

GRADUATE STUDENT RESEARCH GRANT PROGRAM

In 2004, the Graduate Studies Office announces a new grant program funded by the Lilly Intellectual Capital Initiative to make funds available to support graduate students in independent faculty guided research efforts in all disciplines. These are competitive student awards based on merit. The director of Graduate Studies and Sponsored Research will administer the grants. **Graduate Student Research Grant proposal must be written by the student applicant.** The following guidelines serve to administer Graduate Student Research Grant funds.

Eligible Applicants

Applicants must be admitted to a USI graduate program, be in good academic standing, and be enrolled in graduate class(es) the semester of application.

Eligible Activities

The Graduate Student Research Grant Program supports and encourages a variety of graduate efforts in research. Reviewers will consider projects providing evidence of innovative endeavors in any academic discipline. Proposals from students to initiate, continue, or complete projects are eligible for funding. At this time, the Graduate Student Research Grant Program is unable to fund salaries, meeting registration fees, or travel to professional meetings. Funding for meeting registration fees or travel to professional meetings is available through the Graduate Student Travel Grant Program.

Procedures

Graduate Student Research Grant Committee. The Graduate Student Research Grant Committee will be chaired by the director of Graduate Studies and Sponsored Research. Voting members of the committee will consist of the graduate faculty representative from each school serving on the Graduate Council (5 members total). The committee will be responsible for reviewing proposals submitted for funding and for recommending to the director which proposals should be funded. The Director of Graduate Studies and Sponsored Research will make the final decision on awards.

Faculty Sponsor. The faculty sponsor recommends the proposal and the project for funding, signs the cover sheet validating that the project and the proposal are the student's original work, and writes a letter of support/recommendation for the student. Faculty sponsors will review the proposal and provide feedback to the student before student submission.

Proposals. Copies of the policy guidelines, proposal directions, and final report form will be available from the Graduate Studies Website: <http://www.usi.edu/gradstud/index.asp>. When preparing a proposal, applicants must follow the proposal guidelines. All funded projects involving human subjects must receive IRB approval before monies may be disbursed (see <http://www.usi.edu/gr&res/form.asp>).

Deadlines and Decisions. A call for proposals will be issued for both fall and spring semesters. Student applicants should submit one original paper proposal (with original signatures), one copy, and one electronic version in Word or Word Perfect to the Sponsored Research Office

(WA 104K; Email for electronic version: gssr@usi.edu) by or before 4:30 PM on Friday of the eighth week of classes during fall and spring semesters. The Graduate Student Research Grant Committee will evaluate proposals and the director of Graduate Studies will notify applicants of decisions by letter, usually within two weeks following the proposal deadline each semester. Proposals may be funded for the full amount or some other appropriate level. The Graduate Student Research Grant Committee is not obligated to award all available funds.

Review Criteria.

Project merit, based on persuasiveness of proposal; relevance to course of study; potential to add to body of knowledge or potential benefit to broader community; potential for student development; learning impact; achievement toward educational goals, likelihood of completing project in time allotted, and proposal clarity will be essential factors in award decisions.

Start-up. Graduate Student Research Grant recipients must work with the director of Graduate Studies and Sponsored Research and the Accounting Office to establish the necessary grant account and budget categories before the start of the funding period. The director of Graduate Studies and Sponsored Research will act as fiscal agent.

Duration and Award Limitations. Proposals must include anticipated starting and ending dates. In general, proposed projects should start before the next proposal submission deadline and be completed within one calendar year after the proposed starting date. When circumstances beyond the control of the award recipient(s) make it impossible for a project to be completed within the allotted time, an extension may be requested by submitting to the Director of Graduate Studies a progress report and an explanation of the basis for the proposed extension. If the extension is not approved, the balance of the award will be forfeited. The committee anticipates making awards up to a maximum of \$1000 per project.

Final Reports. Within one month after the proposed ending date for a project, award recipients will submit a completed final report form to the director of Graduate Studies and Sponsored Research. New proposals from a past recipient will not be considered until a completed Final Report including information on outcomes has been submitted for all projects in which the applicant has been involved.

Publicity and Acknowledgments. The Graduate Student Research Grant Committee may publicize awards and results of projects. Recipients will acknowledge the Graduate Student Research Grant Program when a funded proposal leads to presentation or publication of a paper, performance or exhibition of creative work and will provide a copy to the David L. Rice Library Archives.

Annual Review. Annually the Provost, with assistance from the director of Graduate Studies and Sponsored Research, will review the disbursement and products of the Graduate Student Research Awards.

