GSS Research Award

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

Who is Eligible?

- Full and part-time graduate students with departments that are in good standing with GSS (see bylaws).

- Students are eligible to receive one Research Award per academic year.

- 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.

- Students whose expenses occur AFTER they have received a Research Award Letter of Acceptance.

When Should I Apply?

- The Research Award is offered twice a year with application deadlines on the seventh week of the Spring and Fall semester.

- 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 IRB or IACUC approval BEFORE you apply and approval is needed to complete your research.

- The Research Award can only fund expenses that are accrued after you receive the Research Award Acceptance Letter. This typically occurs two weeks after the application deadline, but is dependent on the reviewing process.

  - If a student is planning on completing their research in the Spring, since expenses must occur AFTER they receive their Research Award Letter, they should probably apply in the Fall.

  - If a student needs to do their research in the Summer they should apply in the Spring.

  - If a student needs to do their research in the Fall they should also apply in the Spring.
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. Examples include, but are not limited to the following: copying costs; equipment for data collection and/or analysis; computer software (e.g., statistical programs); consumable items (e.g., reagents); IRB-approved participant incentives.

- May be used to cover travel expenses to an archive, museum, field research site, etc., to defray fuel or public transportation/airline expenses. The award will not cover conference related travel. Please review guidelines for Domestic and International Travel Awards, as these may better fit your travel needs.

- Also, may be used to cover food (per diem), hotel rooms, parking, tolls, and similar expenses associated with research travel (excluding rental cars).

Note: All expenses must be in the applicant’s name. We do not reimburse or refund departments with Research Award funds. Please contact the Administrative Assistant Chair and Advocacy Chair for further clarification about refund policies.

How much is the Award?

The Research Award Committee reserves the right to allocate an amount for the research award that may include partial funding or the maximum amount 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 reimbursement submission and are at the discretion of the Advocacy Chair.

What are the Requirements?

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

- A properly blinded and completed application submitted before the deadline. This includes all required documents being presented with only the Banner ID as identification (i.e., no name or other personal identifiers on ANY of the documents). Documents MUST BE in the correct format or they will not be accepted and your application will be considered incomplete.

- Completed online application includes the following form sections:
  - Contact and Personal Information.
  - Detailed budget form in Excel format, including estimation and explanation of anticipated expenses to be funded by the award.
✓ List of other funding sources (e.g., departmental funding, please include rounded numbers in your calculations).

Note: If you have external funding to aid in your research project this must be included in your calculations on your budget worksheet.

- A 2-4 page proposal in PDF format (double spaced, 12-point Times New Roman font, 1 inch margins) that must include:
  
  ✓ What is your research/project
  
  ✓ The importance of your research professionally to you, as well as to the field of study.
  
  ✓ How (both in method and timeline) you intend to complete your research/project.
  
  ✓ Why the award is critical to project completion (e.g., award needed to complete thesis or dissertation).
  
  ✓ One Work Cited or Reference Page with no more than 10 sources cited.

- Current CV or Resume in PDF Format.

- Flashline Schedule for Current Semester in PDF Format (please see the FAQ section for more details).

- If your research entails working with human subjects or animals YOU MUST HAVE IRB or IACUC approval before applying. The email sent to you by the Institutional Review Board or Research Compliance must be blinded and attached to your application in PDF format.

- One (1) letter of recommendation submitted electronically to the Advocacy Chair’s email address at mhornya6@kent.edu (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.

• 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. 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.

• Applicant's department must have active representation by their GSS senator.

**Frequently Asked Questions:**

1. **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.

2. **How do I apply for reimbursement if the 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 February 29th, 2016, all receipts must be submitted by February 29th, 2017) 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.
3. What is the overall process of obtaining IACUC approval and how long does it take?

- The overview of the IACUC process for live vertebrates is at this link https://sites.google.com/a/kent.edu/division-of-research-and-sponsored-programs-intranet/home/office-of-research-compliance/iacuc

4. 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 or your application is considered incomplete.

5. I have looked at the Rubric and am worried about my recommendation letter and if it will disqualify me. What exactly is GSS looking for in their recommendation letter and what should I tell my faculty member about its’ requirements?

- The Research Award Committee will use the recommendation letter as a valuable part of the reviewing process. Therefore, it is the responsibility of the student to ensure that the letter is handed in on time and is a good reflection of their work, their academic ability, and their research. If it is not on time the application is considered incomplete.

- The recommendation letter is evaluated as either excellent, good/fair, or poor.
  - Most recommendation letters usually include, but are not limited to:
    - The academic strength and personal character of the student.
    - The ability for the student to complete projects on-time.
    - The importance of the student’s research, both in the present and in the future of their academic career.
The overall experience the student has in performing their research and how far they have improved or progressed as an academic or student.

The critical need (lack of funds to complete the research) that makes it imperative for the student to receive GSS funding. Please be aware, that a student must ALSO attest to these principles in their proposal.

6. 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 accrued after you receive the Research Award Approval Letter. This typically occurs two weeks after the deadline, but may be earlier or later depending on the reviewing process. Therefore any expenses that are accrued before you have submitted the application WILL NOT be reimbursed and you will not be qualified for the award.

- Consider Applying for the International Travel Award, which is offered three times a year if you have travel related expenses as part of your research project. Again, you cannot apply for both awards for the same project.

7. I was looking at the requirements and noticed that the award requires a Flashline schedule in PDF. Why is this necessary? How do I blind it? Does that mean I can type up my schedule in Word and convert it to PDF?

- Your Flashline schedule is necessary because it proves you are a student enrolled in this university, which is the only way the university can distribute its funds to you. This means seeing the Flashline banner during the application process serves the purpose of proving your enrollment and to make sure that a schedule is accurate.

  - The steps to secure your Flashline schedule for this award are as follows:
    - In Flashline, please click on the Student Tools and Courses tab.
    - Underneath the tab click View or Print Your Schedule.
    - After choosing your term, you can click Print and blind your schedule by hand using white out and then make a digital copy to prepare for the award; OR
✓ **Save As a PDF** to your computer. Once in PDF format, use the highlighter icon in Adobe (��).

✓ High-light your Banner ID and then right click your selection and then click **Properties**. In Properties change your highlighted selection color from yellow to black.

*Note: These are only two ways that you may download and blind your Flashline schedule, but there are many other ways in which to do this.*

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

  **Kent Student Center Drop Box**
  - Student Organization Office 120 L-M

*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.*