

BASIC INFORMATION

WHAT IS THE 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 to three 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 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.

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. Please read through the blinding instructions as this is typically where people make the most mistakes.
- 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 Advocacy Chair.
- 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 award distribution, and any other stipulations imposed by the committee.

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

- As of Fall 2020, you will be able to receive your award as upfront payment. In order to acquire this money, you must submit a completed award letter to the Advocacy Chair. You will not receive any money before submitting this. Please keep all original receipts as they must be submitted within one year (365 days) from the date on the award acceptance letter through our award survey. Instructions for completion of this may be found on your award letter. Failure to complete this will result in a charge of the award amount to your Bursar Account.

Note: Do NOT wait until the end of the one-year period to submit your award survey. Do so once the funds have been used.

- All receipts must be accompanied by a copy of the award letter.
- Food receipts are not necessary and will be funded at the federal minimum per diem rate. Please specify the number of days funding food in your ward survey though.

3. I am an international student. Are there additional things I need to know?

- Depending on your country of residence, you may be faced with additional taxing on your award. This will come through your Bursar Account, found in Flashline under the Financial Aid menu.
 - So that we are aware of your tax status, we ask you to complete a tax form when you submit your application. We have two options: the international student tax form or green card holder tax form. This information can be found in the application.
- Unfortunately, depending on your country's tax implications, you may be charged that tax percentage to your Bursar Account or have it withdrawn from your award. Please reach out to [Onestop](#) with any questions regarding your account and personal financial questions.

4. 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>

5. 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.
6. 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?
7. 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.

8. 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

9. If I am selected, could this award affect my other financial aid?

- In some instances, the addition of this award could result in a decrease in your student loan eligibility or it could affect your eligibility for federal Work Study. To find out if your current financial aid awards may be affected, send an email to scholarships@kent.edu. Be sure to include your name, student ID number, and the amount you think you might receive in this award.
- All students are encouraged to resolve any balance they owe the University prior to submitting an application. To find out if you owe a balance, check your student account by following these steps:
 - Log into Flashline
 - Select Student
 - Choose Finances
 - Click on My Student Account Details
 - Select the current semester from the drop-down box

10. Can I have my money sent directly to my department to cover expenses?

- No. Some students need supplies such as chemicals or equipment to be purchased through their department. This must be handled by you and your business manager. Funds can only be given directly to you via your bursar account.

11. How do I get my award money?

- We have changed our award process to an upfront award payment. 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

ADDITIONAL INFORMATION

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.

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