



ANNOUNCEMENT TO GRADUATE STUDENTS
DOCTORAL STUDENT RESEARCH GRANT PROGRAM
Competition # 7

Award Period: February 1, 2012 to January 31, 2013

PROGRAM DESCRIPTION

Mission Statement:

The mission of the Doctoral Student Research Grant Program is to foster a research-oriented academic culture among Ph.D. students and to encourage interdisciplinary discourse at The CUNY Graduate Center 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. Individual awards in Competition #7 may range from \$250 to \$1,500.

Eligibility:

Doctoral students, in good standing and in their 2nd to 7th year at The Graduate Center are eligible to apply. **Those who received a Doctoral Student Research Grant award in Competition #6 (February 1, 2011 to January 31, 2012) will NOT be eligible to apply in the current Competition #7.**

Proposal Application Deadline:

The deadline for submission of a complete application package by graduate students to their Program Office will be 4pm on **Monday, October 31, 2011**. **However, Programs may set different deadline dates to suit their needs, so check with your Program Office.** Award notifications will go to students from their Program Offices before the first of the year and funds will be available for awardees by **February 1, 2012**. Students will have 12 months, until **January 31, 2013**, to complete their research projects and spend all funds.

Important note: grant funds must be spent between February 1, 2012 and January 31, 2013.

IRB (Institutional Review Board) Approval and Deadline:

All research involving human subjects requires review by a CUNY IRB – also known as the Committee for the Protection of Human Subjects. Students who receive an award notification and require IRB approval must submit an IRB application as soon as possible after award notification but **no later than March 1, 2012**. The application should be submitted to the student's home campus

when applicable, or to the GC IRB. Students who require IACUC (Institutional Animal Care & Use Committee) approval for research with animals must also submit an IACUC application **no later than March 1, 2012.**

As soon as you receive award notification, if your research involves human or animal subjects, go to <http://web.gc.cuny.edu/orup/humansubjects.html> for information and to download an IRB application.

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

Guidelines for Submission:

A written proposal of no more than 6 pages is required as follows:

Pages 1-2 Cover Sheet (form attached). Executive Officers need to sign off on the cover sheet to certify that the applicant is in good standing and is in the 2nd to 7th year of her/his doctoral program.

Pages 3-4 A maximum 2-page description of the proposed research, the methods to be employed, and a review of relevant literature with selected references. This two page description should be single-spaced, 12 point type with a 1 inch margin all around.

Page 5 A maximum 1-page detailed budget and the budget justification for the research activity. (Please indicate if the project has already received funding from other sources) **Executive Officers need to sign off on the budget page to certify that the budget meets the program requirements.**

Page 6 A letter of support for the project from the student's faculty research mentor. The faculty research mentor does not have to be the student's regular or thesis advisor but should be a faculty member who agrees to be a mentor for the student on the project.

Three sets (1 original + 2 copies) of the completed application package should be submitted by the student to the Executive Officer for their doctoral program by **4 pm, Monday, October 31, 2010 or another date set by the Program Office.**

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 shall be evaluated by the following criteria:

- a) Importance of proposed research;
- b) Evidence of a well-designed methodology;
- c) Clarity of the proposal;
- d) Likelihood that the proposed research will be completed within the grant period; and,
- e) Realistic and cost efficient budget

Eligible Expenses:

Examples of eligible expenses include:

- To attend professional conferences to present research results or meet with colleagues in the field, including travel, registration fees and accommodations;
- To visit other research facilities to obtain knowledge relevant to student's research, including costs of travel and accommodations;
- To travel for purposes of conducting research;
- To pay for recruitment and compensation of research subjects;
- For publication costs not normally paid for by the student's research facility;
- For fees to use professional libraries or databases; and,
- For research-related books or software **not available at CUNY**.

Given that the primary purposes of these grants are to support graduate students in having enhanced research experiences and 'getting out into the world of research,' and **not** to pay for expenses in a functioning CUNY research environment (e.g., equipment, chemical supplies, biological supplies, plants, etc.). **Only under rare circumstances, fully explained by the student and by the faculty advisor**, may **up to 25%** of the grants be used for:

Laboratory fees (for research samples)
Data collection expenses
Purchase of chemical supplies, biological supplies, plants, etc.

