

GSS Research Award

A competitive award to support research related expenses for Kent State University graduate students.

Who is Eligible?

- Full and part-time graduate students from departments that are in good standing with GSS ([see bylaws](#)).
- Students are eligible to receive one Research Award per academic year.
- Students whose expenses occur **AFTER** they have received a Research Award Letter of Acceptance.
- A single project cannot be concurrently funded by multiple awards in the same academic year. For example, field research to be conducted overseas could be funded by the International Travel Award or the Research Award, but **students will NOT be awarded both**.

When Should I Apply?

- The Research Award is offered twice a year with application deadlines in the Spring and Fall semesters. According to the GSS bylaws, the deadlines will fall on the second Monday of the second full month of the semester.
- The Research Award is time sensitive and you may be ineligible to apply depending on when your research activities take place or if you do not have IRB or IACUC approval **BEFORE** you apply and approval is needed to complete your research.
- The Research Award can only fund expenses that are accrued after you receive the Research Award Acceptance Letter. This typically occurs two weeks after the application deadline, but is dependent on the reviewing process.
 - If a student is planning on completing their research in the Spring, since expenses must occur **AFTER** they receive their Research Award Letter, they should probably apply in the Fall.
 - If a student needs to do their research in the Summer they should apply in the Spring.
 - If a student needs to do their research in the Fall they should also apply in the Spring.

What does this award fund?

- Project and research related expenses conducted by graduate students connected to a dissertation, thesis, seminar, or other graduate projects.
- Research is broadly defined as “academic activities carried out by graduate students”
- Funds may be used for research-related expenses. Examples include but are not limited to the following: copying costs, data collection equipment, data analysis software, raw materials, consumable items (e.g., nitrile gloves), IRB-approved participant incentives.

- May be used to cover travel expenses to a research site (an archive, museum, field site, etc.), to defray fuel or public transportation/airline expenses.
- The award can fund project related training, including workshops. **The award will not cover conference related travel.** Please review guidelines for Domestic and International Travel Awards, as these may better fit your travel needs.
- May be used to cover food (per diem), hotel rooms, parking, tolls, and similar expenses associated with research travel (excluding rental cars).

Note: All expenses must be in the applicant's name. We do not reimburse or refund departments with Research Award funds. Please contact the Administrative Assistant Chair and Advocacy Chair for further clarification about refund policies.

How much is the Award?

The Research Award Committee reserves the right to allocate an amount for the research award up to a maximum amount of \$2,000. The award amount will only reimburse items indicated in the budget of the approved application. Any changes must be adequately justified and included at the time of the reimbursement submission and are at the discretion of the Advocacy Chair.

What are the Requirements?

Note: All required documents except for the letter of recommendation should be submitted using the online form.

- **A properly blinded and completed application submitted before the deadline.** This includes all required documents being presented with only the Banner ID as identification (i.e., no name or other personal identifiers on ANY of the documents). Documents **MUST BE** in the correct format or they will not be accepted and your application will be considered incomplete.
- Completed online application includes the following form sections:
 - ✓ Contact and Personal Information.
 - ✓ Detailed budget form in Excel format, including estimation and explanation of anticipated expenses to be funded by the award.
 - ✓ List of other funding sources (e.g., departmental funding, please include rounded numbers in your calculations).

Note: If you have external funding to aid in your research project this must be included in your calculations on your budget worksheet.

- A 2-4 page proposal in PDF format (double spaced, 12-point Times New Roman font, 1 inch margins) that must include:
 - ✓ What is your research/project
 - ✓ The importance of your research professionally to you, as well as to the field of study.
 - ✓ How (both in method and timeline) you intend to complete your research/project.

- ✓ Why the award is critical to project completion (e.g., award needed to complete thesis or dissertation).
- Current CV or Resume in PDF Format.
- Flashline Schedule for Current Semester in PDF Format.
- **If your research entails working with human subjects or animals YOU MUST HAVE IRB or IACUC approval before applying.** The email sent to you by the Institutional Review Board or Research Compliance must be blinded and attached to your application in PDF format.
- One (1) letter of recommendation submitted electronically via the “Letter Writers” link on the Research Award website or to the Advocacy Chair’s email address at asolberg@kent.edu (please include “Research Award Recommendation Letter” in email subject line).

