**G F E C**

**Graduate Faculty Executive Committee**

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Geography

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Kinesiology

***Jennifer Martin Tse***

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***Jillian Tucker***
Admissions

***Carol Van Der Karr***
Vice Provost for Academic Affairs

***Teagan Bradway***Biology, Chemistry, Geology, Mathematics, Physics

***Vacant***

Childhood/Early Childhood Education



**2023-2024 Graduate Small Grants Program**

**Applications accepted anytime during the academic year,**

**but no later than Friday, April 12, 2024**

**Graduate Small Grants Program**

The Graduate Faculty Executive Committee anticipates awarding a number of small grants to graduate students in direct support of their research or creative activities. Proposals from all academic disciplines are welcome and encouraged.

The GFEC Small Grants Program is aimed to support original research or creative activities that students complete independently or in collaboration with other graduate students. The award is designed to help defray the cost of travel in direct support of the project being conducted, equipment and supplies not budgeted by the sponsoring department, and other materials deemed necessary to successfully conduct a project.

The small grants program is **not** intended to: (i) provide salary stipends for students and their faculty advisors; (ii) support travel to professional conferences or meetings; or (iii) purchase major equipment (including computer technology). Students seeking support for travel-related expenses to present at professional conferences should apply for a Graduate Student Research Travel Grant.

Applications are reviewed and ranked based on:

* The rigor of the research/creative project
* The professional presentation, clarity, and organization of the application
* Reasonableness and accuracy of the budget

Incomplete or unprofessional applications will returned to the applicant and faculty sponsor, time permitting, for revision and resubmission. **Hand-written applications will not be accepted.**

Should the application be successful, the actual award amount may depend on available funds, number of applicants, and the distance/costs necessary for travel. Students requesting reimbursement for travel related expenses should complete a travel authorization form **prior** to travelling.

**Eligibility Requirements**

1. Any matriculated SUNY Cortland graduate student, enrolled during the semester of the grant. Student must be in good academic standing (not on probation, leave of absence or suspension).

2 Grant funding should be fully expended by June 30 in the academic year in which the grant is awarded.

**Expectations**

Small Grant awardees are expected to provide a one-page written **summary of outcomes** at the end of the semester in which they receive the grant. Summaries should be submitted to the Graduate Faculty Executive Committee Office, Miller Building Room 404.

Contact Pam Schroeder, GFEC Secretary (ext. 2206), or any committee member

with questions about, or for assistance, in completing this application.

**SUNY Cortland Graduate Faculty Executive Committee**

#### 2023-2024 Small Grants Research Program

**Application Cover Sheet**

**All application materials must be submitted to the GFEC Office, Miller Building Room 404 anytime during the academic year, but no later than Friday, April 12, 2024. Decisions will be made approximately 3-4 weeks following the submission deadline, during each semester.**

Applicant Name: C #:

Major: Number of credits earned towards graduation:

Campus/Local Address:

Phone: Email:

Student Collaborators (if any):

Collaborator #1 Name: C #:

 Collaborator #2 Name: C #:

 Collaborator #3 Name: C #:

Title of Research/Creative Activity:

Faculty Advisor: Department:

Campus Phone: Email:

**Directions:** Part A of this application should be completed by the student(s) and Part B by the faculty advisor(s). It is expected that the faculty sponsor will mentor the students in the completion of all sections of the application. If more than one student is involved in the same project, submit a single application and identify each student involved in the project. Only a single faculty statement is required. **Please ensure to include separate pages for the detailed budget and, if applicable, summary of prior GFEC support.**

**Part A. Student**

1. Describe your proposed research project or creative activity. The description should include the goals and anticipated outcomes of the project, including the methodology. If this is a collaborative project, fully explain the role of each of the collaborators. *(Attach additional sheets if necessary)*

2. Is this research that will involve human participants? Yes No

 If yes, have you received or will you be seeking approval from the [SUNY Cortland Institutional Review Board](http://www2.cortland.edu/irb/)? (check one)

Yes No (please explain) Approval is pending\*

**\* It is your responsibility to notify the GFEC Office when your IRB**

**is approved in order for your reimbursement to be processed.**

3. Indicate the total amount of funding being requested. $

 *Complete the budget page containing a detailed budget listing materials and supplies, travel, and an explanation as to how this funding will be used in support of your project*.

4. If you (or any of the collaborators) have received prior support from GFEC (Small Grant or Travel Grant), provide a one-page summary describing the activities and outcomes (e.g., presentations, performances, and/or publications) for each of these previously supported projects.

 I understand I must submit a summary report of my project and expenses by the end of the semester in which I receive the grant.

**Your signature below indicates that you understand your responsibilities in accepting this grant.**

Student Signature: Date

Collaborator #1Signature: Date

Collaborator #2 Signature: Date

Collaborator #3 Signature: Date

**Budget Page**

**I. Materials/Supplies/Equipment.** Please list separately each item and the amount. (attach additional sheets if necessary)

 All non-consumable equipment items are the property of SUNY Cortland, and must be returned to your department or faculty mentor at the completion of your project. Receipts must be provided as proof of purchase.

a. $

b. $

c. $

d. $

e. $

f. $

g. $

 **TOTAL MATERIALS AND SUPPLIES** $

**II. Research Travel Expenses.** For research that involves travel, please submit a completed **Research Foundation** travel authorization [form](https://www2.cortland.edu/offices/research-foundation/travel/Travel%20Authorization%20Request.pdf?language_id=1), prior to travel, with this application. All items in the budget sections (except per diem meals\*) require original receipts for reimbursement. Per diem meals and lodging can only be applied towards actual dates of activity plus reasonable travel time to and from activity. Reimbursement for lodging cannot exceed the official per diem rate. Information regarding per diem rates for lodging and meals may be found at <http://www.gsa.gov/portal/content/104877>**.** Receipts must be provided as proof of purchase.

 Please complete the appropriate column(s): **Actual** if the travel has already taken place or **Anticipated** if the travel has not yet been completed.

 **Per Diem/Mileage Actual** **Anticipated**

1. Airfare $ $
2. Mileage (2024 Rates) $0.67 /mile x \_\_\_\_\_miles $ $
3. Per diem meals**\*** $ /day x day(s) $ $
4. Per diem lodging**\*** $ /night x night(s) $ $
5. Other (explain below) $ $

 $ $

**Subtotal: Expenses from Section I (a – g)** $ $

**Subtotal: Expenses from Sections II (a – e)** $ $

**TOTAL EXPENSES** $ $

**TOTAL AMOUNT REQUESTED** $ $

**III. Budget Justification.** Please describe below how ***each*** item in your budget relates to and supports your research project or creative activity. The information should be sufficiently detailed and clear for reviewers outside of your discipline to understand its relevance.

**Part B. Faculty Advisor**

1. What is your role in the project for which the student is applying for funds?

2. Describe the capacity in which you know the student (and student collaborators), and describe the preparation of the student(s) to undertake the project?

Your signature acknowledges the above information is accurate and this is a legitimate request for funding and that this student (or students) has your endorsement for this grant. All non-consumable equipment items are the property of SUNY Cortland, and must be returned to you or your department or mentor at the completion of the student’s project.

Faculty Advisor Signature: Date:

 **Only the documentation requested in this application will be forwarded to the GFEC.**

**Please do not attach any additional letters of recommendation.**