Under **NO** circumstances may grant funds be used for:

Salaries for students
Purchase of computer or computer-related equipment
Food and/or entertainment

Responsibilities of Awardees:

Upon selection of a student's proposal for funding, the student must agree in writing to the following terms:

- a) That funds awarded will be used solely for the purposes of the proposed research in keeping with the budget submitted;
- c) That the student will be registered for at least one of the two semesters of the research grant period – Spring 2012 and/or Fall 2012; and,
- d) That a **Final Report**, comprised of a 1-2 page narrative describing accomplishments with the grant, together with **original receipts** documenting all expenditures, will be submitted no later than March 31, 2013, and that any funds unexpended at the end of the one-year grant period will be returned to The Graduate Center. **Students will not be able to register for the Fall 2013 semester until the Final Report and all receipts are submitted.**

Application Signature:

Your application must be signed by the Executive Officer of your Program and your Faculty Mentor on page 3 of this application.

Grants and Proposal Writing Seminar:

As was done in the past, a special 2-hour seminar will be offered for graduate students who would like to learn more about the grants and proposal writing process, including the IRB and IACUC procedures. This seminar will be offered twice, once on **Monday, September 12th at 10 am** in Room 9204-5 and again on **Friday, September 16th at 11am** in Room 9204-5. **You are strongly encouraged to attend one of these sessions.**

If you have any questions about any aspect of the Doctoral Student Research Grant Program contact:

Linda Merman, Program Administrator
Phone: (212) 817-7524; Email: lmerman@gc.cuny.edu
Office of Research and Sponsored Programs
The Graduate Center of CUNY, 365 Fifth Avenue, New York, NY 10016

Cover Sheets
Doctoral Student Research Grant Program
Competition #7
Award period: February 1, 2012 to January 31, 2013

Did you receive a Doctoral Student Research Grant for Competition #6 (Feb. 1, 2011 to Jan. 31, 2012)? _____

If yes, STOP NOW – Doctoral Student Research Grants can only be awarded every other year

Last Name _____ First Name _____

Best Address for Mail _____

Best Telephone # _____ Best E-mail Address _____

Banner # _____ Social Security # _____

Doctoral program (if psychology, specify subprogram) _____

Date Entered Ph.D. Program _____ Expected Graduation Date _____

A. Registered for Fall 2011? (yes or no) _____

B. Will Register for Spring 2012? (yes or no) _____ C. Will Register for Fall 2012? (yes or no) _____

If the answer to BOTH B and C above is no, STOP NOW you are not eligible to apply. You must be registered for B or C or both.

Name of Executive Officer _____ Name of Faculty Mentor _____

Telephone # of EO _____ Telephone # of Faculty Mentor _____

E-mail of EO _____ E-mail of Faculty Mentor _____

Title of Graduate Research Grant Proposal

Does your research involve human subjects? (yes or no) _____

If yes, has proposal been submitted to IRB? (yes or no) _____ Date submitted _____

Does your research involve animals? (yes or no) _____

If yes, has proposal been submitted to IACUC? _____ Date submitted _____

Do you already have IRB or IACUC approval for this research? (yes or no) _____

If yes, include with your application package a copy of the approval letter from whichever CUNY IRB or IACUC approved your research.

NB: If you receive an award notice, begin IRB submission process at once but no later than March 1, 2012

Budget

Examples of eligible expenses include:

- To attend professional conferences to present research results or meet with colleagues in the field, including travel, registration fees and accommodations;
- To visit other research facilities to obtain knowledge relevant to student's research, including costs of travel and accommodations;
- To travel for purposes of conducting research;
- To pay for recruitment and compensation of research subjects;
- For publication costs not normally paid for by the student's research facility;
- For fees to use professional libraries or databases; and,
- For research-related books or software not available at CUNY.

Only under rare circumstances, fully explained by the student and by the faculty advisor, may up to 25% of the grants be used for:

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

Under **NO** circumstances may grant funds be used for:

- Salaries for students
- Purchase of computer or computer-related equipment
- Food and/or entertainment

Compensation for Human Subjects

Compensation for Research Assistance

Travel Costs

Supplies

Other

Total

Please add a one-page Budget Explanation, explaining each item in your budget.

Award checks cannot be distributed without the written approval of IRB or IACUC Committees, when such approvals are necessary.

Abstract of Project (no more than 100 words):

This student is in good standing and meets all eligibility requirements for grant applicants. The budget is in keeping with the grant guidelines.

I agree to serve as Faculty Mentor for purposes of this grant application and have reviewed the proposal and written a letter of support. For students requiring IRB approval, I understand I must complete the on-line IRB training. For more information contact Kay Powell x 7525.

Executive Officer

Date: _____

Faculty Mentor

Date: _____