

# DSRG Guidelines

## A Guide to Applying for a Doctoral Student Research Grant, Round 12

**Application Period: November 1, 2016 – January 31, 2017** [11:59 p.m.]

**Award Period: June 1, 2017 to May 31, 2018**

### PROGRAM DESCRIPTION

The mission of the Doctoral Student Research Grant Program is to foster a research-oriented academic culture among Ph.D. students by: (a) providing incentives for students to model and meet, early in their careers, the requirements for succeeding in the competition for funds by clearly defining a problem, a project, and a realistic budget; (b) providing an occasion for faculty-student mentoring relationships that are oriented around the concrete problems of proposing, planning for, and executing research; and (c) furthering student professional progress by providing funds for pre-doctoral research publications, presentations, and professional networking.

For Round 12, applicants may submit a budget between \$250 and \$1,500. However, keep in mind that you won't necessarily get as much as you request.

### Eligibility

- Doctoral students in good standing in their 2nd to 6th year at The Graduate Center are eligible to apply.
- Students who have received a Doctoral Student Research Grant in Round 11 are not eligible to apply for Round 12, but may apply the following year.
- Students *must* plan to register for the Fall 2017 semester to be eligible to apply.
- Students who are not registered for Fall 2016 but are registered for Spring 2017 are eligible if they meet all other eligibility requirements.

### Review process

Proposals will be judged by faculty members in the applicant's doctoral program as determined by the Executive Officer.

### Criteria for review of proposals

- Importance of proposed research
- Evidence of a well-designed methodology
- Clarity of the proposal
- Likelihood that the proposed research will be completed within the grant period
- Realistic and cost-efficient budget

## Eligible Expenses

The primary purpose of the DSRG program is to support graduate students in having enhanced research experiences and getting out into the world of research but *not* to pay for expenses covered by an existing CUNY research facility (library, lab, etc.).

### Examples of eligible expenses include (but are not limited to)

- Attending professional conferences to present research results or meeting with colleagues in the field — including travel, registration fees and accommodations
- Visiting other research facilities to obtain knowledge relevant to the student's research, including the cost of travel and accommodations
- Traveling for the purpose of conducting research
- Paying for recruitment and compensation of research subjects
- Paying for publication costs not normally paid for by the student's research facility
- Paying fees to use professional libraries or databases
- Purchasing research-related books, materials, or software *not available at CUNY*
- Paying for transcription fees for interviews

### Up to 25% of the grant funds may be used for:

- Laboratory fees (for research samples)
- Data collection expenses
- Purchase of research supplies, e.g. chemical supplies, flash drives, biological supplies, plants, etc.

*If your project has budget requirements outside of these parameters, please contact the DSRG administrator for further guidance at [dsrg@qc.cuny.edu](mailto:dsrg@qc.cuny.edu)*

### Grant funds may NOT be used for:

- Salaries for the Principal Investigator (the student applicant) or Faculty Mentor
- Purchase of computers
- Food and/or entertainment

## Award Period

All spending **MUST** be done within the award period: June 1, 2017 to May 31, 2018. The receipts you submit must document expenses made within the award period only.

Applicants should learn whether they have been awarded by the end of March.

In some cases, an awardee may need to purchase airline tickets *prior* to the start of the award period for project travel to be undertaken *during* the award period. In such cases, *the awardee must request that the DSRG administrator grant an exception (via email) before purchasing the ticket*. If approval is granted prior to purchase and project travel is clearly within the award period and specified within the project description, budget, and budget justification, the student should include the receipt in his/her Final Report and may expect that this expense will be judged as valid.

## Responsibilities of awardees

If your proposal is awarded, you must agree to the following terms. You will be asked to confirm your acceptance of these terms if and when you learn that you have been funded.

