

DOCTORAL STUDENT RESEARCH GRANT (DSRG) PROGRAM Competition # 10

GUIDELINES

Application Deadline: January 31, 2015 – before the end of the day (midnight)

Award Period: June 1, 2015 to May 31, 2016

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 Competition #10, applicants may submit a budget between \$250 and \$1,500. However, keep in mind that you won't necessarily get as much as you've requested.

Eligibility

- Doctoral students in good standing in their 2nd to 6th year at The Graduate Center are eligible to apply.
- Those who have received a Doctoral Student Research Grant in Competition #9 are NOT eligible to apply for Competition #10.
- Students must plan to register for the Fall 2016 semester to be eligible to apply.

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

Proposals will be evaluated by the following criteria:

- 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 and *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 dsrq@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, 2015 to May 31, 2016). The receipts that you submit must document expenses made within the award period only.

PLEASE NOTE: 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 2016 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 one or two paragraphs describing what was accomplished with the grant, together with receipts documenting all expenditures. The report and receipts should be submitted (via email to dsrg@gc.cuny.edu) as soon as possible, but no later than June 30, 2016.
- 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>

You will not be able to register for the Fall 2016 semester or have access to your transcript until the Final Report and all receipts are submitted. Both the report and receipts must ONLY be submitted electronically to dsrg@gc.cuny.edu

*The Psychology program has additional guidelines for DSRG applications. If you are in Psychology, **AFTER READING THE GENERAL GUIDELINES**, please use the link below for these additional instructions:*
https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PSYCHOLOGY-GUIDELINES-9.pdf

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, 2015**.

All information on submitting an IRB application can be found at <http://web.gc.cuny.edu/orup/humansubjects.html>.

***a delay in submitting your IRB application may result in losing your grant award.**

APPLICATION COMPONENTS

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

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 real expenses that cannot be traced to specific projects (such as 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:

Travel Costs

\$500 RT domestic airfare from NYC to Austin TX

\$30 RT transportation to JFK airport

\$30 RT 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.

ADDITIONAL GUIDELINES

*If you are in the **Psychology** program, remember to read that program's additional guidelines here:* https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PSYCHOLOGY-GUIDELINES-9.pdf

APPLICATION INSTRUCTIONS

The completed application must be submitted no later than **January 31, 2015 by the end of the day (12:00 midnight)**. 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. You may return to the application and make modifications up until the deadline, January 31, 2015 by the end of the day (12:00 midnight). 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, 2015 by the end of the day (12:00 midnight). The email subject line should read: *DSRG_ student's name*

Contact the DSRG administrator with any questions at dsrg@gc.cuny.edu