Stipulations:

- Your proposal will be read by a group of graduate students from a variety of disciplines. It should be written for a general audience with an emphasis on clarity over formality.
- The online application form and letter of recommendation are the only places where your full name should appear. **All other uploaded documents (including CV or resume) should only contain your Banner ID number in the header of the document.**
- Applicants must indicate and justify personal expenses. Items already financed by grants will **NOT** be awarded.
- Award recipients are **required** to present at the Graduate Research Symposium.
- The Research Award is competitive and is reviewed by a volunteer committee (interested parties can volunteer by emailing the Advocacy Chair).
- All technology and equipment purchased with this grant reverts to the funding body (GSS) or to the department of study at the end of the project duration. These stipulations will be applied on a per-case basis at the discretion of the Research Award Committee and Administrative Assistant.
- Student incurred expenses within one year of the date the award is given are considered valid expenditures.
- Applicant's department must have active representation by their GSS senator.

Frequently Asked Questions:

1. How and when will I know if I was awarded funding?

- The committee will begin reviewing applications at the close of the submission deadline.
- Applications that are not submitted by the deadline or incomplete will NOT be reviewed.
- Applicants will receive email notification two to four weeks following the deadline indicating their acceptance or rejection.

- Email notifications will include the amount awarded, how and when to apply for reimbursement, and any other stipulations imposed by the committee.

2. How do I apply for reimbursement if the award is funded?

- All original receipts must be submitted within one year (365 days) from the date on the award acceptance letter (i.e., if researcher is awarded on February 29th, 2018, all receipts must be submitted by February 29th, 2019) and no more than 14 calendar days after the expense transpired.

Note: Do NOT wait until the end of the one-year period to submit all your expenses for reimbursement.

- All receipts must be accompanied by the GSS Funding Form and a copy of the award letter.
- Food receipts are not necessary and will be funded at the federal minimum per diem rate.

3. What is the overall process of obtaining IACUC approval and how long does it take?

- The overview of the IACUC process for live vertebrates is at this link:
<https://sites.google.com/a/kent.edu/division-of-research-and-sponsored-programs-intranet/home/office-of-research-compliance/iacuc>

4. What do I do if I need to use dead tissue from an animal or old tissue from an old research project that already had IACUC approval?

- If any experimental manipulations are performed on an animal for the purpose of collecting tissue IACUC approval is required. If someone is using or acquiring leftover dead tissue with prior IACUC approval or dead tissue found off the street, they do not need IACUC approval, but they MUST notify Research Compliance and complete the Tissue Usage/Acquisition form to obtain an exemption. This form MUST BE included in your application or your application is considered incomplete.

5. I have looked at the Rubric and am worried about my recommendation letter and if it will disqualify me. What exactly is GSS looking for in their recommendation letter and what should I tell my faculty member about its' requirements?

- The Research Award Committee will use the recommendation letter as a valuable part of the reviewing process. Therefore it is the responsibility of the student to ensure that the letter is handed in on time and is a good reflection of their work, their academic ability, and their research. If it is not on time the application is considered incomplete.
- The recommendation letter is evaluated as either excellent, good/fair, or poor.
- Most recommendation letters usually include, but are not limited to
 - ✓ The academic strength and personal character of the student.

- ✓ The ability for the student to complete projects on-time.
- ✓ The importance of the student's research, both in the present and in the future of their academic career.
- ✓ The overall experience the student has in performing their research and how far they have improved or progressed as an academic or student.
- ✓ Will the project be performed if this award is not received? If yes, then how will it be modified?

6. The Research Award deadline is after my proposed research and I will need to travel to my research location at that time. Am I disqualified for the Research Award if I have already paid for my ticket?

- The Research Award can **ONLY FUND** expenses that are accrued after you receive the Research Award Approval Letter. This typically occurs two weeks after the deadline, but may be earlier or later depending on the reviewing process. Therefore any expenses that are accrued before you have submitted the application **WILL NOT** be reimbursed and you will not be qualified for the award.
- Consider Applying for the International Travel Award, which is offered three times a year if you have travel related expenses as part of your research project. Again, you cannot apply for both awards for the same project.

7. Where do I go if I need an extension on my funding?

- If you find that you need an extension or have minor changes to your research, please fill out an Extension/Amendment Form via Qualtrics. Your request will be reviewed by the Executive Board for approval. Please find the link to the form here: https://kent.qualtrics.com/jfe/form/SV_5huVcDX6Tate5kp

8. How do I get my reimbursement?

- We have changed our submission process to an online reimbursement request submission through Qualtrics. Should you receive this award, detailed instructions will be included in your award letter.

GSS Mailing Address
 Kent State University
 Graduate Student Senate
 Kent Student Center
 Kent, OH 44240

Kent Student Center Drop Box
 Student Organization Office 120 L-M
 Center for Student Involvement Box 18

After the deadline has passed for the semester, GSS will no longer accept applications for the Research Award. Applications must be submitted in the correct format and in full prior to the deadline in order to be considered. Please contact the Advocacy Chair if you have any questions.

Anna Solberg, Advocacy Chair 2020-2021 | asolberg@kent.edu