

Graduate
Faculty
Executive
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Associate Provost for
Academic Affairs

2012-2013 Graduate Small Grants Program

**Applications accepted anytime during the academic year,
but no later than Friday, April 12, 2013**

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](#).

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.

Evaluation Criteria

Proposals will be reviewed by the GFEC. The evaluation criteria will include: the intellectual quality of the project; the merit of the research/creative experience; and reasonableness of the proposed budget.

**SUNY Cortland Graduate Faculty Executive Committee
2012-2013 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, 2013. Decisions will be made approximately 2-3 weeks following submission.

Applicant Name: _____ C #: _____

Major: _____ Number of credits earned towards graduation: _____

Campus/Local Address: _____

Phone: _____ Email: _____

Student Collaborators (if any):

Collaborator Name: _____ C #: _____

Collaborator Name: _____ C #: _____

Collaborator Name: _____ C #: _____

Title of Research/Creative Activity:

Faculty Advisor: _____ Department: _____

Campus Phone: _____ Email: _____

Directions: Part A of this application should be filled out by the student(s) and Part B by the faculty advisor(s). It is permissible for faculty sponsor to assist in completion of sections I and II of the budget page. 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 required, 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](#)? (check one)

Yes No (please explain) Approval is pending

2. 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.

3. 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 Signature _____ Date _____

Collaborator Signature _____ Date _____

Collaborator 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 mentor at the completion of your project.

- a. _____ \$ _____
- b. _____ \$ _____
- c. _____ \$ _____
- d. _____ \$ _____
- e. _____ \$ _____
- f. _____ \$ _____
- g. _____ \$ _____

TOTAL MATERIALS AND SUPPLIES \$ _____

II. Research Travel Expenses. For research that involves travel, please submit a completed travel authorization [form](#) 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 may be found in the SUNY Cortland Business Office travel guidelines site at: <http://www2.cortland.edu/offices/business/accounts-payable/>.

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

	Per Diem/Mileage	Actual	Anticipated
a. Airfare		\$ _____	\$ _____
b. Mileage	\$0.555 /mile x _____ miles	\$ _____	\$ _____
c. Per diem meals*	\$ _____ /day x _____ day(s)	\$ _____	\$ _____
d. Per diem lodging*	\$ _____ /night x _____ night(s)	\$ _____	\$ _____
e. 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 C. 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.**