2015 Graduate Student Research Program

The University of Mississippi Graduate Student Council provides financial support for graduate student research through the Graduate Student Research Program.

Title: **Graduate Student Research Grant (G01)**

Sponsored By: University of Mississippi, Office of Research and Sponsored Programs, the Graduate School and the Graduate Student Council

APPLICATIONS MAY NOT BE SUBMITTED IN PAPER FORMAT

Key Dates

1. Release/Posted Date: January 21th, 2015

2. Application Due Date: **March 16th, 2015, by 5:00pm**

3. Application submission at GSCgrant.award.app@gmail.com

*****No late submissions will be accepted*****

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Part I: Overview Information

Purpose:

The Graduate Student Council (GSC) welcomes proposals from currently enrolled graduate students in any discipline. The GSC Research Fund was established to assist ongoing and future graduate student research at the University of Mississippi. The Fund is meant to support research for which departmental funds are not available.

- **Funds Available and Anticipated Number of Awards:**

  The GSC will award ten $1000 awards in the spring semester of 2015, to be used during the following academic year. Applications requesting more than $1000 will not be reviewed. Projects requiring more than $1000 for completion will need to note that all amounts above $1000 should be funded through other sources and detail sources of required additional funds (personal, departmental etc.)

- **Budget and Project Period:**

  The total project period for an application submitted in response to the GSC research grant opportunity may not exceed one year. Direct costs are limited to $1000 over a one-year period.

- **Application Research Description Length:**

  The G01 application research description section may not exceed 7 pages, including tables, graphs, figures, diagrams, and charts.

- **Eligible Project Principal Investigators (PIs):**

  Individuals currently enrolled as graduate students in any discipline are invited to submit an application. Previous recipients of the GSC grant are also eligible to apply. However, preference may be given to first-time applicants and those, which have not been previously funded. Graduate students on academic probation, and students graduating in the current or following semester are not eligible to apply.

- **Number of PIs:**

  No more than one graduate student per award.

- **Number of Applications:**

  Applicants may only submit one application.

Part II. Use of Funds and Funding Restrictions

Section 1: Items approved for funding:
The GSC Research Grant is for any amount up to $1000. Funds may be used for research or presentation supplies, travel <u>directly related</u> to field research, and costs directly related to essential technical support.

EXAMPLES OF ITEMS **ELIGIBLE** FOR FUNDING
- Research supplies, such as chemicals, sample bags, software etc.
- Presentation supplies & contracted expenses (e.g.: poster-board, printing charges)
- Travel expenses related for field work
- Upgrades to existing university computers (memory, graphics cards), See Procurement under Section 3 on next page

Section 2: Items NOT eligible for funding
GSC Research funds may **NOT** be applied to educational expenses, travel to professional meetings/conferences, self-education projects/programs, or participant honoraria. Additionally, GSC Research funds may **NOT** be used to purchase food for persons or equipment that could be considered University property. You are responsible for complying with these guidelines as you complete your budget proposal. Refer to www.olemiss.edu/depts/procurement - click on Spending Policy. Also refer to the ORSP contact. NOTE: The Faculty Technology Development Center in Weir Hall has the following devices for check-out to graduate students (through their advisors) or course instructors of record: digital cameras; flip video cameras; digital audio recorders.

EXAMPLES OF ITEMS **NOT ELIGIBLE** FOR FUNDING
- Child care to enable you to work on your research
- Payment to research participants
- Desktop, notebook, or tablet computers
- Cameras or digital recording devices

Section 3: Reimbursement
Recipients will receive the award from the Office of Research and Sponsored Programs (ORSP). The award document will be fully executed upon signature by the recipient and the Vice Chancellor for Research and Sponsored Programs. Award funds will be maintained and managed by the ORSP. Recipients may access these funds by presenting receipts for reimbursement to the ORSP contact identified in the award document. Items submitted for reimbursement must be acceptable both within the award's budget and within UM Procurement rules and regulations. **For more**

information, you may visit the website of UM Procurement Services at http://www.olemiss.edu/depts/procurement/ (click on Spending Policy), or contact the ORSP contact in the award document. For travel, the recipient must work with the ORSP to ensure proper authorizations are in place at least 5 days before the travel takes place. The project period will be clearly stated within the award document, but in general, will start when the awardees are notified by the GSC and will end **May 1, 2015.** The Recipient will have until May 15th, 2016 to submit final receipts for reimbursement to the ORSP. For additional information, see the agreement draft or contact the ORSP contact person.

PART III. Application and Submission Information

Section 1: Content and Form of Application

General rules:

   A. Incomplete applications <u>will NOT</u> be considered. Late applications <u>will NOT</u> be considered. Applications containing plagiarized or incorrect information <u>will NOT</u> be considered. Non-compliant applications <u>will NOT</u> be considered.

   B. Please use the font listed below. **Times New Roman**, **font size 12** must be used for the application.

   C. Proposals must have at least **1" inch margins** on all sides

D. Research Description (7 pages maximum)

   i. **Results From Prior Support Through This Grant** (1 page maximum) **<u>For past recipients only (Does not count toward 7 page max)</u>:** A cover page must be submitted detailing title of previously awarded project, advisor of the project, year of award, status and amount of reimbursement, status of the project, details of publication/ presentation, if any.

   ii. **Summary:** (1 page maximum) Please give a thorough but basic overview of the project background. Remember, reviewers will have appropriate knowledge, but will likely not be experts in your field. Write in a way that is understandable to those in other disciplines, define terms where necessary, explain issues clearly, and proofread carefully. Include (1) information that will clarify your project; (2) the main project goal or purpose of your project; (3) need for this project to be conducted; and (4) any preliminary results that you may have.

   iii. **Research Strategy:** (4 pages maximum) Include specific aims of your project. Describe the research project. Include for each specific aim: (1) methods; (2) significance and relevance; (3) expected results and outcomes and, (4) what contribution (broader impacts) this research will make to your field. Briefly list

any facilities, equipment or other resources you will have at your disposal for the completion of the described project. Describe how you plan to disseminate information garnered from your study.

   iv.   **Deliverables and Timeline** (1 page maximum): Include a timeline of your planned research and deliverables.

