

MEMO

To: Executive Officers
From: Brian Schwartz, Vice President for Research and Sponsored Programs
Date: September 8, 2008
Subject: **DOCTORAL STUDENT RESEARCH GRANT PROGRAM**

Competition # 4

Award Period: February 1, 2009 to January 31, 2010

I am pleased to inform you that the Doctoral Student Research Grant Program will be funded for a fourth year (Competition #4) by the CUNY central office and administered once again by the Office of the Vice President for Research and Sponsored Programs at The Graduate Center.

As was done last year, funds will be distributed among programs in approximate proportion to the number of eligible students in each program in years 2 through 7 for the upcoming academic year. Each EO will be informed in late September of the total number of dollars allocated to her/his program for grant awards. From that number of dollars, awards of varying amounts can be made by the EO, although no single award can exceed \$1,500.

There will be two methods of applying for the grants described in detail in the attached program Announcement. Students may apply in only one category:

1. Regular Submissions through the Student's Doctoral Program

Almost all of the applications are likely to be submitted to the Executive Officer of the applicant's program. Each EO and program will develop a means to review the proposals and decide on how to disburse the allocated research funds. The maximum award to any student will be \$1,500.

2. Submissions through the At-Large Category

In rare cases a student may prefer her/his proposal be reviewed by faculty outside of her/his program. In such cases the student may apply through the At-Large category. These applications will be submitted to the Office of the Vice President for Research and Sponsored Programs, Brian Schwartz, The Graduate Center, to be reviewed by faculty external to the student's program but knowledgeable in her/his field.

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 #1 (February 1, 2006 to January 31, 2007) and #2 (February 1, 2007 to January 31, 2008) will be eligible to apply in Competition #4, provided they are within the 7 year period and otherwise eligible. Students who received grants in Competition #3 (February 1, 2008 to January 31, 2009) are NOT eligible to apply.**

Changes:

Please note the section "**Eligible Expenses**" on page 2 of the attached Announcement. In keeping with the mission of the Doctoral Student Research Grant Program to support student research, the eligible expenses in the budget section has been revised and clarified.

Additionally, awardees who require IRB (Institutional Review Board) approval to conduct their research, and their advisors, must complete on-line IRB training and submit all documents to their IRB Committees soon after they receive award notification, but no later than February 1, 2009.

Procedure:

Students must submit original plus 2 copies of their complete grant application packages to their EO (#1 above) or to me (#2 above) no later than **4 PM, Tuesday, October 21, 2008**. EOs will submit the original plus 1 copy of all the complete application packages recommended for funding from their program to my office no later than **4PM, Tuesday, November 18, 2008**. The attached forms listing the awardees should be submitted to my office together with the application packages recommended for funding.

By **Monday, December 15th**, my office will send individual student award letters to EOs for distribution to their students who they have selected to receive grants. At the same time, EOs should prepare denial letters, if possible, including a reason for denial, to be given to their students who have not been selected to receive a grant.

Kindly review the attached Program Announcement and the application Cover Sheets regarding eligibility of applicants, deadlines, description of proposals, criteria for review of proposals, eligible and ineligible expenses, and the responsibilities of awardees. Feel free to duplicate these materials. Please distribute the Announcement and Cover Sheet to all your graduate students. These materials also will be available in my office (Rm. 8309) and in the Doctoral Student Council Organization office (Rm. 5485). Additionally, I will send the Announcement to you by e-mail. **Your signature on Page 3 of the Application form will certify that the student is eligible for the program and that the budget meets the program guidelines.**

Grants and Proposal Writing Seminar:

A 2-hour seminar will be offered to students who wish to learn more about the grants and proposal writing process. The Seminar will be offered twice, once on **Thursday, September 18th at 2pm**, and again on **Wednesday, September 24th at 4pm**. They will take place in Room 5414 and all students are welcome. Last year more than 80 students attended the Seminars.

If you have any questions about any aspect of the Doctoral Student Research Grant Program please contact me at (212) 817-7521, bschwartz@gc.cuny.edu or Linda Merman, Program Administrator, at (212) 817-7524, lmerman@gc.cuny.edu.

