



2013-2014 Graduate Student Research Program

The University of Mississippi Graduate Student Council provides financial support for graduate student research through the Graduate Student Research Program.

Part I Overview Information

Sponsors

University of Mississippi, Office of Research and Sponsored Programs and the Graduate Student Council

Title: Graduate Student Research Grant (G01)
.....

APPLICATIONS MAY NOT BE SUBMITTED IN PAPER FORMAT

Key Dates

1. Release/Posted Date: January 25th, 2013
2. Application Due Date: March 20th, 2013, by 5:00pm

*******No late submissions will be accepted*******

Purpose.

The Graduate Student Council (GSC) welcomes proposals from currently enrolled graduate students in any discipline. The GSC Research Fund was established to assist ongoing and future graduate

student research at the University of Mississippi. The Fund is meant to support research for which departmental funds are not available.

- **Funds Available and Anticipated Number of Awards.** The GSC will award at least ten awards of up to \$1,000 each in the spring semester of 2013, to be used during the following academic year. Applications requesting more than \$1,000 will not be reviewed. Projects requiring more than \$1,000 for completion will need to note in detail how all amounts above \$1,000 will be funded through other sources (personal, departmental etc.)
- **Budget and Project Period.** The total project period for an application submitted in response to the GSC research grant opportunity may not exceed one year. Direct costs are limited to \$1,000 over a one-year period.
- **Application Research Description Length.** The G01 application research description section may not exceed 7 pages, including tables, graphs, figures, diagrams, and charts.
- **Eligible Project Principal Investigators (PIs).** Individuals currently enrolled as graduate students in any discipline are invited to submit an application. Previous recipients of the GSC grant are eligible to apply. However, preference may be given to applicants who have not been previously received awards through this program. Graduate students on academic probation and students graduating in the current or following semester are not eligible to apply.
- **Number of PIs.** No more than one graduate student per award.
- **Number of Applications.** Applicants may only submit one application.

Table of Contents

PART I: Overview Information

PART II. Use of Funds and Funding Restrictions

Section 1: Items eligible for funding

Section 2: Example Items NOT eligible for funding

Section 3: Reimbursement

PART III. Application and Submission Information

Section 1: Content and form of application

Section 2: Letter of recommendation

Section 3: Submission requirements

PART IV. Application Review Information

Section 1: Review and selection process criteria

Section 2: Viewing reviewer comments

Section 3: Anticipated award notices and award dates

PART V. Additional Requirements

Section 1: Reports and presentations

Section 2: Publications

PART VI. Contact Information

Part II. Use of Funds and Funding Restrictions

Section 1: Items eligible for funding

The GSC Research Grant may be for any amount up to \$1,000. Funds may be used for research or presentation supplies and other needed commodities, travel directly related to field research, and costs directly related to essential technical support.

EXAMPLE ITEMS ELIGIBLE FOR FUNDING

- research supplies, such as chemicals, sample bags
- software licenses
- presentation supplies and contracted expenses (e.g. poster boards, poster printing services)
- travel expenses related to field work
- certain upgrades to existing university computers (memory, graphics cards), See Procurement under Section 3 on next page

Section 2: Example Items NOT eligible for funding

GSC Research funds may **NOT** be applied to educational expenses, travel to professional meetings/conferences, self-education projects/programs, or participant honoraria. Additionally, GSC Research funds may **NOT** be used to purchase food for persons or equipment that could be considered University property. Applicants are responsible for complying with these guidelines while proposing budgets and spending awarded funds. Refer to www.olemiss.edu/depts/procurement - click on Spending Policy. Also refer to the ORSP contact. NOTE: The Faculty Technology Development Center in Weir Hall has the following devices for check-out to graduate students (through their advisors) or course instructors of record: digital cameras; flip video cameras; digital audio recorders.

