SUNY College of Environmental Science and Forestry (SUNY-ESF)
Graduate Student Association (GSA) Senate
Fall Research Grant Proposal Guidelines 2022-23

Purpose

The Research Grant Program of GSA is intended to support **research and/or project expenses** such as materials, travel expenses, lodging, flight tickets, etc. for current or new projects conducted by graduate students at SUNY-ESF.

Availability of Funds

The maximum amount that a principal investigator (PI) can request for a research grant is $500. The applicant for this grant is considered as the PI. The Grant Committee may, at their discretion, adjust the amount based on availability of funds within the Research Grant program. Equipment can be purchased using this grant if the PI can provide sufficient proof that the equipment does not exist on the SUNY-ESF campus or is not available on loan at a lower cost. This grant cannot be used for expenses related to conferences, meetings, or professional development (See GSA Travel Grants). The purchase/travel must be between September 1st, 2022 and April 30th, 2023.

Due Dates

The due date for the submission of Research Grant proposal for Fall 2022 semester is:

<p style="text-align: center">December 10th, 2022 by 11:59 pm</p>

Proposal Preparation

Please refer to the document titled "Grant Proposal Application" for requirements regarding proposal submission, formatting, and contents. Proposals **not** meeting the requirements for submission, formatting, or content will be considered **non-compliant and will be removed from the review process.**

Eligibility

The research grant is open to all students who are enrolled in a graduate program at SUNY-ESF. The PI must be a registered graduate student (as defined by the Academic Policies in the SUNY-ESF Academic Catalog) during the semesters when applying for the grant and conducting the research. If a proposal has been awarded in a previous funding cycle, PIs cannot re-apply for funding for the same project.

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.

Resubmissions

If a PI is denied funding, the Grant Committee will provide a copy of the comments from the reviewers. This document will comment on the strengths and weaknesses of the proposal. Since the composition of the review committee changes every semester, PIs **must** include a copy of these comments 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. 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. Because the amount of feedback provided by the reviewers can vary, there is no page limit for this statement.

Reimbursement

Once a proposal is selected for funding, the Grant Committee will determine the amount of funding based on the budget included in the proposal. The award amount may be adjusted based on available funds, and items not in compliance with GSA requirements will be removed from the award. The Research Grants are administered through reimbursements. Recipients should conduct their research, purchase their supplies, and submit receipts representing the total cost of GSA-funded costs to the GSA Grant Committee Chair for reimbursement. Mileage can be refunded by submitting a State Travel Expense Worksheet found at the ESF Office of Business Affairs (http://www.esf.edu/business/travel.htm).

Recipients should submit their documents as soon as possible after research is completed to expedite the refund process. **Awards not claimed by May 30th, 2023 will be forfeited.**

Final Report

Each recipient **must** submit a final report electronically to gsa.esf@gmail.com along with copies of receipts. Refund requests lacking a final report will not be processed. The final report should include:

- A cover-page
- A concise and informative section outlining the outcome of the research at the time of submission of the Final Report. This must include sections for Results and Discussion that fit with the research outlined in the proposal. A PI will likely be in the process of analyzing data; however, some summary data and figures from efforts funded through this grant must be presented. Results and Discussion sections are not expected to be extensive but should concisely relate the major findings and the significance of the research conducted. Pictures can be included as figures to illustrate efforts funded by this grant.
- A report on dissemination of results
- A complete tabulated budget report (using example budget) for the actual cost of the project including;

  - ✔ how GSA money was spent;
  - ✔ other sources of funding that were utilized
  - ✔ how much out of pocket expenses were incurred

Failure to provide proof of underline research grant expenditure documentation and the final report can result in (but is not limited to) a ban from all future GSA grants. Reimbursements may take 4-6 weeks depending on the Business Office located in Bray Hall.

Grants and Awards Committee

Contact Information	
GSA Vice President of Grants and Awards/Chair of the Grants and Awards Committee	
Anindita Paul	**apaul05@syr.edu**
Grants and Awards Committee Members(Until Further Notice)	
Shayan Mirzabeigi	**smirzabeigi@esf.edu**
Makayla Light	**mlight@esf.edu**