIRED.
PLEASE STAPLE ALL FORMS AND ATTACHMENTS TOGETHER.

Name _____ G ID # _____

College Address _____

Home Address _____

College Phone _____ Graduation Date _____ GPA_____(minimum 2.5 required in major)

Amount of Support Requested $_____ E-mail _____

Title of Project _____

_____

Are you applying to other sources? If yes, please list _____

Department _____ Faculty Sponsor _____

Department Chairperson's Signature _____

Student Signature _____

NOTICE: IF THIS APPLICATION IS FOR FUNDS TO SUPPORT RESEARCH FOR ACADEMIC CREDIT AT AN INSTITUTION OTHER THAN SUNY GENESEO, YOU MUST FILL OUT A "PRE-APPROVAL FOR TRANSFER CREDIT" FORM (AVAILABLE FROM THE DEAN'S OFFICE) BEFORE ENROLLING WITH THE OUTSIDE INSTITUTION.

BEFORE SUBMITTING YOUR PROPOSAL, PLEASE MAKE SURE YOU HAVE COMPLETED THE "CHECKLIST FOR ALL PROPOSALS" AS WELL AS THE CHECKLIST THAT APPLIES TO THE TYPE OF FUNDING (RESEARCH OR TRAVEL) YOU REQUEST.

CHECKLIST FOR ALL PROPOSALS

- ❑ Are you a student enrolled full-time this semester?
- ❑ Please circle date of proposal writing workshop you last attended:

  Jan. 26, 2010 Sept. 7, 2010 Jan. 25, 2011 Sept. 6, 2011 Jan. 24, 2012
  Sept. 4, 2012 Jan. 29, 2013 Sept. 3, 2013 or met with the Director of Sponsored Research

- ❑ Minimum 2.5 GPA in major
- ❑ Do you have your Department Chair Signature?
- ❑ The original, signed, collated copy of both proposal and faculty support letter? Faculty support letters should discuss the specific role of the student(s) in research projects or presentations.

CHECKLIST FOR RESEARCH EXPENSE PROPOSALS

- ❑ Applied for or obtained IRB approval (human subjects) or IACUC (animal subjects), if necessary? (please refer to #5 under general guidelines)
- ❑ Obtained current price quotes for equipment and added appropriate shipping & handling costs?

IF ANY PORTION OF THIS PROJECT WILL BE CONDUCTED OFF-CAMPUS, PLEASE LIST THE LOCATION(S) AND APPROXIMATE DATES THAT YOU EXPECT TO BE AT THE OFF-CAMPUS SITE(S).

_____

_____

CHECKLIST FOR PRESENTATION/PERFORMANCE TRAVEL PROPOSALS

- ❑ Included confirmation of presentation acceptance for conference? If not, include in your proposal the date you expect to be notified.
- ❑ Does your travel budget adhere to stated allowances for auto, lodging and meals?

DATE OF MEETING _____ LOCATION _____

NAME OF MEETING/CONFERENCE _____

GENERAL GUIDELINES

1. Student may apply twice a year and the year begins with the summer deadline. A **maximum of $600** will be awarded to each undergraduate recipient per semester or summer.
2. Groups of 3 or more students applying together for the same project or presentation will be limited to a **total of $1,500.**
3. Students must be enrolled on a **full-time** basis.
4. Research projects must be **supervised by a faculty mentor** or sponsor.
5. URG funds may not be granted to fund stipends.
6. Research must conform to standards set by the Institutional Review Board for the Protection of Human Participants and Institutional Animal Care and Use Committee. Students using human or animal subjects for data collection need to include evidence that IRB or IACUC approval has been obtained or is being sought. Evidence of IRB or IACUC approval is required for those seeking support for travel.
7. A final report must be submitted to the Geneseo Foundation promptly after completion of the project.
8. **Submit original signed application with faculty support letter to Erwin 205.**

PRESENTATION or PERFORMANCE TRAVEL GRANTS

GUIDELINES FOR TRAVEL TO PRESENT RESEARCH RESULTS OR A PERFORMANCE AT A PROFESSIONAL MEETING OR SCHOLARLY CONFERENCE:

1. **Awards are competitive and decisions for funding will be based on the quality of your grant application**. Having a paper accepted, personal or career goals, and graduate school admission alone are not sufficient justification for funding. Please include a **one page rationale** to support your application which includes the following information:
   a. What was the purpose and significance of the research project?
   b. What was accomplished towards these goals?
   c. How will you be participating at the conference? Ex: presenter, poster session, panelist
   d. For GROUP travel applications, please provide additional justification by answering the following questions:
   - How will each student participate in the presentation or performance? Will they be making all or part of the presentation or performance or will they attend the meeting as a non-presenting co-author?
   - For travel for research presentations, what was each student's intellectual contribution to the project?
   - For travel involving performances, what was each student's creative contribution to the development of the performance and/or how will each student contribute to the final performance?