EXAMPLES OF ITEMS **NOT ELIGIBLE** FOR FUNDING

- child care to enable you to work on your research
- payment to research participants
- desktop, notebook, or tablet computers
- cameras or digital recording devices

Section 3: Reimbursement

Recipients will receive the award from the Office of Research and Sponsored Programs (ORSP). The award document will be fully executed upon signature by the recipient and the Vice Chancellor for Research and Sponsored Programs. Award funds will be maintained and managed by the ORSP. Recipients may access these funds by presenting receipts for reimbursement to the ORSP contact identified in the award document. Items submitted for reimbursement must be acceptable both within the award's budget and within UM Procurement rules and regulations. **For more information, prospective applicants may visit the website of UM Procurement Services at <http://www.olemiss.edu/depts/procurement/>** (click on Spending Policy), or contact the ORSP contact person listed in the award document. For travel, the recipient must work with ORSP to ensure proper authorizations are in place at least 5 days before the travel takes place. The project period will be clearly stated within the award document, but in general, will start when the awardees are notified by the GSC and will end one calendar year later; the estimated project end date for these awards is **May 1, 2014**. The Recipient will have an additional two weeks (until May 15th, 2014) to submit final receipts for reimbursement to the ORSP. For additional information, see the agreement draft or contact the ORSP contact person.

PART III. Application and Submission Information

Section 1: Content and Form of Application

General rules:

A. Applications that contain plagiarized or incorrect information, or are incomplete, late, or otherwise non-compliant, will NOT BE CONSIDERED for funding, and will be RETURNED WITHOUT REVIEW.

B. Please use the font listed below.

- Arial, font size 12, must be used for the application text. Text in figures, tables, and captions may use a font size as small as 9.”

C. Proposals must have at least 1 inch margins on all sides

D. Research Description (7 pages maximum; each section required below need not start on a new page, but may continue on the same page as the preceding section.)

- Results from Prior Support Through this Program** (1 page maximum), **For past recipients Only (Does not count toward 7 page max)**: A cover page must be submitted detailing title of previously awarded project, advisor of the project, year of award, status and amount of reimbursement, status of the project, and details of publications or presentations, if any.
- Summary**: (1 page maximum). Provide a thorough but basic overview of the project background. Remember, reviewers will have general technical knowledge, but will likely not be experts in your field. (E.g., a chemistry application may be reviewed by a

biologist or a physicist; a psychology proposal may be reviewed by an economist; an English proposal may be reviewed by an historian; and an electrical engineering proposal may be reviewed by a mechanical engineer.) Write in a way that is understandable to those in other disciplines, define terms where necessary, explain issues clearly, proofread carefully, and ask others to help you proofread as well. Summarize: (1) what is being proposed; (2) why the proposed work is needed/important; (3) what is novel or unique about the proposed approach, and (4) why/how you have the skills and resources to complete the work (including any preliminary results).

- iii. **Research Strategy:** (4 pages maximum) Include specific aims of your project. Describe the research project. Include for each specific aim: (1) methods; (2) significance and relevance; (3) expected results and outcomes; and (4) what contribution (broader impacts) this research will make to your field. Briefly list any facilities, equipment or other resources you will have at your disposal for the completion of the described project. Describe how you plan to disseminate information garnered from your study.
- iv. **Deliverables and Timeline:** (1 page maximum) Include a timeline of your planned research and deliverables.

E. References Cited: (No page limit) Please use same style for all citations – APA, MLA, etc.

F. Tables, Figures, Charts, Graphs, and Diagrams: (1 page maximum) List figures, charts, graphs, and diagrams after references. Up to 5 figures, charts, graphs, or diagrams within the one-page limit. All items used must be on the same page, and within only this section.

G. Biosketch: (No page limit) A bio-sketch (Resume/CV) listing your professional qualifications, in either NSF or NIH bio-sketch style

H. Budget:

List supplies, commodities, travel, and other research related expenses you will be requesting and the cost of each. Pay careful attention to your budget proposal and make sure that items are compliant with University's spending and reimbursement policies.

- i. **Budget Justification:** (2 pages maximum)
- ii. **Current and Pending Support** – For applicants conducting projects requiring more than \$1,000, list current or pending support for all amounts over \$1,000.

Section 2: Letters of Recommendation

One letter of recommendation is required from the applicant's research advisor. The advisor must also sign the terms-of-agreement form. Include the signed terms-of-agreement form within the .pdf application file and e-mail to GSCgrant.award.app@gmail.com. The advisor may choose to either e-mail the recommendation letter separately to this same e-mail address, or they may provide the letter to applicant, for the applicant to include in the .pdf application file.

Section 3: Submission Requirements

Send all applications to GSCgrant.award.app@gmail.com by the deadline,. Applicants must fill out all parts of the application and sign terms of agreement for research funds, and include all required documents in application file. Applicants will complete and compile all required parts of application listed in Part III section 1 and section 2 into **one** .pdf document. The document will include D, E, F, G, H,

Advisor recommendation (unless the Advisor chooses to e-mail the letter directly to the GSC), and signed terms-of-agreement form (form is page 11 of this document).

