

## Graduate Student Research Fund

With the assistance of the Provost's Office and the ISU Foundation, the College of Graduate and Professional Studies has established a Graduate Student Research Fund to support and encourage student research, creativity, and professional activity under the guidance of sponsoring faculty advisors. Graduate students in degree programs are invited to apply for funding to assist with research activities/supplies or dissemination of research through such activities as presenting at a professional conference related to a student's enrolled program.

### Deadlines

The priority deadline for applications is noon September 30th for Fall/Spring grants and noon February 1st for Spring/Summer grants—or the first business day thereafter.

### Eligibility

Any currently enrolled graduate student who is working toward a graduate degree may apply. Full-time faculty who are simultaneously enrolled in a graduate program may not apply. Students may submit only one request per semester. Students may receive only one award per academic year. All proposed travel must occur prior to the student's date of commencement.

### Application Process

Student should submit the following materials electronically as single Adobe PDF file with the **materials organized clearly in the order laid out below**. **Note: applications over the page limit, missing requirement information, or out of order will likely be rejected.**

### Research Awards

**The following is for proposals to support research activities (not including travel to conferences to disseminate research findings). MAXIMUM AWARD IS \$700**

1. A brief 2-5 page **proposal** to the Dean of the College of Graduate and Professional Studies that includes
  - a. **Student name, program, campus address** (including email and phone number), **start term** (e.g. spr10, fall10, sum2011), and **991 number**.
  - b. **Faculty sponsor**. The faculty sponsor must be a regular member of the ISU Graduate Faculty and the advisor of record and/or dissertation/thesis chair.
  - c. **How is the proposed research related to the research requirements of your degree program?**
  - d. **Title**
  - e. **Project narrative** describing the project by providing brief background (literature review) and methodology. The narrative should include a description of the project or specific need (such as per-page charges), required supplies, travel, and so on. **The narrative must be written for a general audience** (i.e., should be understandable by *any* ISU professor).
  - f. **Budget** (including department or program contribution as well as grant cost share, if any).
  - g. **Budget justification** that defines all budget items and explains why they are necessary
2. **Letter of support** from the Graduate Faculty Advisor of record that clearly indicates the faculty member has reviewed the "proposal" and indicates if additional resources from the department or grants will be used to support the project. If department resources are used, the College of Graduate and Professional Studies requires that the department chairperson also sign the letter of support. This letter must be scanned as a PDF and included in the proposal.
3. **Appendix**. Students should attach additional supporting materials such as quotes for equipment, travel expenses, proof of registration at a conference, or letters of acceptance. Students must include copy of letter of IACUC or IRB committee approval or receipt of proposal submission for research approval (funding will not be released until either is confirmed).

**The following is for proposals to support travel to conferences to present research. MAXIMUM AWARD IS \$500**

1. A brief 2-5 page **proposal** to the Dean of the College of Graduate and Professional Studies that includes
  - a. **Student name, program, campus address** (including email and phone number), **start term** (e.g. spr10, fall10, sum2011), and **991 number**.
  - b. **Faculty sponsor**. The faculty sponsor must be a regular member of the ISU Graduate Faculty and the advisor of record and/or dissertation/thesis chair.
  - c. **How is the research to be presented related to the research requirements of your degree program?**
  - d. **Title**
  - e. **Abstract of accepted presentation or submission to conference** (Please indicate if presentation has been accepted)
  - f. **Budget** (including department or program contribution – as well as grant cost share, if any). A detailed budget for the conference presentation. Travel estimates must use criteria found at the travel office for the university ([www.indstate.edu/controller/finance/trav-bud/home.html](http://www.indstate.edu/controller/finance/trav-bud/home.html)).  
**Note:** All travel must be completed prior to date of graduation (or date of application for graduation).
  - g. **Budget justification** that defines all budget items and explains why they are necessary
2. **Letter of support** from the Graduate Faculty Advisor of record that clearly indicates the faculty member has reviewed the proposal and indicates if additional resources from the department or grants will be used to support the project. If department resources are used, the College of Graduate and Professional Studies requires that the department chairperson also sign the letter of support. This letter must be scanned as a PDF and included in the proposal.
3. **Appendix**. Students should attach additional supporting materials such as quotes for equipment, travel expenses, proof of registration at a conference, or letters of acceptance. Students must include copy of letter of IACUC or IRB committee approval or receipt of proposal submission for research approval (funding will not be released until either is confirmed).