E. References Cited: (No page limit) Please use same style for all citations – APA, MLA, etc

F. Tables, Figures, Charts, Graphs, and Diagrams: (1 page maximum) List figures, charts, graphs, and diagrams after references. Up to 5 figures, charts, graphs, or diagrams may be used within the one-page limit.

G. Curriculum Vitae or Resume: (No page limit) Include a CV/Resume with your application.

H. Budget:

List supplies, commodities, travel, and other research related expenses you will be requesting and the cost of each. Pay careful attention to your budget proposal and make sure that items are compliant with University's spending and reimbursement policies.

     i.   **Budget Justification:** (2 pages maximum)

    ii.   **Current and Pending Support** – For applicants conducting projects requiring more than $1000 please list current or pending support for all amounts over $1000.

Section 2: Letters of Recommendation

One letter of recommendation is required from the applicant's research advisor. Your advisor must also sign the terms of agreement form. Include the signed terms of agreement document in the .pdf application file and send to GSCgrant.award.app@gmail.com. Your advisor can also email their letter separately.

Section 3: Submission Requirements

Send all applications to, GSCgrant.award.app@gmail.com by the deadline, no exceptions. Applicants must fill out all parts of the application and sign terms of agreement for research funds and include documents in application file. Applicants will complete and compile all required parts of application listed in Part III section 1 and section 2 into **one** .**pdf** document. The document will include D, E, F, G, H, Advisor recommendation, and signed terms of agreement form (form is page 9 of this document).

PART IV. Application Review Information

Section 1: Review and Selection Process Criteria

Applications will be reviewed and ranked by a panel of faculty members drawn from a related field of study. Proposals will be divided into four categories: 1) the Physical and Life Sciences, 2) the Social Sciences, 3) the Arts and Humanities, and 4) Engineering. Each grant will have a minimum of two reviewers. A final list of accepted applications will be submitted to the GSC Director of Academic and Professional Development who will notify the awardees. Applications will be judged based on the following criteria;

A. Merit of the application: How do the specific aims advance knowledge and understanding in the applicant's field? What is the ingenuity of the proposed research plan? How well thought out and organized is the project plan and does the applicant have the necessary resources to carry research plan through to completion?

B. Broader impacts: What benefits does the proposed research plan contribute to society?

Section 2: Viewing Reviewer Comments

Anonymous reviewer comments may be available for viewing after all applications have been processed. ORSP will provide any comments to the GSC and the GSC Director of Academic and Professional Development will make these comments available to the individual applicant.

Section 3: Anticipated Award Notices and Award Dates

The GSC Director of Academic and Professional Development will notify all applicants of either acceptance or rejection. Anticipated date of notification is May 1st, 2015.

PART V. Additional Requirements

Section 1: Reports and Presentations

All awardees will be required to present a 1-2 page mid-term progress report, highlighting progress made on the project and expenses incurred, to the Director of Academic and Professional Development by December 15th, 2015.

The GSC is committed to creating opportunities for the professional development of graduate students. In that endeavor, the GSC will organize an on-campus poster

exhibit in the Spring 2016 semester. All recipients of GSC grants are required to present their research project in the poster exhibit. Recipients also will be required to participate in the UM Three Minute Thesis Competition in Fall 2015. Grantees will be notified of the date and place of both events well in advance.

Section 2: Publications

Any papers, posters, presentations, book chapters, or other publications resulting from GSC-sponsored research should include an appropriate acknowledgement. Copies of all such publications and news of all such events and presentations should be included with the final progress report, to be sent to the active Director of Academic and Professional Development of the Graduate Student Council.

PART VI. Contact Information

Questions can be forwarded to the current Secretary of the GSC at the following email:

GSC Secretary

Email – gscsecretary.olemiss@gmail.com

Do not send questions to GSCgrant.award.app@gmail.com this is for applications only.

PART VII: List of Enclosures

All three enclosures should be submitted into **one** .**pdf** document.

1. Application Form (Part III section 1 and section 2.)
2. Letter of Recommendation
3. Advisor signed terms of agreement form

The University of Mississippi - GSC Research Award Application

Last Name:	First Name:	Middle Initial:
Department:	Student ID #:	
Home Address:	Work Address:	
Home Phone:	Work Phone:	
Email:	Supervisor (Advisor):	

Spring 2015 Terms of Agreement

Research Fund Terms

1. The **Awardee** will use the funds only for those things, which are outlined in their budget proposal, based on the Graduate Student Research Program Guidelines and compliant with University rules and regulations. All receipts must be saved in case an inquiry is made in this regard.

2. The **Awardee** will submit a 1-2 page mid-term progress report by **Dec. 15, 2015**, describing the items purchased with the funds, a summary of what work was accomplished and any publishable results, if any. A progress report form will be available on the GSC website for all awardees.

3. The **Awardee** will participate in the UM 3MT competition & prepare a poster for presentation in the poster exhibit to be held in the Spring 2016 semester.

4. The **Awardee's** name, project abstract, and progress report will be published on the GSC webpage.

5. It is the responsibility of the **Awardee** to disclose if he or she received the grant in the past and other relevant information as mentioned above. Failing to do so will result in the rejection of the application and reimbursement.

Applicant's Certification

I understand and accept the terms and conditions set forth by the Graduate Student Research Program.

_____

Applicant Signature

_____

Date

_____

Advisor Signature

_____

Date