Cc: Assistant Program Officers

Awardee List
(to be filled out by Program)
Research Grant Program for CUNY Doctoral Students

To: Brian Schwartz, VP for Research & Sponsored Programs

From: _____ Program

Date: Due no later than Tuesday, November 20, 2008 in Room 8309, The Graduate Center

Total # of grants awarded _____ Total dollar amount _____

**The original plus one copy of all complete grant application packages from your program
must accompany this form**
Reproduce this form if more space is required

<u>Name of Student</u>	<u>Award Amount</u>	<u>Social Security #</u>	<u>Banner #</u>	<u>Faculty Mentor</u>
_____	_____	_____	_____	_____

<u>Name of Student</u>	<u>Award Amount</u>	<u>Social Security #</u>	<u>Banner #</u>	<u>Faculty Mentor</u>
_____	_____	_____	_____	_____

<u>Name of Student</u>	<u>Award Amount</u>	<u>Social Security #</u>	<u>Banner #</u>	<u>Faculty Mentor</u>
_____	_____	_____	_____	_____

<u>Name of Student</u>	<u>Award Amount</u>	<u>Social Security #</u>	<u>Banner #</u>	<u>Faculty Mentor</u>
_____	_____	_____	_____	_____

<u>Name of Student</u>	<u>Award Amount</u>	<u>Social Security #</u>	<u>Banner #</u>	<u>Faculty Mentor</u>
_____	_____	_____	_____	_____

Name of Student Award Amount Social Security # Banner # Faculty Mentor

Name of Student Award Amount Social Security # Banner # Faculty Mentor

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ANNOUNCEMENT TO GRADUATE STUDENTS
DOCTORAL STUDENT RESEARCH GRANT PROGRAM
Competition # 4

Award Period: February 1, 2009 to January 31, 2010

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 may be up 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 #1 (February 1, 2006 to January 31, 2007) or Competition #2 (February 1, 2007 to January 31, 2008) will be eligible to apply in Competition #4. Those who received a Doctoral Student Research Grant award in Competition #3 (February 1, 2008 to January 31, 2009) will NOT be eligible to apply again in the current Competition #4.

Proposal Application Deadline:

The deadline for submission of a complete application package by graduate students to their Program Office will be 4pm on **Tuesday, October 21, 2008**. 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, 2009**. Students will have 12 months, until **January 31, 2010**, to complete their research projects.

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 February 1, 2009**. 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 February 1, 2009.**

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

Guidelines for Regular Submissions through the Student's Doctoral Program:

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, Tuesday, October 21, 2008.**

Guidelines for Submissions through the At-Large Category:

It is anticipated that almost all students will apply through their doctoral programs. In rare cases, a student may prefer that her/his proposal be reviewed by faculty outside of her/his program. In such cases a student may apply through the At-large Category. Applications in this category will be reviewed by faculty members outside of the student's programs but knowledgeable in their fields. If applicants choose to apply to the At-Large Category, 3 sets (one original and 2 copies) of the complete 6-page application package – signed by the Executive Officer and with a letter of recommendation from a faculty mentor, exactly as described above in the section **Guidelines for Regular Submissions through the Student's Doctoral Program** - must be submitted to the Vice President for Research and Sponsored Programs, Brian Schwartz, the Graduate Center, Room 8309 no later than **4pm, Tuesday, October 21, 2008.**

Review Process:

For **Regular Submissions through the Student's Doctoral Program**, proposals will be judged by faculty members in the applicant's doctoral program as determined by the Executive Officer. For **Submissions through the At-Large Category**, proposals will be judged by faculty knowledgeable in the applicant's fields, but outside their doctoral programs. In each case, proposals will be evaluated by the criteria given below.

Criteria for Review of Proposals:

For both **Regular Submissions through the Student's Doctoral Program** and **Submissions through the At-Large Category**, proposals shall be evaluated for:

- 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 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 approved by the faculty advisor, may up to 25% of the grants be used for:**

Laboratory fees (for research samples)
Data collection expenses
Purchase of equipment, 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 2009 or Fall 2009; 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 1, 2010, 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 2010 semester until the final report and 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 last year, 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. Last year approximately 80 students attended and reported that they found the seminar helpful. Once again, this seminar will be offered twice, once on **Thursday, September 18th at 2pm** in Room 5414 and again on **Wednesday, September 24th at 4pm** in Room 5414. Refreshments will be served.

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 the Vice President for Research and Sponsored Programs
The Graduate Center of CUNY, 365 Fifth Avenue, New York, NY 10016

Cover Sheets
Doctoral Student Research Grant Program
Competition #4
Award period: February 1, 2009 to January 31, 2010

Did you receive a Doctoral Student Research Grant for Competition #3 (Feb. 1, 2008 to Jan. 31, 2009)? _____
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 2008? (yes or no) _____

B. Will Register for Spring 2009? (yes or no) _____ C. Will Register for Fall 2009? (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 no later than February 1, 2009.

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 approved by the faculty advisor, may up to 25% of the grants be used for:

- Laboratory fees (for research samples)
- Data collection expenses
- Purchase of equipment, 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

Faculty Mentor

Date: _____

Date: _____