The Research Council reserves the right to limit the travel support for a single presentation or performance.
Your rationale must be written so that a student or faculty member outside of your major may understand.

2. For group applications, each student should submit their own application form including budget, but only one copy of the one-page rationale and other attachments (see below) is needed. Please staple everything together.
3. Include a copy of the letter or the e-mail confirming acceptance of your presentation or poster. If you have not yet received confirmation by the application deadline, please deliver it to Erwin 205 or email it to Anne Baldwin, baldwinA@geneseo.edu, as soon as possible, otherwise your award will be delayed.
4. All applications must be accompanied by a letter from an appropriate faculty sponsor describing the merit of the research and the significance of the conference.
5. Please include a detailed travel budget (below) with explanations to justify your budget requests. Please list all anticipated expenses (even if the total exceeds the current $600 maximum award).
6. Do not attach a copy of your presentation.
7. Please Note: For group applications where students DRIVE to the conference or meeting, generally only ONE student will be reimbursed for auto expenses (e.g. mileage, tolls, parking).
8.

Item	**Explanation**		**Description**	**Total**
Air, train, bus				$
Auto			@ $0.22 a mile	$
Tolls				$
Parking				$
For lodging costs, on the Lodging 1 line please indicate A) the # of students sharing the room, B) the total cost of the room per night (including applicable taxes), and C) the actual cost per student per night. Use the LESSER of the actual cost per student per night (C) or $70 per night for your calculations in the Lodging 2 line.				
Lodging 1	A) Total room cost (with taxes) per night: $	B) # of students sharing room:	C) Actual cost per student per night (A ÷ B): $	
Lodging 2			@ $_____ a night	$
Meals			@ $31 a day*	$
Conference Registration				
Other				$
	*the per diem for meals should be broken out at $7 for breakfast, $9 for lunch, and $15 for dinner, as appropriate.		**TOTAL**	$

RESEARCH EXPENSE GRANTS

GUIDELINES FOR GRANTS FOR SUPPLIES, EQUIPMENT, RESEARCH-RELATED TRAVEL, AND OTHER EXPENSES TO BEGIN OR CONTINUE A RESEARCH OR CREATIVE PROJECT:

1. **Awards are competitive and decisions for funding will be based on the quality of your grant application**. Having a paper accepted, personal or career goals, and graduate school admission alone are not sufficient justification for funding. You must respond to all questions in #2 and #3 below and it should be 3-5 pages in length to provide the review committee with adequate information.
2. Please include a **detailed rationale** to support your proposal which includes the following information:
   a. What is the purpose of your project? *(hypothesis, thesis, objective)*
   b. How are you doing the project research? *(methodology, procedures, research strategies, etc.)*
   c. Indicate the specific role of each student in the project (e.g. what specific experiments or activities will the student(s) be responsible for?)
   d. What is your timetable?
   e. What are the expected conclusions or results of your project? (What do you hope to find out and/or accomplish?)
   f. Why should you receive Student Association/Geneseo Foundation funds for this project?

   Your rationale must be written so that a student or faculty member outside of your major may understand.
3. Include supporting documentation as it applies to your proposal:
   a. Examples of research "tools," if applicable *(Include, when appropriate, questionnaires, surveys, interview questions, lists of collections or archives you intend to utilize, etc. and explain how these address the purpose of your research)*
   b. Verification of your ability to do the research *(appointments for interviews, availability of needed equipment, contact with archivists to discuss accessibility of collections, etc.)*
   c. Equipment - *(**current price quote including S & H**, explanation of equipment, what it is used for, and appropriate shipping and handling costs. Demonstrate that equipment is not otherwise available, integral to the research, too inaccessible to borrow and would enhance student academic pursuits beyond your project)*
   d. References – (*cite works used in developing your proposal*)
4. All applications must be accompanied by a letter from an appropriate faculty sponsor specifically endorsing the merit and plausibility of the proposal and outlining both student and faculty sponsor roles.
5. Please include a detailed project budget with explanations to justify your budget requests. ***Budget allowance for duplicating is $0.05 per copy with $100 maximum.***
6. Travel expenses for trips to conduct research (e.g. to travel to an archive or library or to conduct field research) are allowed under the Research Grant category. Please follow the limitations for travel expenses noted on Page 3 (Presentation or Performance Travel Grants) as follows: auto $0.22/mile; for lodging use the lesser of the actual per-night student cost or $70/night; meals $31/day (broken out at $7 breakfast, $9 lunch, and $15 dinner, as appropriate).

Item	**Explanation**	**Description**	**Total**
			$
			$
			$
			$
			$
	TOTAL		$

Please direct any questions to: Anne Baldwin, Director of Sponsored Research, 245-5547, Erwin 205, baldwinA@geneseo.edu