GSS Research Award – 2019 Guidelines

The Graduate Student Senate Research Award is a competitive award to support research related expenses for Kent State University graduate students.

Eligibility

- Graduate students from departments that are in good standing with the GSS (see bylaws) are eligible to apply for the Research Award.
- Students are eligible to receive one Research Award per academic year.
- A single project cannot be concurrently funded by multiple GSS awards. Students are eligible to receive one award per project per academic year.

Funding Information

- The Research Award is for up to $2000 of reimbursed research expenses. The exact amount of the award will be determined by the Research Award Committee.
- Research is broadly defined as "academic activities carried out by graduate students."
- Examples of research related expenses include, but are not limited to the following: copying costs, data collection equipment, data analysis software, raw materials, PPE, IRB-approved participant incentives, per diems, and consumable items.
- The Research Award may be applied to hotel rooms, parking, tolls, and similar expenses associated with research travel The Research Award is unable to fund rental car expenses.
- The award can fund project related training, including workshops. **T**he award will not cover conference related travel. As a rule of thumb, the Research Award funds what goes on a poster, but not the poster itself.

Funding Mechanism

- Research Award funds are used to reimburse approved expenses.
- Currently our default procedure is to reimburse the graduate student directly. In many cases it may be more convenient to reimburse the student's advisor or department. Please contact the GSS Administrative Chair or GSS Advocacy Chair for further information.

Timing Information

- The Research Award is offered twice a year with application deadlines in the Spring and Fall semesters.

- The Research Award is time sensitive and you may be ineligible to apply depending on when your research activities take place or if you do not have necessary IRB or IACUC approval before you apply.
- The Research Award can only fund expenses that are accrued after, and within one year of, Receiving the Research Award Acceptance Letter. This is dependent on the review process, which may require up to four weeks after the award deadline.
- Due to these timing restrictions, it is advised that students apply for the Research Award a semester before they plan on conducting their research. i.e. if research is planned for the Summer or Fall, they should apply in the Spring.

Requirements

Note: All required documents should be submitted using the online form.

- Complete applications must be submitted through the online form before the deadline.
- All application materials must be properly blinded. The only identification that should appear on application documents is the Banner ID number. The applicant's name and email address should be removed, redacted or replaced with the Banner ID on all forms.
- Application materials must be submitted in the requested format. Failure to do so will result in the application being considered incomplete.

- A detailed budget explaining anticipated costs. A good budget will include the following information:
    o Detailed lists of major expenses, with sources. You can expect the review committee to check costs.
    o Explanations of any unusual expenses. For example, if a budget calls for 80L of acetone, the review committee would like to know why.
    o Realistic estimate of miscellaneous expenses. Budgets should avoid false precision
    o Information regarding outside funding. Please note what part(s) of a project are able to be funded by an outside source or if part of the project is specifically not able to be funded by your advisor.
    o Information regarding potential partial funding. We strive to fully fund as many projects as possible, but occasionally are only able to offer partial funding. If applicable, please include information on how a project could be scaled back.

- A 2-4 page proposal in PDF format (double spaced, 12-point Times New Roman font, 1 inch margins) that must include:
    o Limited background information. The review committee is made of a diverse group of graduate students who are not experts in your field. Include enough information for the committee to understand important

nouns, verbs, and motivating factors relevant to your work. A reference to a review article is welcome, but not required.

- o How and when you intend to complete your research project. Describe the methods you will use and why they are necessary. Also include a timeline with estimates of how long various aspects of the project will take.
- o How the project is important to the student's personal and professional development.
- o Why this award is critical to your research.

- Current CV or Resume in PDF Format.
  - o Be sure to remove your name and email address. Including where it appears on author lists, etc.
- Flashline Schedule for Current Semester in PDF Format.
  - o Be sure to redact your name from the file you upload.
- If your research entails working with human subjects or animals you must have IRB or IACUC approval before applying.
  - o A email from the IRB or from Research Compliance is sufficient documentation. It must be blinded and attached to your application in PDF format.
- One (1) letter of recommendation submitted through the online form on the research award website.

Stipulations

- Your proposal will be read by a group of graduate students from a variety of disciplines. It should be written for a general audience with an emphasis on clarity over formality.
- 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.
- Award recipients are required to present at the Graduate Research Symposium.
- The Research Award is competitive and a significant number of worthy applicants will not receive the award. The GSS regrets that we have but a finite amount of funding to give for graduate research.
- 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. These stipulations will be applied on a per-case basis at the discretion of the Research Award Committee and Administrative Assistant Chair.
- Student incurred expenses within one year of the date the award is given are considered valid expenditures.

Frequently Asked Questions:

1. **I have an unusual situation, what should I do?**

   Email the GSS Advocacy Chair (mpower16@kent.edu).

2. **Should I included my name anywhere in my proposal?**

   No.

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

   Applications will be sent to the review committee as son as possible after the deadline, with decisions made about two weeks afterward. Recipients will be contacted by email with further information shortly thereafter.

4. **How do I apply for reimbursement if the award is funded?**

   Submit receipts accompanied by a GSS Funding Form along with a copy of your RA award letter, to the GSS dropbox in the Kent Student Center.

   All original receipts must be submitted within one year (365 days) from the date on the award acceptance letter and no more than 14 calendar days after the expense transpired. Food receipts are not necessary, and will be reimbursed at the federal per diem rate.

   Please contact the Advocacy Chair (mpower16@kent.edu) with additional questions, or if you would like your department to be reimbursed on your behalf.

5. **What is the overall process of obtaining IACUC approval and how long does it take?**

   The time will depend in part on the nature of the research.
   Information about the IACUC process can be found on the Office of Research Compliance's website:
   https://www.kent.edu/research/office-research-compliance/research-involving-animals-iacuc

6. **What do I do if I need to use dead tissue from an animal or old tissue from an old research project that already had IACUC approval?**

If any experimental manipulations are performed on an animal for the purpose of collecting tissue, IACUC approval is required. If someone is using or acquiring leftover dead tissue with prior IACUC approval or dead tissue found off the street, they do not need IACUC approval, but they MUST notify Research Compliance and complete the Tissue Usage/Acquisition form to obtain an exemption. This form must be included in your application for it tot be considered complete.

7. **The Research Award deadline is after my proposed research and I will need to travel to my research location at that time. Am I disqualified for the Research Award if I have already paid for my ticket?**

The Research Award can only fund expenses that are incurred after you receive the Research Award Approval Letter. This typically occurs a few weeks after the deadline, depending on the reviewing process. Therefore any expenses that are accrued before you have submitted the application will not be reimbursed. You are still eligible to receive funding for costs incurred after you receive the award.

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

You may drop off your funding forms and receipts at the following locations:

GSS Mailing Address   **Kent Student Center Drop Box**

Kent State University   Student Organization Office 120 L-M
Graduate Student Senate   Center for Student Involvement
Box 18
Kent Student Center
Kent, OH 44240