SUNY Geneseo
Graduate Student Research and Travel Grant Program (Rev. 08/12/13)

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

Graduate Student Research and Travel Grants support graduate student research and conference participation in conjunction with a faculty member. Graduate students currently enrolled in any of Geneseo's graduate programs are eligible to apply. Students may apply twice a year and the year begins with the summer deadline. The maximum award is $600 per semester or summer. Graduate Student Research Grant funds are designed to aid graduate students in the purchasing of supplies, equipment, and other expenses they might incur in their research project. Graduate Student Travel grant funds cover the costs of travel to present research at professional or scholarly meetings. Travel costs to attend a meeting without a presentation component will not be supported. Graduate students must attend one Proposal Writing Workshop (offered twice a year) or meet individually with the Director of Sponsored Research prior to submitting an application.

Applicant Information

Name	Geneseo ID #
College Address	
Home Address (if different)	
Phone	Email
Graduate Program	Anticipated Date of Completion

Project/Presentation Information

Title of Project or Presentation
Amount of Support Requested $ (Maximum is $600)
Are you applying to other sources of funding? If yes, please list

Faculty Sponsor Information

Name	Department	Email

Signatures

_____ _____ Signature of Dean or Dept Chair Date	_____ _____ Signature of Applicant Date

SPONSORED RESEARCH USE ONLY

Signatures for Out-of-State and Foreign Travel

_____ _____ Signature of Provost Date	_____ _____ Signature of President Date

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 graduate student enrolled in one of Geneseo's graduate programs this semester?
☐ Do you have your Dean (Accounting and Education Programs) or Department Chair's (Speech-Language Pathology Program) Signature?
☐ Do you have a letter of support from your program advisor or faculty sponsor?
☐ The original signed copy of the application forms and attachments?

☐ Please check the date of proposal writing workshop you last attended: ☐Jan. 26, 2010, ☐Sept. 7, 2010, ☐January 25, 2011, ☐Sept. 6, 2011, ☐ Jan. 24, 2012, ☐ Sept. 4, 2012, ☐ Jan. 29, 2013, ☐ Sept. 3, 2013
☐ Met with the Director of Sponsored Research individually; Date: _____

CHECKLIST FOR RESEARCH PROPOSALS

☐ Have you included your 3-5 page detailed rationale?
☐ Applied for or obtained IRB approval (human subjects) or IACUC (animal subjects), if necessary? (please refer to #4 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 CONFERENCE TRAVEL PROPOSALS

☐ Have you included your one-page rationale (see below)?
☐ Have you included confirmation that your presentation has been accepted for the 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(S) OF MEETING	LOCATION
NAME OF MEETING/CONFERENCE	

GENERAL GUIDELINES

1. A **maximum of $600** will be awarded to each graduate student recipient per semester
2. Research projects must be **supervised by a faculty mentor** or sponsor.
3. Funds may not be granted to fund stipends.
4. Research must conform to standards set by the Institutional Review Board for the Protection of Human Subjects (IRB) and Institutional Animal Care and Use Committee (IACUC). 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.
5. A final report must be submitted to the Geneseo Foundation promptly after completion of the project.
6. **Submit the original signed application only to the Office of Sponsored Research, Erwin 205, by 4:00 PM on the deadline date.**
7. Please direct any questions to: Anne Baldwin, Director of Sponsored Research, 245-5547, Erwin 205, baldwinA@geneseo.edu

TRAVEL GRANTS

GUIDELINES FOR TRAVEL TO PRESENT RESEARCH RESULTS AT A PROFESSIONAL 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
   Your rationale must be written so that a student or faculty member outside of your major may understand.
2. 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 indicate when you expect to receive the confirmation and bring a copy of it, along with your receipts, when you submit them for reimbursement.
3. 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.
4. Please include a detailed travel budget (below) with explanations to justify your budget requests.
5. Do not attach a copy of your presentation.

TRAVEL BUDGET

Item	**Explanation**	**Cost or Rate**	**Total**
Plane, Train or Bus Ticket			$
Auto		miles@ $0.22/mile	$
Tolls			$
Parking			$
Lodging		nights @ $70/night or the actual cost, whichever is less	$
Meals		days @ $31/day*	$
Conference Registration			$
Other			$
TOTAL	*the per diem rate for meals should be broken out at $7 for breakfast, $9 for lunch and $15 for dinner, as appropriate.		$

RESEARCH GRANTS

GUIDELINES FOR PURCHASE OF SUPPLIES, EQUIPMENT AND OTHER EXPENSES TO BEGIN OR CONTINUE A RESEARCH PROJECT:

1. **Awards are competitive and decisions for funding will be based on the quality of your grant application**. Having a paper accepted, or personal or career goals alone are not sufficient justification for funding. You must respond to all questions in #2 and #3 below and your response 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. What is your timetable?
   d. What are the expected conclusions or results of your project? *(What do you hope to find out and/or accomplish?)*
   e. Why should you receive funds for this project?

   Your rationale must be written so that a student or faculty member outside of your program may understand it.
3. Include supporting documentation as it applies to your proposal:
   a. Examples of research "tools," if applicable *(Include, when appropriate, questionnaires, surveys, interview questions, 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, 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.*** *For any travel related to your research use allowance guidelines as follows: auto $0.22/mile; lodging $70/night or the actual cost, whichever is less; meals $31/day (broken out at $7 breakfast, $9 lunch, $15 dinner, as appropriate).*

RESEARCH BUDGET

Item	**Explanation**	**Cost or Rate**	**Total**
			$
			$
			$
			$
			$
TOTAL			$