

THE GRADUATE COLLEGE
GRADUATE STUDENT RESEARCH FUND

Purpose: The Graduate Student Research Fund was established to support graduate students engaged in independent scholarly research, scientific inquiry, inventive technology, and artistic/creative activity.

The Graduate Student Research Fund is intended to help students pay extraordinary or unusual costs incurred in research projects. The typing of theses and dissertations and project papers, as well as the purchase of supplies and equipment commonly provided by departments or by other existing grants or funds are not considered to be unusual expenses. *The applicant for a Research Grant must be the sole or principal investigator in the research project.*

To be eligible for a grant from the Graduate Student Research Fund, an applicant must be: a) regularly admitted to a graduate degree program; b) in good academic standing; c) enrolled for at least six hours in the semester or for at least three hours in the session that the research takes place (students on "continuous enrollment" status are exempt from this requirement); and d) the sole or principal investigator.

Applicants whose research involves human subjects, animals, and/or bio-safety requirements must provide documentation of prior approval of the research proposal by the appropriate University review body.

A graduate student is eligible to receive a maximum of two research/travel grants while enrolled in any degree program at Western Michigan University.

Grants will range up to \$600.00 for those applicants selected for funding. The amount will depend, in part, on the number of applications received and the budget available and, in part, on the priority given the application by the selection committee. Normally, preference is given to applications submitted before the research project has been completed. *Applicants should be aware that not all applications may be selected for funding and that not all applicants may receive the amount of funding requested.*

Incomplete applications will be returned to the applicant without being reviewed. A resubmitted application will be accepted only during the next deadline period. The application must be typed or legibly handwritten. Provide all requested documentation and commentary.

Submit *eight copies* of the application, *plus the original*, to The Graduate College, 260-W Walwood Hall, before 5 p.m. on the deadline day.

Deadlines: September 15
 November 01
 March 15

Please note: you will receive confirmation by mail regarding award status, approximately four weeks after the application deadline date.

Graduate Student Research Grant Application

Name (Last, First)

WIN Number

Local Address

City

State

Zip Code

Email Address

Degree level: master's specialist doctoral

Program of Study (Curriculum)

Department

• Title of Research Project: _____

- Will your research involve human subjects or animals or bio-safety requirements?
 yes (If so, attach a copy of your approval letter from the appropriate University body that reviewed your research proposal. This documentation is absolutely required.)
 no
- Are you the sole or principal investigator in this research project?
 yes
 yes, but for purposes of HSIRB application listed as student investigator.
 no (If no, explain below your role in this research project.)
- What amount of grant support are you requesting? _____ (\$600.00 maximum)
- What other financial support are you receiving for this project?

- Identify the semester(s)/sessions(s) the research will take place.
-

- How many credits will you elect during the semester(s)/session(s) the research takes place?
-

ATTACHMENTS

Please enclose the following attachments with your application

A: Project Description

The description should include the following (6 pages maximum):

- (1) a brief description of your research project or creative activity, including a statement of your primary objectives,
- (2) a background statement that places your project in context within your discipline, including a succinct summary of relevant works by others in the field and bibliographic references if appropriate (please include a bibliographic page for works cited),
- (3) the methods, procedures, or techniques used to accomplish the research,
- (4) the significance of your research or creative activity and the results expected upon completion.

Please target your description to a general scholarly audience rather than a specialist in your field. The Awards and Fellowship Committee is composed of faculty representing each of the University colleges, the Dean of The Graduate College or designee, and a student representative from the Graduate Student Advisory Committee. While their collective wisdom is extensive, it is not comprehensive regarding research processes within each of the disciplines represented in the University. Thus, the Committee relies upon the information contained in your description in making their funding determinations.

B: Resources Required to Complete Project

Describe staff, equipment and software needs, as well as any other required services or resources. With regard to equipment, distinguish between new equipment being requested for the project and those resources available from other sources. Note that Graduate Student Research Funds cannot be spent to build college or departmental infrastructures. (1 page maximum)

C: Project Budget

Detail the entire cost of the project. List all applicable resource costs that could be incurred by the project and indicate which items are being requested from the Graduate Student Research Fund. (1 page maximum)

D: Timeline to Completion

Detail the timeline to complete the activities detailed in the project description. (1 page maximum)

E: Advisor Evaluation

Please have your advisor complete the evaluation form.

THE GRADUATE COLLEGE
ADVISOR EVALUATION FORM
GRADUATE STUDENT RESEARCH FUND

Please rank the application/applicant in the following categories by placing a score in the appropriate space. (1 = low, 5 = high) **NOTE: USE WHOLE NUMBERS ONLY**

- Significance of the project to the advancement of the discipline _____
- Significance of the project to the student's professional development _____
- Role of the student in conducting the project _____
- Student's qualifications to conduct the research project _____
- Reasonableness of the resources required for project completion _____
- Reasonableness of the requested funding amount _____
- Overall support for the project _____

Is the student the principal investigator of the research project? Yes ___ No ___
Is this project part of the faculty mentor's research line? Yes ___ No ___
If part of the faculty mentor's research line, please specify on the line below

Please provide below any additional comments relevant to the Committee's deliberations.

Advisor's Name (please print)

Advisor's Signature

Date

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