DSRG Guidelines

Doctoral Student Research Grant program — Round 16

Application Period: STARTS: Nov. 1, 2020;   ENDS: Jan. 31, 2021 (5 p.m.)

Award Period – when you can spend your award:

June 1, 2021 to May 31, 2022

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. Applicants may submit a budget between $250 and $1,500. However, keep in mind that if you are awarded, you won't necessarily get as much as you requested—so plan accordingly.

Eligibility

- Doctoral students in good standing in their 2nd to 6th year at The Graduate Center are eligible to apply.
- Students can only receive the DSRG every other year: Those who received a Doctoral Student Research Grant in Round 15 are not eligible to apply for Round 16.
- Students must plan to register for the Fall 2021 semester to be eligible to apply.
- Students who are not registered for Fall 2020 but are registered for Spring 2021 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 (EO).

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.).

Psychology Program applicants have additional guidelines: see page 11

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 a research assistant (for transcription, translation, data collection, and the like)

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@gc.cuny.edu

Grant funds may NOT be used for

- Salaries for the Principal Investigator (the student applicant) or Faculty Mentor
- Purchase of desktop computers, laptops, tablets, cell phones, etc.
- Entertainment or Food (unless as a form of payment for research subjects)

Award Period

All spending MUST be done within the award period: June 1, 2021 to May 31, 2022. The receipts you submit must document expenses made within the award period only. By the end of March 2021, applicants will learn via email to their Graduate Center account whether they have been awarded.

EXCEPTIONS

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 (via email) that the DSRG administrator grant an exception 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, students should include the receipt in their 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 2021 semester.
- You will have HRPP/IRB (Human Subjects Research Protection Program/Institutional Review Board) clearance before you commence research with human subjects and IACUC (Institutional Animal Care and Use Committee) clearance before commencing research with animal subjects.
- You will submit a Final Report, composed of at least two paragraphs describing what was accomplished with the grant, together with

receipts documenting all expenditures. The report and receipts should be submitted only via email to dsrg@gc.cuny.edu with the subject line DSRG 16 FINAL REPORT as soon as you have finished spending your grant money—but no later than June 30, 2022.

- 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

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 HRPP/IRB approval, seek guidance from your mentor and the Human Subjects Research Protection Program (HRPP) at:
http://www.cuny.edu/research/compliance/human-subjects-research-1.html

NOTE: You will not be able to register for the Fall 2022 semester or have access to your transcript after graduation until the Final Report and all receipts are submitted. Submit the report and receipts via email only to dsrg@gc.cuny.edu with the subject line: DSRG 16 FINAL REPORT.

ONLINE APPLICATION INSTRUCTIONS

The completed application must be submitted no later than January 31, 2021 at 5pm. There will be no exceptions. The emailed Letter of Support from your faculty research mentor must be submitted by them no later than February 5, 2021.

1.Log-in to CUNYfirst (www.cuny.edu)

2.Access Student Center (student self-service)

3.Click on the 'GC Doct Student Research Grant' link from the 'To Do List' (right margin)

4.Once the DSRG Application launches, click on the 'Access Grant Application' link

NOTE: If your internet browser asks about pop-up windows, be sure to click on Options and click "Allow."

5.Access the DSRG Application

      a. General Information Tab
          i. Read/review; no action required
      b. Personal Details Tab –

          i. Carefully review personal information

      Please note:

      ii. Information is populated based on data as recorded in the official system of record (CUNYfirst), as of the date you launch/access the DSRG application; also, please refer to the disclaimer on top of the page

iii. Please review personal information

Should you need to change/correct any information, please contact the Office of the Registrar

c. Academic Information Tab *

    i.   Please review the Academic Information (information is derived from CUNYfirst) Should you need to change/correct any information displayed, please contact the Office of the Registrar and/o the Assistant Program Officer (APO) of your academic program

    ii.   Be sure to read and check the box: "Click 'Yes' to confirm that you will register for Fall 2020 semester." You may skip this step initially, but you will be prompted to check the box before the final submission of your application

d. Faculty Mentor and EO Tab *

    i.   Populate Faculty Mentor's first and last name (please use mixed case)

    ii. Populate Faculty Mentor's email address

    iii. Populate EO (Executive Officer) first and last name (please use mixed case)

    iv. Populate EO's (Executive Officer) email address

e. Proposal Tab *

    i. Please carefully read the text in red
    ii. Populate the
- Proposal Title (required; 200 characters maximum)
- Project Abstract (required; 150 word maximum)
- Proposal (required; 1,000 words maximum)
- Works Cited (populate - if applicable to your project)

    iii. Answer the questions: If your proposal has been submitted to IRB, a date is required

 f. Budget Information Tab *

    i. Populate various categories (enter figures for the expenses rounded to the nearest dollar; leave amount as "0" in any category that is not applicable)
    ii. Populate the Budget Justification (required; 1,000 words maximum)

g. Submission Tab *

    i. Please carefully read the text in red
    ii. Acknowledgement of the FINAL submission (check the "I understand and agree to submit final version of my application" checkbox)

h. Confirmation of Submission (Thank you for submitting your application for the DSRG...)

    i. Once the DSRG application has been completed and officially submitted, a confirmation message will appear on the DSRG application

    ii. Additionally, an email confirmation will also be sent to your GC email address (as noted on the "Personal Details" Tab)

    iii. An email will also be sent to the Faculty Mentor requesting submission of the Letter of Support (email address you provided for the Faculty Mentor in the "Faculty Mentor and EO" Tab)

Tab contains Required Fields. You will not be able to submit the application until all the required fields on the various tabs are populated

PLEASE NOTE: Before the DSRG application is officially submitted, clicking "Save & Continue" on the DSRG application tabs will save your work. At any point you may log out and return later by accessing the "To Do List" in the CUNYfirst Student Center.

APPLICATION COMPONENTS

Abstract

Enter a 150 word (maximum) abstract of your proposal

Proposal

Enter a 1,000 word (maximum) proposal

Works Cited

Enter your bibliographical references, if any

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

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 something like this:

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 number 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. In the online application, you will be required to enter your research mentor's name – the one who has agreed to write you a Letter of Support – as well as his or her contact information. 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 February 5, 2021.
- If your mentor wishes, they 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 their Letter of Support does not exceed one page.)

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 for the application site.
- Try using another browser: Firefox, Safari, Chrome, etc.
- Try restarting your computer.
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Contact the DSRG administrator with any questions at 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. 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.