



MEMORANDUM

TO: All Graduate Students and Graduate Directors

FROM: Laurel M. Garrick Duhaney
Associate Provost for Academic Affairs
Dean, The Graduate School

SUBJ: Spring/Summer 2015 Internal Grant Awards for Graduate Students

I am pleased to inform you that The Graduate School at the State University of New York at New Paltz will once again provide modest funding support to graduate students through the Research and Creative Projects Award (RCPA).

RESEARCH AND CREATIVE PROJECTS AWARD:

The purpose of the RCPA is to support and encourage research and creative projects that enhance graduate students' professional development as they pursue their master's degree or Certificate of Advanced Study. All matriculated graduate students in good standing (cumulative GPA of 3.0 or higher) are eligible to apply for this grant. The maximum award amount per recipient is \$400 per annum.

Students may obtain award application guidelines and forms from the Scholarships and Funding section of the Graduate School's website: www.newpaltz.edu/graduate/funding.html. The deadline for submission of completed applications is **March 2, 2015**.

cc: President Donald Christian
Provost/Vice President for Academic Affairs Philip Mauceri
Vice President Michele Halstead, Administration and Finance
Dean Laura Barrett, College of Liberal Arts and Sciences
Interim Dean Paul Kassel, School of Fine and Performing Arts
Dean Dan Freedman, School of Science and Engineering
Dean Michael Rosenberg, School of Education
Interim Dean Kristin Backhaus, School of Business
Dean Mark Colvson, Sojourner Truth Library

GUIDELINES
Spring/Summer 2015
GRADUATE STUDENT RESEARCH AND CREATIVE PROJECTS AWARDS

The purpose of this program is to support and encourage research and creative projects by graduate students. Up to a maximum of \$400 will be awarded per applicant per academic year.

The Graduate Council will review the proposals and make funding recommendations to the Dean of the Graduate School. The evaluation criteria to be used by the Committee are attached for your reference.

You must submit a copy of the proposal and the cover sheet to the faculty in your department who is sponsoring your research or creative project. After the faculty (i.e., department chair/academic advisor/project sponsor) has approved the proposal and signed the cover page, please submit your application to the Graduate School. Completed proposals are due in the Graduate Office no later than **March 2, 2015**.

The following items must be included in your application:

1. Research & Creative Projects Cover Sheet
2. Documentation including:
 - A. Project Narrative (see Description)
 - B. Detailed Budget (Budget Format on page 3)
 - C. Current Vita
 - D. Approval of Institutional Review Board (IRB), if applicable.
If the project requires work with human subjects, the applicant must file with the Institutional Review Board. Failure to do so will cause the proposal to be rejected by the Graduate Council. If in doubt, contact the Institutional Review Board.
 - E. **Brief** synopsis of your project for use on The Graduate School's website if an award is granted. Applicants with project images should submit a jpeg for use on the website as well.

PROJECT NARRATIVE: RESEARCH AND CREATIVE PROJECTS AWARDS

The Research and Creative Projects Awards for Graduate Students are highly competitive. Therefore, it is important that you write your proposal in a clear and concise manner, following the attached guidelines. Be certain that you have your advisor's signature, a detailed project description (see below) and a detailed budget. The Committee will not consider incomplete applications.

1. Background and Context for the Project:

Describe the question, topic, or issue you wish to investigate.

2. Problem or Issue to be Addressed in the Project:

Describe the need for the project and its potential significance to the discipline or field.

3. Expected Outcomes or Benefits:

Discuss the expected benefits or outcomes, such as new information, theories, data bases, publications, works of art or shows, or improved teaching effectiveness.

4. Specific Plans for Completing the Project:

List specific plans for the successful completion of the project, such as travel, research, or artistic activity. If you are requesting partial support for a long-term project, describe the role of this grant in fulfilling your long-term project.

5. Methodology and Specific Plans for Disseminating the Work of the Project:

Describe, in detail, the methodology to be used in accomplishing the goals and objectives of the project. List specific plans for the presentation of your project as part of a seminar, a scholarly meeting, an exhibition, or a performance.

6. Institutional Review Board (IRB):

Denote whether or not your project requires IRB approval. Projects involving the participation of or the collection of data from or about human subjects require prospective review and approval by the Institutional Review Board (IRB) prior to recruitment of or an interaction with human subjects.