Other Considerations

Conflicts of Interest. No Grant Committee member will be allowed to vote on a proposal of which he or she is a sponsor.

Alternate Funding Sources. If applicants have an alternate or related funding source, it should be identified and the proposal should indicate whether the proposed project is contingent upon the availability of funds from other sources. The Graduate Student Research Grant Committee may advise the applicant to seek alternate funding.

Financial Gains. Recipients must comply with University policy regarding intellectual property management.

Calls for Proposals. At the beginning of the Fall and Spring Semesters the Graduate Studies Office will announce the funds available and call for proposals. Unless otherwise specified, proposal deadlines will be 4:30 PM on the 8th Friday of Fall and Spring Semesters.

NOTE: Information on the Graduate Student Research Grant Program and Graduate Student Research Committee can be viewed at <http://www.usi.edu/gradstud/>.

Proposal Guidelines Graduate Student Research Grants

Student applicants submitting a proposal for a Graduate Student Research Grant will follow the directions below. The student applicant must write the grant proposal him/herself. Proposals will consist of a GSRG cover sheet, budget page, budget narrative, project narrative, student résumé, and letters of support. Submit one original paper proposal (with original signatures), one copy, and one electronic version in Word or Word Perfect to the Sponsored Research Office (WA 104K; Email for electronic version: gssr@usi.edu) by or before 4:30 PM on Friday of the eighth week of classes during fall and spring semesters.

A. Directions:

1. Use the GSRG cover sheet and budget form provided.
2. For project description narrative questions, reproduce the questions with the answers and number all pages 1-5 in lower right corner.
3. Use 12 pt. font, all margins not less than one inch; single space; maximum 5 pages.
4. Complete the budget form and budget narrative; use the budget narrative to explain how you arrived at the budget figures. See section B. below for allowable and unallowable costs
5. Attach two signed letters of support from faculty in your graduate program: one must be written by the faculty sponsor.
6. Assemble the application in the following order:
 - Cover sheet
 - Budget & budget narrative (can be on same page if they will both fit)
 - Narrative (5 pages maximum)
 - Student Resume
 - Letters of support
 - Appendix (class assignment if required)

B. Budget (1 page maximum) allowable costs

1. Supplies and materials
2. Travel to research site(s)
3. Minor equipment
4. Professional services
5. Publication costs

List sources, amounts, and dates if applicant is receiving or applying for funds from other sources. Research Grant support constitutes substantial university support for intellectual property purposes.

C. Budget Narrative (1 page maximum)

Explain how you arrived at your budget figures

D. Narrative questions (reproduce the questions with the answers) [5 pages maximum]:

1. Describe the problem you intend to investigate and state the purpose of the investigation. What research question are you attempting to answer or hypothesis are you testing? If the project was part of a class assignment, attach a copy of the assignment as Appendix A). If applicable, include a short literature review as Appendix B—if it is not applicable, explain why in this section.)

2. Describe the methodology you propose to use to conduct the project.
3. What results do you hope to achieve?
4. Describe in detail how you will analyze your data (if applicable).
5. How will you evaluate the success of your project?
6. What plans do you have to disseminate the results of this project, to whom and how?
7. How will conducting this project help you achieve your goals as a graduate student?

E. Student Résumé (1 page)

Each student applicant will submit his/her résumé (1 page). Include any previous grant awards.

Application for Graduate Student Research Grant (GSRG Cover Sheet)

(Submit original, one copy, one electronic version to SRO, WA 104K;
gssr@usi.edu by 4:30 PM Friday of 8th week of classes Fall and Spring)

Applicant Name _____

Applicant Email _____ Phone (daytime) _____

Graduate Degree Program _____ Year Admitted _____

Projected Graduation Date _____ Amount Requested _____

Proposed Project Start Date _____ Project End Date _____

Proposal Title _____

Proposal Submission Date _____

Faculty Sponsor Name _____

Faculty Sponsor Signature _____

Faculty Sponsor signature signifies that (a.) the student wrote the proposal, and (b.) the sponsor endorses the grant proposal and the project.

Graduate Program Director/Coordinator's Signature _____

Dean's Signature _____

Abstract (200 word maximum):

GSRG Budget

(Specify N/A for any category for which funds are not requested.)

	Amount Requested
Supplies and Materials	
Travel to Research Site(s)	
Minor Equipment	
Professional Services	
Publication Costs	
TOTAL	

For Budget Narrative: itemize, give unit costs as well as subtotal; specify how you arrived at the figures in the budget.