

# ESF GRADUATE STUDENT ASSOCIATION

## Research Grant Application



*Administered through the Graduate Students Scholarship Excellence Program*

**Submit this document as an electronic copy with required signatures to the GSA Grants and Awards Committee (gsa@esf.edu).**

### A. Submission

Semester of Application

Year of Application

Have you previously received a GSA administered Research Grant?      Yes      No  
 If yes, which year?

### B. Applicant

Name

Email (esf.edu)

Phone/Cell

ID Number

Degree

Department

Advisor

Advisor Email

Graduation Date

### C. Proposal

Title

IRB Approval Required?      YES      NO

Human Subjects?      YES      NO      IRB#

Animal Subjects?      YES      NO      IRB#

If selected for funding, the Graduate Student Association has my permission to use my proposal as an example in training exercises and to post my proposal online for viewing on the GSA website. I understand that all personally identifying information will be removed before my proposal is uploaded or used as an example. I also understand that the selection of either option below will not affect the eligibility of my application for selection.

YES      NO

**D. Signatures**

By signing this document, I agree to all the terms and conditions of the Graduate Student Association (GSA) Research Grant Program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As the faculty advisor for this applicant, I certify that I have read the attached proposal. The work described herein is academically sound and I am academically responsible for this student. By signing below, I confirm my understanding that the student, if funded, is required to submit a final report to the Graduate Student Association Senate.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

***See the Research Grant Proposal Guidelines document on the GSA website (<http://www.esfgsa.com/>) additional information.***

**Abstract** (350-word limit)

The abstract should provide a summary of the project, including the nature of the project, the execution and significance of the work. The Abstract should be written in layman language to be understood by an informed audience of graduate student reviewers from a variety of backgrounds. The applicant should avoid the use of discipline specific language within the text of the Abstract.

**Project Description** (4-page limit)

The Project Description should provide a clear description of the work being undertaken by the applicant, including but not limited to:

- Background information needed to understand the project
- The overall significance of the project
- How the proposed project differentiates from current work in its field or describes a novel problem or provides a solution
- Clearly state the goals of the proposed project and include a general plan of activities that will be undertaken to achieve these goals
- Detail and justify the research methods to be used, including research hypotheses and a plan for data analysis (statistical tests, etc.), and expected results.
- How results will be disseminated (e.g. conference presentations, journal publications, thesis, etc.)

**Literature Cited** (no page limit)

The proposal should include appropriate references to the work cited in the body of the Project Description. Literature should be cited using an approved citation style for your discipline.

**Budget** (1-page limit)

The budget **must** be in tabular format and should include the following information:

- Cost breakdown for all items / travel necessary to conduct the project, include source
- Cost of equipment that cannot be acquired on loan (justification should be provided)
- Source of matching funds, including personal funds
- A specific reference to what items / travel GSA funds will cover

When the budget total for the project exceeds the amount requested from this grant, the applicant should show how the remaining funds will be obtained, including use of personal funds. Existing equipment or items necessary for the project should be indicated as provided by your lab/department wherever applicable. If equipment needs to be purchased, this equipment will become the property

of SUNY-ESF. The budget may include any salary expenses but must not be charged as these cannot be paid by the grant. In case of items that cannot be funded, the award letter will state which items do not qualify for GSA funding and the applicant will be offered to accept a revised award.

Sample budget table (Request maximum from GSA = \$500)

<b>Item</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Sub Total</b>	<b>Source of funding</b>
<b>General</b>				
Plant material (Sheffield Seed company)	100	\$2.23	<b>\$223</b>	<b>GSA grant</b>
<b>Laboratory Analyses (performed by ESF soils lab)</b>				
Soil organic matter	60	\$0.59	\$35.40	NYS grant
Soil phosphorus	60	\$2.27	\$136.20	NYS grant
Soil sulfur	60	\$0.30	\$18	NYS grant
<b>Travel (ESF personal vehicle reimbursement rate)</b>				
Transportation to field site (Syracuse- Rochester)	172.5 miles round trip (miles total)	\$0.575/mile	<b>\$99.18</b>	<b>GSA grant</b>
<b>TOTAL</b>			<b>\$511.78</b>	
<b>Total requesting from ESF GSA</b>			<b>\$322.18</b>	

### **Budget Justification** (2-page limit)

This section **must** start on a separate page from the actual budget. The budget justification should clearly state how **each item** in the budget will be used towards the completion of the project and should also include an explanation on why any equipment needs to be purchased and the steps taken to ensure that it was not available on the SUNY-ESF campus. The applicant should justify **all** items listed in the budget. List any faculty/staff that were contacted during the process. Not doing so will render the proposal non-compliant and it will be removed from the review process.

**Timeline** (*1-page limit*)

This section should detail which activities have been performed already and which are planned. It should also make the feasibility of the project evident based on the methods needed to complete the research and indicate what activities are covered by GSA Research Grant funding.

**Example 1:**

Summer 2019 Project Tasks

Month	January-April 2019	May 2019	June 2019	July-August 2019	September-October 2019
Research Goals	Design experiment, complete coursework	Collect field samples	Prepare field samples for analysis	Deliver samples to laboratory for analysis	Analyze data
Writing Goals	Annotated bibliography (completed)	Literature review			Prepare manuscript and GSA report

**Example 2:**

Activities - 2019	May-June	July-August	Sept-Oct
Site Prep	X		
Field work	X	X	
Data			X
GSA Report			X

**Curriculum Vitae** (*5-page limit*)

A professional Curriculum Vitae (CV) of the applicant should also be included in the proposal. The CV should be able to convey relevant information about the applicant's ability to complete the proposed project. The CV should include:

- Name and contact information
- Anticipated date of graduation
- Professional / teaching experience

- Other skills relevant to the project
- List of publications / presentations
- Relevant courses

### **Appendix** *(no page limit)*

We encourage that the proposal includes an Appendix to provide additional information related to the project and may be unfamiliar to the grant reviewers.

Appropriate appendix items include but are not limited to:

- Figures
- Study area maps
- Designs for artwork
- Letters of collaboration or support
- Permission letters for access to data
- Questionnaires approved by IRB (Institutional Review Board)

The Appendix should **not** be an extension of the Project Description. Inclusion of information that should be in the Project Description section may render the applicant noncompliant. Letters of reference should not be included in this section.

### **Glossary** *(2-page limit)*

The applicant is strongly encouraged to include a glossary of terms used in the Abstract / Project Description. Words described in the Glossary should be bolded only in the first instance in the text of the Project Description.

### **Resubmission Reviewer Comments and Summary Statement** *(no page limit)*

If an applicant has previously been denied funding, the Review Committee will have provided a copy of the comments from the reviewers. A copy of these comments **must** be included when submitting a proposal. If an applicant has more than one resubmission, he or she **must** include copies of **ALL** comments received from **each** review in subsequent submissions. On the page following the comments, a resubmission statement is to be included summarizing how the concerns were addressed and responses to the comments if no changes were made. **A graduate student may only receive 1 research grant or a maximum of \$1000 from GSA during their academic career at ESF.**