- Funds awarded will be used for the purposes of the proposed research in keeping with the budget submitted.
- Any funds that are unspent will be returned to the Graduate Center.
- You must register for the Fall 2017 semester.
- You will have IRB (Institutional Review Board) clearance before you commence research with human subjects and IACUC clearance before commencing research with animal subjects.
- You will submit a **Final Report**, composed of *at a minimum* two paragraphs describing what was accomplished with this funding, together with receipts documenting all expenditures. The report and receipts should be submitted only via email to [dsrg@gc.cuny.edu](mailto:dsrg@gc.cuny.edu) as soon as you have finished spending your grant money—but no later than June 30, 2018.
- If you are planning international travel you **MUST** comply with the Graduate Center's international travel requirements, as stated here:

<http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Stud>

NOTE: You will not be able to register for the Fall 2018 semester or have access to your transcript after graduation until the Final Report and all receipts are submitted. Submit the Final Report and receipts via email only to [dsrg@gc.cuny.edu](mailto:dsrg@gc.cuny.edu) with the subject line: DSRG 12 final report

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***\*If you are in the Psychology program, go to page 7 for additional guidelines.***

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### **IRB Approval and Deadline:**

All research involving human subjects requires review by a CUNY Human Research Protection Program (HRPP) office, in order to gain IRB approval. You should submit IRB applications through the HRPP office of the campus with which your faculty advisor has primary affiliation.

If you receive notification that you have won this grant and you require IRB approval, you must submit an IRB application\* as soon as possible after such notification but no later than May 1, 2017.

All information on submitting an IRB application can be found at <http://www.cuny.edu/research/compliance/human-subjects-research-1.html>

***\*A delay in submitting your IRB application may result in losing your grant.***

# APPLICATION COMPONENTS

An online application form can be accessed through your Banner account. There you will enter the following information:

## 1. Preliminary Information

Name of your EO, Faculty Mentor (who will write your letter of recommendation), the proposal title, etc.

## 2. Abstract

Enter a 150 word (maximum) abstract of your proposal

## 3. Proposal

Enter a 1,000 word (maximum) proposal

## 4. Works Cited

Enter your bibliographical references, if any

## 5. Budget

Enter figures for expenses rounded to the dollar (no cents) in whichever of the following categories are pertinent:

- Participant Support Costs: Compensation for Human Subjects
- Personnel: Compensation for Research Assistance
- Travel Costs
- Supplies

Direct costs are expenses that can be traced directly to a specific project, such as for travel, translation services or conference registration fees.

Indirect costs are expenses that cannot be traced to specific projects, such as the use of utilities and building maintenance in shared spaces or general office supplies not earmarked for project use. No indirect costs are covered by DSRG funds. Therefore, the line for the budget total is labeled: Total Direct Costs.

## 6. Budget Justification

Enter a Budget Justification, explaining how you arrived at the final cost for each line item in your budget and using the same category headings as in your budget. For example, if your "Travel Costs" are listed on the budget form at \$800, in the Budget Justification you will need to do a breakdown. It might look like this:

### *Travel Costs*

*\$500 round trip domestic airfare from NYC to Austin TX*

*\$30 round trip transportation to JFK airport*

*\$30 round trip transportation from Austin airport to conference hotel*

*\$240 shared hotel room (3 nights @ \$80 each)*

If you are requesting funding for supplies, please explain why these supplies are necessary for the project. If you are requesting compensation funds for either Human Subjects or Research Assistance,

please specify the rate of compensation and state that it is within current standard rates or, if it is higher or lower than standard, briefly explain why.

If you are purchasing research or lab supplies (e.g. chemical supplies, flash drives, biological supplies, plants, etc.) please break down the cost and state why they are not available in your current research environment.

If you request publication costs, you need to document the page costs of the specific journal to which you are submitting the research.

If you are requesting funds to present your research at a specific conference, you need to provide the full name of the conference, location, dates and estimates of travel expenses: the cost of transportation, hotel (per night for # of nights) and registration fee as indicated in the conference program. These costs are often provided on a conference or airline website well in advance of the conference.

For research-related software not available at CUNY please provide the title, version, vendor and costs, indicate that it is not available at CUNY, and provide the reason this particular software is needed and/or is superior to any similar software available at CUNY for your project.

Your Budget Justification should use the same category titles (e.g. Participant Support Costs, Travel Costs) as those categories in which you are requesting funds.

## 7. Faculty Letter of Support

Solicit a Letter of Support from your faculty research mentor, which will be sent as email to your program Executive Officer. The Letter of Support should be emailed to your program EO with:

*DSRG\_ student's name*

as the subject line. The research mentor does not need to be your academic or thesis advisor, but should be a faculty member who agrees to be **your mentor on the project**. The Letter of Support must be received by the application deadline.

If your mentor wishes, he or she may use the following text, verbatim:

I acknowledge that I am named as the mentor on the project *[project title]*, with *[student's name]* as the Principal Investigator. I have reviewed and approved the proposal and the budget. I also certify that the student's work is original and that the student has the ability to carry out the tasks as described in the project description of the proposal. I agree to serve as the mentor for the duration of the grant, should it award.

