

# GSS Research Award

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*A competitive award to support research related expenses for  
Kent State University graduate students.*

## **Who is eligible?**

- Full and part-time graduate students whose departments are in good standing with GSS (see bylaws).
- Students are eligible to receive one Research Award per academic year.

*Note: A single project cannot be funded by multiple awards in the same academic year. For example, field research to be conducted overseas could be funded by the International Travel Award or the Research Award, but students will NOT be awarded both.*

## **What does this award fund?**

- Project and research related expenses conducted by graduate students connected to a dissertation, thesis, seminar, or other graduate projects.
- May be used for research-related expenses, such as copying costs; equipment for data collection and/or analysis; computer software, such as statistical programs; consumable items, such as reagents; IRB approved participant incentives; and similar items that would fall in the general category of necessary supplies or equipment.
- May be used to cover travel expenses to an archive, museum, field research site, etc., to defray fuel or public transportation/airline expenses. Also, may be used to cover food (per diem), hotel rooms, parking, tolls, and similar expenses associated with research travel. (Please review guidelines for Domestic and International Travel Awards, as these may better fit your travel needs).

*Note: The award cannot be used to refund your department. All expenses must be in the applicant's name. Please contact the Finance Chair or the Administrative Assistant Chair for further clarification and exceptions to this rule or review university policy on finance and gifts.*

## **How much is the award?**

The Research Award Committee reserves the right to allocate the award as it sees most fit for the application pool, including partial funding or a maximum award of \$2,000. The award amount will only reimburse items indicated in the budget of the approved application. Any changes must be adequately justified and included at the time of the receipt submission and are at the discretion of the Advocacy Chair.

## **What are the requirements?**

***A properly completed application, including all required documents appropriately “blinded” for review process with only Banner ID as identification (i.e., no name or other personal identifiers on documents), submitted before the posted deadline.***

## **REQUIRED DOCUMENTS:**

*Note: All required documents except for the letter of recommendation should be submitted using the online form.*

- A 2-4 page proposal (double spaced, 12-point Times New Roman font, 1 inch margins) indicating what your research/project is and its importance professionally to you, as well as to the field of study, how (both in method and timeline) you intend to complete your research/project, and why the award is critical to project completion (e.g., award needed to complete thesis or dissertation).
- Completed online application including the following form sections:
  - Contact and personal information.
  - Detailed budget form, including estimation and explanation of anticipated expenses to be funded by the award.
  - List of other funding sources (e.g., departmental funding).
- Current CV or Resume.
- Schedule for current semester.
- Institutional Review Board (IRB) Approval (if applicable; i.e., required if research involves human or animal subjects).
- One (1) letter of recommendation submitted electronically to the Advocacy Chair’s email address (please include “Research Award Recommendation Letter” in email subject line).

## **Stipulations:**

- Be sure to write to a general audience in your research proposal.
- The online application form and letter of recommendation are the only places where your full name should appear. All other uploaded documents (including CV or resume) should only contain your Banner ID number in the header of the document.
- Applicants must indicate and justify personal expenses. Items already financed by grants will NOT be awarded.
- Award recipients are required to present at the Graduate Research Symposium.

## **Important Information:**

- The Research Award is competitive and is reviewed by a volunteer committee (interested parties can volunteer by emailing the Advocacy Chair).

- All technology and equipment purchased with this grant reverts to the funding body (GSS) or to the department of study at the end of the project duration when appropriate (often defined as the time of graduation from Kent State University by the grantee). These stipulations will be indicated in the award letter and applied on a per-case basis at the discretion of the Research Award Committee.
- Student incurred expenses within one year of the date the award is given are considered valid expenditures.
- Applicant's department must have active representation by their GSS senator.

### **How and when will I know if I was awarded funding?**

The committee will begin reviewing applications at the close of the submission deadline. Applications that are not submitted by the deadline or incomplete will NOT be reviewed. Applicants will receive email notification two to four weeks following the deadline indicating their acceptance or rejection. Email notifications will include the amount awarded, how and when to apply for reimbursement, and any other stipulations imposed by the committee.

### **How do I apply for reimbursement if award is funded?**

- All original receipts must be submitted within one year (365 days) from the date on the award acceptance letter (i.e., if researcher is awarded on September 1, 2014, all receipts must be submitted by September 1, 2015) and no more than 14 calendar days after the expense transpired. *Note: Do NOT wait until the end of the one-year period to submit all your expenses for reimbursement.*
- All receipts must be accompanied by the GSS Funding Form and a copy of the award letter.
- Food receipts are not necessary and will be funded at the federal minimum per diem rate.

### **Where do I drop off or mail my funding form and receipts if award is funded?**

#### USPS:

Graduate Student Senate  
Center for Student Involvement Box 18  
Kent Student Center  
Kent, OH 44240

#### Interdepartmental Mail:

GSS, Center for Student Involvement Box 18, KSC

**After the deadline has passed for the semester, GSS will no longer accept applications for the Research Award.**

**Applications must be submitted in the correct format and in full prior to the deadline in order to be considered.**

*Please contact the Advocacy Chair if you have any questions.*