

CALL FOR PROPOSALS

The 2012-13 Shippensburg University Graduate Research Grant Program

WHO can apply?

- Graduate students from any Shippensburg University graduate program are encouraged to apply for research grants.
- Each project must have a faculty advisor.
- Grants will be awarded on a first-come/first-serve basis.
- Only one grant per student will be awarded.

- Award Limits**
- \$500 for research and
 - \$500 for travel

WHAT is a GR grant used for?

- Grant funding is available to reimburse costs associated with conducting or disseminating the results of extracurricular* research and scholarly activities occurring between September 2012 and June 30, 2013.
- *Projects must be extracurricular in nature; no class projects will be funded.
- Not all research costs are eligible. See further information below about eligible and ineligible expenses.
- Research involving laboratory animals or human subjects require special institutional review and approval.

- TOTAL FUNDS AVAILABLE:**
- \$6,000 for Research
 - \$6,000 for Travel
 - Estimated Number of Awards: 12

WHEN are proposals due?

- Proposals will be accepted starting September 7th.
- *Proposals will be accepted on a continuous basis until funds are exhausted.
- Each proposal will be reviewed by the Graduate Research Grant Advisory Committee, comprising faculty from each college, which will make a funding recommendation.



HOW do students apply?

1. Work with your faculty advisor to prepare a 3 page narrative describing the project and addressing each of the scoring criteria).
2. Download and complete the budget template provided at the GR website (http://www.ship.edu/Public_Service/Graduate_Research/Graduate_Research_Overview/)
 - ✓ Provide reasonable cost estimates for supplies and/or travel expenses.
 - ✓ Budget for eligible expenses only as described below.
3. Submit your proposal as follows:
 - a. Complete and submit the online application form providing your contact info and project description, including budget estimates, AND
 - b. Email PDFs of your 3 page narrative, completed budget form, AND support letters from your academic department chair person and your faculty advisor to Pamela Bucher at psbuch@ship.edu.

WHERE can I learn more?

- The Graduate Research website is:
[http://www.ship.edu/Public Service/Graduate Research/Graduate Research Overview/](http://www.ship.edu/Public_Service/Graduate_Research/Graduate_Research_Overview/)
- Staff from the Institute for Public Service and Sponsored Programs (IPSSP) can answer any questions you may have.
- IPSSP is located in Old Main, Room 202.
- Phone: 717.477.1251

Primary Contact:
Pam Bucher
477-1251 x 3227
psbuch@ship.edu

SCORING CRITERIA

Proposals will be evaluated based upon how well they address each of the five criteria listed below. Applicants are strongly encouraged to review the evaluation rubric found at the Graduate Research website listed above. At a minimum, the 3 page narrative should respond to each of the criteria separately and specifically.

- *Relevance and significance of topic;*
- *Description of project including adequacy of design, feasibility, and likelihood for success;*
- *Potential for learning in terms of academic and possibly career and personal development;*
- *Role, involvement and activities of student and faculty mentor clearly identified and explained;*
- *Appropriateness and justification of budget.*

ELIGIBLE EXPENSES

- **Supplies**
- **Lab analysis fees**
- **Conference Registration**
(please identify the name and location of the conference in the proposal narrative)
- **Student travel reimbursements for field work, site visits, or conference attendance as follows:**
 - ✓ Automobile mileage at a rate of \$0.555/mile
 - ✓ Airfare
 - ✓ Hotel accommodations
 - ✓ Food allowance maximum of \$25/day (NOTE: itemized receipts required for reimbursement)
- **Printing and poster preparation**

INELIGIBLE EXPENSES

- **No stipends or wages**
- **No faculty expenses**
- **No course related purchases**
- **No equipment (electronic or laboratory devices)**
- **No international travel**
- **No gratuities**
- **No books (unless titles are unavailable through the University library system)**

Institutional Requirements

- **KICKOFF MEETING** / All students who receive funding must attend a grant kickoff meeting with the IPSSP office before they can begin spending their award money. The kickoff meeting will be set up by the IPSSP office shortly after funds are awarded.
- **RESEARCH WITH ANIMALS** / If your research activity involves the use of animals, specific rules and procedures must be followed and assurances must be indicated in the application. This requires an additional clearance through the *Institutional Animal Care and Use Committee* (IACUC).
- **RESEARCH WITH HUMAN SUBJECTS** / All research involving human subjects and participants must be approved by the *Committee on Research with Human Subjects*, which serves as Shippensburg University's institutional review board (IRB) established to comply with federal regulations pertaining to human subject protections.
- Your faculty mentor and IPSSP staff should be contacted to assist you in working with IACUC and IRB for institutional approvals.

Celebration of Student Research

- Grant recipients are expected to present their results at the Celebration of Student Research Program scheduled for the third week in April 2013 and/or the annual PASSHE Graduate Symposium.

Program Purpose

- The Graduate Research Grant Program is funded by Shippensburg University's School of Graduate Studies and the Institute for Public Service and Sponsored Programs. It is designed to provide financial support to graduate students for research or scholarly activities related to their programs of study. Such endeavors enable students to better understand the scientific process; experience discovery; and develop analytical, communication, and project management skills. Additionally, the independent research experience allows a graduate student to gain exposure to current ideas and to national and regional audiences through the presentation of research results at academic conferences.