**Non-Research Travel Awards**

**The following is for proposals to support travel to conferences for non-research presentations or professional development. MAXIMUM AWARD IS \$300**

4. A brief 2-5 page **proposal** to the Dean of the College of Graduate and Professional Studies that includes
  - a. **Student name, program, campus address** (including email and phone number), **start term** (e.g. spr10, fall10, sum2011), and **991 number**.
  - b. **Faculty sponsor**. The faculty sponsor must be a regular member of the ISU Graduate Faculty and the advisor of record and/or dissertation/thesis chair.
  - c. **How is the conference travel related to the requirements for your degree program?**
  - d. **Title of conference, date, and location**.
  - e. **Abstract of accepted presentation if applicable**.
  - f. **Budget** (including department or program contribution as well as grant cost share, if any). A detailed budget for the conference presentation. Travel estimates must use criteria found at the travel office for the university ([www.indstate.edu/controller/finance/trav-bud/home.html](http://www.indstate.edu/controller/finance/trav-bud/home.html)).  
**Note:** All travel must be completed prior to date of graduation (or date of application for graduation).
  - g. **Budget justification** that defines all budget items and explains why they are necessary
5. **Letter of support** from the Graduate Faculty Advisor of record that clearly indicates the faculty member has reviewed the proposal and indicates if additional resources from the department or

grants will be used to support the project. If department resources are used, the College of Graduate and Professional Studies requires that the department chairperson also sign the letter of support. This letter must be scanned as a PDF and included in the proposal.

6. **Appendix.** Students should attach additional supporting materials such as quotes for equipment, travel expenses, proof of registration at a conference, or letters of acceptance. Students must include copy of letter of IACUC or IRB committee approval or receipt of proposal submission for research approval (funding will not be released until either is confirmed).

### **Award Delivery**

Awarded funds will be transferred to the student's home department to cover expenses associated with the project upon award decision. Students must make arrangements with the department staff PRIOR to any expenditures. If the award is for travel, a Travel Authorization must be filed at least two weeks in advance of travel.

### **Priorities & Selection Process**

The College of Graduate and Professional Studies' highest funding priorities are supplies and expenses associated with research activities and the dissemination of research and/or creative performances/exhibitions that are requirements of degree programs. The program will also provide support for professional development depending on the availability of funds.

Proposals will be assessed based on the quality of the submitted proposal. Failure to follow instructions may result in proposals not being reviewed.

### **Reporting Requirements & Related Obligations**

- Recipients are required to submit a brief 2-page summary of project outcomes. The report should include preliminary data analysis, copies of presentation (e.g., copies of PowerPoint, digital audio files, etc.), and/or other documentation relevant to proposal. *All reports should be submitted as an Adobe PDF file electronically to Patricia.Yeager@indstate.edu with the subject line "FINAL FUNDING REPORT." Please name your pdf as follows: lastname\_semester\_FinRPT. (Example: Wilson\_F08\_FinRPT.pdf). All reports should be submitted no later than February 1 for Fall awards and September 1 for Spring/Summer awards.*
- All awardees are obligated to participate in the annual spring research event and thus disseminate their work. If a student is unable to participate, she or he must address this issue as part of the final report process.
- Students who fail to submit a summary report and/or participate in a campus research event will be ineligible for future awards.

### **Submission**

Please submit at <http://indstate.infoready4.com/CompetitionSpace/#homePage>

*Updated September 2018*