



Graduate Student Association Research Grant Guidelines

Administered through the Graduate Students Scholarship Excellence Program

Purpose

The GSA Research Grant supports ESF graduate students in conducting research or carrying out academic projects by providing funding for essential project-related expenses. The grant is intended to help students advance their research, gain practical experience, and contribute to their research field. For more information, see the **Eligible Activities** section below.

Availability of Funds

The GSA has funds available for the **Fall 2025 – Spring 2026** period. Students may apply for funding for research activities taking place between **September 1, 2025 – May 10, 2026**.

- **Application deadline: November 15, 2025**
- **Maximum request per student: \$1000**

The GSA distributes funds across multiple applicants; some requests may only be partially funded depending on the number of submissions received.

Student Eligibility

The Research Grant is open to all graduate students currently enrolled in a degree program at SUNY-ESF. Applicants must be in good academic standing at the time of application and throughout the duration of the funded activity. The applicant is considered the Principal Investigator (PI) for the proposed project. Students who have previously received funding for the same project are not eligible to re-apply.

Eligible Activities

This grant supports research-related costs that directly contribute to the applicant's project. Eligible expenses include materials, supplies, specialized equipment, and project-related travel necessary to conduct the research. Equipment purchases require proof that the item is unavailable elsewhere on campus or through loan programs.

Use of humans as test subjects

Regardless of the nature of the project, if human subjects are involved (whether it is medical testing, photography, personal interviews, etc.), the PI **must** contact the Assessment Office for Institutional Review Board (IRB) approval. If the applicant has obtained IRB approval, the approval number should be provided on the Application Form. In the case of proposals where IRB approval has been applied for, but not obtained, the PI may submit the proposal; funds will



not be dispersed until the Review Committee has been provided with the IRB approval information.

Use of non-human animals as test subjects

In case of projects where data will be collected on non-human animals, the PI is required by law to obtain the approval of the Institutional Animal Care and Use Committee (IACUC). If the PI has obtained IACUC approval, the approval number should be provided on the Application Form. In case of pending approvals, the proposal may be submitted but funds will not be dispersed until the Review Committee receives the IACUC approval number from the PI.

This grant cannot be used for expenses related to conferences, meetings, food, or professional development activities (See GSA Travel and Professional Development Grants).

All activities funded through this grant must take place between **September 1, 2025, and May 10, 2026**.

If you have questions about eligibility email GSA (gsa@esf.edu) or ikrsteska@esf.edu

Resubmissions

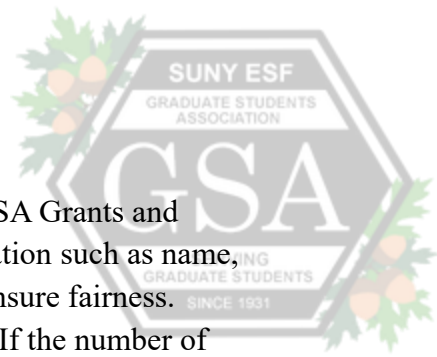
If a PI is denied funding, the Grant and Awards Committee will provide a copy of the comments from the reviewers upon request. This document will comment on the strengths and weaknesses of the proposal. Since the composition of the review committee changes every year, PIs must include a copy of these comments if resubmitting a proposal. If a proposal has been resubmitted more than once, the applicant must include copies of all comments received from each review in subsequent submissions. If a copy of the comments is not included, the resubmitted proposal will be considered non-compliant and removed from the review process.

PIs are encouraged to revise their proposal and address the concerns of the review committee before resubmission. PIs are expected to include a statement summarizing how the concerns were addressed and responses to the comments if no changes were made. Due to the varying amount of feedback provided by the reviewers, there is no page limit for this statement.

Submission

Applications must follow the official document posted for each grant program and include all required components, including a detailed budget. Incomplete applications will not be considered. Completed applications should be submitted electronically as a single PDF document to the Graduate Student Association at gsa@esf.edu by the published deadline. Late submissions will not be accepted.

Selection Process



Applications will be reviewed shortly after the submission deadline by the GSA Grants and Awards Committee in collaboration with ESF faculty. All identifying information such as name, degree program, advisor, and department will be removed before review to ensure fairness. Proposals are first screened for completeness and then evaluated for content. If the number of applications exceeds available funds, proposals will be ranked based on the strength of the application and the applicant's assistantship funding status. Priority will be given to students who submit strong proposals and who are not currently supported by assistantships.

Award Determination

Once funding has been approved, the committee will determine the final award amount based on the budget submitted with the application. Items that do not comply with GSA requirements will be removed from the award. In order to distribute funds equitably, GSA distributes funds across multiple applicants; some requests may only be partially funded depending on the number of submissions received.

Reimbursement

Awards are issued as reimbursements. Recipients must submit receipts for all GSA-funded expenses along with a final report before reimbursement will be processed. Reports and receipts should be submitted as soon as possible, ideally within two weeks of the activity's completion, to expedite processing. Reimbursements may take four to six weeks to be issued through the Business Office in Bray Hall. **Any awards not claimed by May 30, 2026, will be forfeited.**



Final Report Requirements

Recipients must submit a final report electronically to gsa@esf.edu before reimbursement will be processed. Failure to provide the required report and documentation may result in delayed or denied reimbursement.

Your report must include:

- **A cover page**
- **Summary of research outcomes:** A concise and informative section outlining the results of the research at the time of submission. This must include **Results** and **Discussion** sections that align with the research described in the original proposal. While data analysis may still be in progress, summary data and figures from the portion of the project funded by the grant must be presented. Sections should be concise but clearly convey major findings and the significance of the research. Pictures or figures may be included to illustrate work conducted with grant support.
- **Dissemination of results:** A description of any dissemination activities, such as presentations, posters, manuscripts in preparation, or other scholarly communications.
- **Budget report:** A complete tabulated budget (using the example budget) including:
 - How GSA funds were spent
 - Other funding sources used
 - Any out-of-pocket expenses
 - Receipts for all purchases