

Student Research Fund

With the assistance of the Provost's Office and the ISU Foundation, the College of Graduate and Professional Studies has established a Graduate Student Research Fund to support and encourage student research, creativity, and professional activity under the guidance of sponsoring faculty advisors. Graduate students in degree programs are invited to apply to the Dean of the College of Graduate and Professional Studies for funding to assist with research activities/supplies or dissemination of research through such activities as attending a professional conference related to a student's enrolled program.

Deadlines

The priority deadline for applications is noon September 30th for Fall/Spring grants and noon February 1st for Spring/Summer grants.

Eligibility

Any currently enrolled full-time graduate student who is working toward a graduate degree may apply. Tenure-track faculty who are simultaneously enrolled in a graduate program may not apply. Students may submit only one request per semester. Students may receive only **one** award annually (e.g., awarded Fall 2009, then eligible Fall 2010). All proposed travel must occur prior to the student's date of commencement.

Application Process

Student should submit the following materials electronically as an Adobe PDF file:

1. A brief 2-5 page "**proposal**" to the Dean of the College of Graduate and Professional Studies that includes:
 - a. **Student Name, Program, Campus Address** (*including email and phone number*), **Start Term** (e.g., *SPR10, Fall10, SUM2011*), and **991 number**.
 - b. **Faculty Sponsor** The faculty sponsor must be a regular member of the ISU Graduate Faculty and the advisor of record and/or dissertation/thesis chair.
 - c. **Title**
 - d. **Research or Travel**
 - e. **Project Narrative** describing the project by providing brief background (literature review) and methodology. The narrative should include a description of the project or specific need (such as page charges), required supplies, travel, and so on.
 - f. **Budget** (including department or program contribution – as well as grant cost share, if any). A detailed budget for the entire project as well as requested budget should be included. Travel estimates must use criteria found at the travel office for the university (www1.indstate.edu/controller/finance/trav-bud/home.html). Note: All travel must be completed prior to date of graduation (or date of application for graduation).
 - g. **Budget Justification** that defines all budget items and explains why they are necessary.
2. **Letter of Support** from the Graduate Faculty Advisor of record that clearly indicates the faculty member has reviewed the "proposal" and indicates if additional resources from the department or grants will be used to support the project. If department resources are used, the College of Graduate and Professional Studies requires that the department chairperson

counter sign the letter of support. This letter must be scanned as a PDF and included in the proposal.

3. **Appendix.** Students should attach additional supporting materials such as quotes for equipment, travel expenses, proof of registration at a conference, or letters of acceptance. Students must include copy of letter of IACUC or IRB committee approval or receipt of proposal submission for research approval (funding will not be released until either are confirmed).

Award Amounts & Delivery

Students may apply for up to \$600 of support. Monies will be transferred to the student's home department to cover expenses associated with the project upon award decision.

Priorities & Selection Process

The College of Graduate and Professional Studies' highest funding priority is the dissemination of research and/or creative performances/exhibitions. Additionally, the research fund can also be used to support "proposed" research or projects "in progress," as well as professional development.

A committee of at-least three faculty members will review all applications. Proposals will be assessed based on the quality of the submitted proposal. The committee will make funding recommendations to the Dean. Failure to follow instructions may result in proposals not being reviewed.

Reporting requirements Obligations

- Recipients are required to submit a brief 2-page summary of project outcomes. The report should include preliminary data analysis, copies of presentation (e.g., copies of powerpoint, digital audio files, etc.), and/or other documentation relevant to proposal. *All reports should be submitted as an Adobe PDF file electronically to ISU-GradStudy@mail.indstate.edu with the subject line "FINAL FUNDING REPORT". Please name your pdf as follows: lastname_semester_FinRPT. (Example: Wilson_F08_FinRPT.pdf). All reports should be submitted no later than February 1 for Fall awards and September 1 for Spring/Summer awards.*
- All awardees are obligated to participate in the annual spring research event and thus disseminate their work. If a student is unable to participate, s/he must address this issue as part of the final report process.
- Students who fail to submit a summary report and/or participate in a campus research event will be ineligible for future awards.

Submission

All proposals should be submitted as an Adobe PDF file electronically to ISU-GradStudy@mail.indstate.edu with the subject line "STUDENT RESEARCH GRANT." Please name your pdf as follows: lastname_semester_GRANT. (Example: Wilson_F08_GRANT.pdf).