Your mentor may choose to add further information in support of your project, so long as his or her Letter of Support does not exceed one page.

## APPLICATION INSTRUCTIONS

The completed application must be submitted no later than **January 31, 2017 by the end of the day, at 11:59 p.m.** The emailed Letter of Support from your faculty research mentor must also be received by that deadline.

### Instructions for submitting your application

1. On the Graduate Center homepage, go to *GC Portal*, then *Self Service Banner*, then *Login*.
2. Choose the *Student Services* tab.
3. Click on *Graduate Center Online Forms* link.
4. Click on *Doctoral Student Research Grant*.
5. Enter the application components described above.
6. Once you have filled in every field and answered each question you may click the *Submit Application* button, which will save your data on the form. *NOTE: You may return to the application and make modifications anytime up until the deadline: January 31, 2016. If you make changes to your application, remember to click the Submit Application button again.*
7. Solicit the Letter of Support from your faculty research mentor and instruct him or her to email it to your program EO by January 31, 2017. Email subject should read: *DSRG\_ student's name*

### If you encounter any technical problems submitting your application:

- Be certain that you have not “timed out” — i.e. left your application unattended and unaltered for an extended period. If you have timed out, save and then re-enter the site.
- Check to see if you are using the latest version of your browser.
- Set your pop-up blocker to OFF.
- Try using another browser, like Firefox, Safari or Chrome.

**Contact the DSRG administrator with any questions at**

**[dsrg@gc.cuny.edu](mailto:dsrg@gc.cuny.edu)**

## Additional Guidelines for Psychology Applicants

In Psychology, we try to fund as many worthy proposals as possible, but we receive more applications than we can fund. For the last several years, 60-70% of the submitted proposals have been funded, but funding has decreased the last couple of years.

To make best use of these funds and to best support student research in Psychology, the Doctoral Student Research Grants in Psychology are used primarily to fund independent research projects, pilot studies for dissertations, or research that takes the student in a new direction. Thus, strong preference will be given to applications that request the *majority or all* of the funds to conduct research.

Travel funds to present already completed research as a paper or poster at one conference or meeting may be requested as part of a grant application, but the travel request must be combined with requesting funds for conducting original research. Be frugal with requests for conference travel. Travel budgets are awarded with the expectation of shared rooms in budget hotels. Travel funds may be requested for data collection or for specific training necessary to conduct the research.

**Applications must be from individual students only. Group projects will not be reviewed.**

Although general guidelines for the DSRG program state that no more than 25% of the grant funds may be used for laboratory fees (for research samples), data collection expenses, and the purchase of research supplies—such as chemical supplies, biological supplies, plants, etc.—see page 2—Psychology students may request a greater percentage of their grant amount for these items, as long as there is a clear budget justification indicating why this expense is essential to completion of the proposed project.

### **SUGGESTIONS FOR WRITING THE PROPOSAL NARRATIVE**

The body of the proposal (or proposal narrative) should include:

- 1 the specific aims/goals/research questions;
- 2 the significance of the project and contribution of new knowledge to the field;
- 3 a description of the methods to be employed, including how the data will be analyzed.

Due to word constraints, we suggest that the literature be reviewed in no more than 2 paragraphs and only as it supports the specific aims, goals, or research questions. You may include a maximum of 3 citations in the text. There is a space for references (works cited) on the ORSP submission website. Consider the Review Criteria provided by the ORSP to be sure that your proposal allows reviewers to make these evaluations.

### **OVERALL TIPS**

- Start early.
- Follow the guidelines to the letter.
- Ask your advisor to read drafts of your narrative and comment on the budget. Your advisors have experience writing successful grants – tap that expertise!
- Clarity is key. Many brilliant projects are not funded because the reviewers couldn't understand what the investigator was planning to do. Remember that you are writing for scholars who may not be within your area of research.

### **FACULTY LETTER OF SUPPORT**

The letter of support should be saved with the student's name as the file name. The letter must include the student's full name and the title of the research project. For Psychology doctoral students, email letters to

Deputy EO for Student Research, Sarah Berger, at [psychgrants@gmail.com](mailto:psychgrants@gmail.com)

Subject line: DSRG\_ *student's name*