PART IV. Application Review Information

Section 1: Review and Selection Process Criteria

Applications will be reviewed and ranked by a panel of faculty and staff members drawn from a related field of study. Proposals will be divided into four categories: 1) Physical and Life Sciences, 2) Social Sciences, 3) Arts and Humanities, and 4) Engineering. Each grant will have a minimum of two reviewers from the same category. A final list of accepted applications will be submitted to the GSC Director of Graduate Affairs who will notify the awardees. Applications will be judged based on the following criteria;

A. Merit of the application: How do the specific aims advance knowledge and understanding in the applicant's field? What is the ingenuity of the proposed research plan? How well thought out and organized is the project plan and does the applicant have the necessary resources to carry research plan through to completion?

B. Broader impacts: In addition to the proposed contribution to the scientific field the academic career of the applicant, how will the proposed work contribute to society, the research and academic environment at UM or other current and prospective students at UM?

Section 2: Viewing Reviewer Comments

Anonymous reviewer comments may be available for viewing after all applications have been processed. ORSP will provide any such comments to the GSC, and the GSC Director of Graduate Affairs will make these comments available to the individual applicant.

Section 3: Anticipated Award Notices and Award Dates

The GSC Director of Graduate Affairs will notify all applicants of either acceptance or rejection. Anticipated date of notification is May 1st, 2013

PART V. Additional Requirements

Section 1: Reports and Presentations

All awardees will be required to present a 1-2 page mid-term progress report, highlighting progress made on the project and expenses incurred, to the Director of Graduate Affairs by December 15th, 2013.

The GSC is committed to creating opportunities for the professional development of graduate students. In that endeavor, the GSC will organize an on-campus poster exhibit in the Spring 2013 semester. All recipients of GSC grants are required to present their research project in the GSC Research Forum, using a template to be provided by ORSP. Grantees will be notified of the date and place well in advance.

The successful applicant will also be encouraged to submit an abstract in November 2013 to present their research as a poster or oral presentation at the Mississippi Academy of Sciences Spring 2014 meeting, and/or an abstract by December 2013 to present a poster at the Spring 2014 SEC Symposium Awardees' Advisors are encouraged to facilitate student travel to the conference if held outside of Oxford.

Section 2: Publications

Any papers, posters, presentations, book chapters, or other publications resulting from GSC-sponsored research should include an appropriate acknowledgement. Copies of all such publications and news of all such events and presentations should be included with the final progress report, to be sent to the active Director of Graduate Affairs of the Graduate Student Council.

PART VI. Contact Information

Questions can be forwarded to the current Director of Graduate Affairs at the following email:

Director of Graduate Affairs

Email – gradgsc.olemiss@gmail.com

Do not send questions to GSCgrant.award.app@gmail.com
this is for applications only.



The University of Mississippi GSC Research Award Application – Spring 2013 Terms of Agreement

Last Name:	First Name:	Middle Initial:
Department:	Student ID #:	
Home Address:	Work Address:	
Home Phone:	Work Phone:	
Email:	Supervisor (Advisor):	

Please indicate which category you are in 1) the Physical and Life Sciences, 2) the Social Sciences, 3) the Arts and Humanities, and 4) Engineering.

Category:

Contact Information will be used solely for contacting awardees.

Research Fund Terms

1. The **Awardee** will use the funds only for those things, which are outlined in their budget proposal, based on the Graduate Student Research Program Guidelines and compliant with University rules and regulations. All receipts must be saved in case an inquiry is made in this regard.
2. The **Awardee** will submit a 1-2 page mid-term progress report by **Dec. 15, 2013**, describing the items purchased with the funds, a summary of what work was accomplished and any publishable results, if any. A progress report form will be available on the GSC website for all awardees.
3. The **Awardee** will prepare a poster for presentation in the poster exhibit to be held in the Spring 2013 semester.
4. The **Awardee's** name, project abstract, and progress report will be published on the GSC webpage.
5. It is the responsibility of the **Awardee** to disclose if he or she received the grant in the past and other relevant information as mentioned above. Failing to do so will result in the rejection of the application and reimbursement.

Applicant's Certification

I understand and accept the terms and conditions set forth by the Graduate Student Research Program.

_____ Applicant Signature

_____ Date

_____ Advisor Signature

_____ Date

