## CALL FOR PROPOSALS 2018-19

### Shippensburg University of Pennsylvania

**Graduate Student Research Grant Program**

### WHO can apply?
- Currently-enrolled graduate students from any Shippensburg University graduate program are encouraged to apply.
- 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 per year.
- The maximum award per proposal is $1000. Graduate students may apply for additional funds in subsequent years. However, no student will receive combined total GR funding greater than $1500.

### 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 2018 and August 15, 2019.
- *Projects must be extracurricular in nature; no class projects will be funded, however thesis-related research is permitted.*
- 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.

### WHEN are proposals due?
- Proposals will be accepted until the available funding per semester has been awarded. Award funding will be split between semesters $7,000 for Fall and $7,000 for Spring.
- Award decisions will be made based upon the review and recommendation of the Graduate Research Grant Advisory Committee which comprises faculty from each college.

### HOW do graduate students apply?
1. Go to [https://ship.infoready4.com/](https://ship.infoready4.com/#) and login using your Shippensburg University username and password. (Call IPSSP, 477-1251, for software technical assistance.)
2. Select “Graduate Research Grant Program” shown in the list of open competitions.
3. Read over the program details including the full Request for Proposals.
4. Select the APPLY button at the top right under the heading “Application Tools” when you are ready to apply,
5. Complete all of the required elements and upload the following required documents:
   a) *Project Narrative:* 3 page narrative describing the project;
   b) *Budget:* your detailed budget using the template provided under Competition Files;
   c) *Faculty Advisor Letter of Recommendation*;
   d) *Academic Department Chairperson Letter of Recommendation*;
   e) *IRB or IACUC Clearance Letter, if applicable to your project*.

### AWARD LIMITS
- $1000 for research and related travel

### TOTAL FUNDS AVAILABLE
- **Fall Semester** $7,000
- **Spring Semester** $7,000

### WHEN are proposals due?
- **Fall 2018** Sept 4 thru Dec 7
- **Spring 2019** Jan 21 thru April 15
### ELIGIBLE EXPENSES

<table>
<thead>
<tr>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
</tr>
<tr>
<td>Lab analysis fees</td>
</tr>
<tr>
<td>Conference Registration</td>
</tr>
</tbody>
</table>
  - (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 $0.58/mile |
  - ✅ Airfare                                    |
  - ✅ Hotel accommodations                       |
  - ✅ Food allowance maximum of $25/day (NOTE: itemized receipts required for reimbursement) |
| Printing and poster preparation               |

### INELIGIBLE EXPENSES

<table>
<thead>
<tr>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>No stipends or wages</td>
</tr>
<tr>
<td>No course related purchases</td>
</tr>
<tr>
<td>No equipment (electronic or laboratory devices; software purchases are typically not reimbursed)</td>
</tr>
<tr>
<td>No faculty expenses</td>
</tr>
<tr>
<td>No gratuities</td>
</tr>
<tr>
<td>No alcohol</td>
</tr>
<tr>
<td>No books (unless titles are unavailable through library system)</td>
</tr>
<tr>
<td>No membership fees (unless associated with conference registration that results in cost savings over non-member registration fees)</td>
</tr>
<tr>
<td>No conference travel to only attend a conference; grantee must be a presenter.</td>
</tr>
</tbody>
</table>

### WHERE can I learn more?

<table>
<thead>
<tr>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Graduate Research website is: <a href="http://www.ship.edu/Public_Service/Graduate_Research/Graduate_Research_Overview/">http://www.ship.edu/Public_Service/Graduate_Research/Graduate_Research_Overview/</a></td>
</tr>
<tr>
<td>Staff from the Institute for Public Service and Sponsored Programs (IPSSP) can answer any questions you may have.</td>
</tr>
<tr>
<td>IPSSP is located in Horton Hall, Room 201.</td>
</tr>
<tr>
<td>Phone: 717.477.1251</td>
</tr>
</tbody>
</table>

### AWARD CRITERIA

Proposals will be evaluated based on 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; what question do you hope to answer?
- 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.

### PRIMARY CONTACT

Scott Whistler  
717-477-1251  
sewhistler@ship.edu
o **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.

o **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).

o **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.

o Your faculty mentor and IPSSP staff should be contacted to assist you in working with IACUC and IRB for institutional approvals.

---

**Minds@Work Conference**

o Grant recipients are invited and encouraged to present the results of their research at the Shippensburg University Minds@Work Conference scheduled for April 23, 2019.

---

**Program Sponsors and Purpose**

o The Graduate Research Grant Program is funded by Shippensburg University’s *School of Graduate Studies* and the *Institute for Public Service and Sponsored Programs*.

o It is designed to provide financial support to graduate students for research or scholarly activities related to their programs of study.

o Such endeavors enable students to better understand the scientific process; experience discovery; and develop analytical, communication, and project management skills.

o 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.