If filing with the IRB is required for your project and it is not done or not approved, the proposal will be rejected.

7. Previous Support:

Indicate if you have received prior funding under the Research and Creative Project Awards Program. Briefly explain the details of the project for which you received funding and your accomplishments. If support was previously granted through the Research and Creative Projects program, were all stated contributions or dissemination methods fulfilled? If yes, please explain.

CRITERIA BY WHICH PROJECTS WILL BE REVIEWED

- Contribution (1-5):** Will this project result in a significant contribution toward one or more of the following: teaching effectiveness, publications, data bases, works of art or shows, receipt of grants, awards, or fellowships?
- Methodology (1-5):** Does the methodology appear suitable to accomplish the goals and objectives?
- Capability (1-5):** Does the applicant have the demonstrated capability to perform the project?
- Budget (1-3):** Does the budget appear justified?
- Overall (1-5):** Overall impression.

Total Possible Score (5-23)

OTHER SIGNIFICANT FACTORS USED IN DETERMINING AWARDS

Project Timeframe: Funding applications should only be submitted for projects that will be conducted while the student is **enrolled** at SUNY New Paltz.

Level of Professionalism:

- ↪ When constructing your narrative, follow the application instructions by identifying each element required in the detailed project description as a **separate section heading**. Address each item thoroughly. **DO NOT write a general essay.**
- ↪ Do not assume that the committee members know your work, your field of endeavor, the history or context of your work. Provide this information in your application.
- ↪ Be as specific as possible in your answers. For example, if you are requesting monies to travel and conduct research list the specific sites you will visit, the people you will contact, etc. Your application will be more convincing, the more concrete and precise the description of your research and your methodology.
- ↪ Follow writing conventions in your use of signs and/or symbols. For example, spell out “fifty percent” rather than “50%” if it appears in a text.
- ↪ Check spelling and grammar. Spelling and grammatical errors are distracting, and can be irritating to jurors. If you are an international student, or a native speaker who tends to make grammatical errors, have someone check your writing before submitting your application.

BUDGET FORMAT: RESEARCH AND CREATIVE PROJECTS AWARDS

(Use this page as a guideline when preparing your **detailed** budget.)

1. TRAVEL

Each trip should be listed separately, itemizing transportation and lodging expenses. Meals will not be reimbursed. Mileage reimbursement rates are determined by the IRS and change frequently. Review our travel website for the most current rates: <http://www.newpaltz.edu/travel/transportation.html>

Note: State policies will be followed for the reimbursement of all travel expenses.

- A. Destination and Explanation of Need
- B. Cost

TOTAL TRAVEL \$ _____

2. SUPPLIES AND MATERIALS

Items falling into this category include laboratory supplies, books and journals, artist supplies, office supplies, computer supplies and software, small equipment items. All equipments purchased become the property of the State of New York.

- A. Destination and Explanation of Need
- B. Cost

TOTAL SUPPLIES AND MATERIALS \$ _____

3. OTHER

Costs not included in categories above. Duplicating costs, postage, long distance telephone, publication related costs, and computer data searches would be included here.

- A. Item and Explanation of Need
- B. Cost

TOTAL OTHER \$ _____

4. TOTAL COST OF THE PROJECT:

\$ _____

COVER SHEET: Spring/Summer 2015 Graduate Student RESEARCH AND CREATIVE PROJECTS AWARDS

Name:	Date:
Banner ID:	Department:
Mailing Address:	
Expected Graduation Date:	Phone: E-mail:
Project Title:	
Total Amount of Funding Requested:	

IRB: If this project involves human subjects, has it been approved by the Institutional Review Board? <input type="checkbox"/> Yes, a copy of the approval is attached. <input type="checkbox"/> Request for approval has been submitted to the Board. I understand that a copy of the approval must be submitted to the Graduate School before funds may be released.

I understand that all publications and materials resulting from this award must carry a statement acknowledging support by the State University of New York at New Paltz Graduate Research and Creative Projects Award Program.

Student Signature:

Comments by Chair/Advisor/Project Sponsor: Please tell us about the capabilities/talents of the applicant in relation to this project. Why do you believe this project should be funded by The Graduate School? (Please attach an additional page if you need more space).

Faculty Signature:

Faculty Name:

Faculty E-mail: