

GSC Research Grants 2016 Request for Applications (RFA)



Graduate Student Council Research Grants Program

An annual, competitive research grants program for graduate students at the University of Mississippi.

Title: Graduate Student Council Research Grants (G01)

Sponsored by: The Office of Research and Sponsored Programs and the Graduate School at the University of Mississippi.

Coordinated by: The UM Graduate Student Council

Key Dates

RFA Announced: January 5, 2016

Applications Due: **February 28, 2016, by 5:00 pm**

Awards Announced: April 15, 2016.

GSC Grants Workshop: January 28, 2016 5pm (**Required**)

*******No late submissions will be accepted*******

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Part I: Overview

Purpose

Through this RFA, the Graduate Student Council (GSC) solicits applications from currently enrolled graduate students in any discipline. GSC Research Grants are funded by the Office of Research and Sponsored Programs (ORSP) and the Graduate School (hereafter, “the Sponsors”) to enable graduate students to conduct research and innovation projects that would not be possible with departmental funds alone.

Funds Available and Anticipated Number of Awards

The Sponsors will award up to twenty grants of up to \$1,000 each in April 2016 for projects to be conducted between May 2016 and June 2017. Applications requesting more than \$1,000 will be returned without review, as will those with total project costs exceeding \$1,000 that fail to list the committed sources (departmental, personnel, etc.) of funding for costs above the \$1,000 grant.

Principal Investigator (PI) Eligibility

UM (Oxford) graduate students from any discipline that conducts research or innovation activities are eligible to apply, as long as they are enrolled in good standing in their respective programs, are planning to be enrolled in the Fall 2016 semester, and have attended one of the GSC Grant Workshops offered during the Fall 2015 or Spring 2016 semesters. Students may sign up for these workshops at <http://www.research.olemiss.edu/upcoming-presentations>. Previous recipients of the GSC grant may apply, but priority will be given to applicants who have never received a GSC grant. The graduate student/applicant will be the Principal Investigator on the project. No more than one graduate student may serve as a PI per application/award, and each graduate student may submit only one application.

Part II. The Funding

Eligible costs

Funds may be used for research or presentation supplies, travel directly related to field research, participant support costs, equipment that will be owned by the university, and costs directly related to essential technical support.

Examples ELIGIBLE costs include (but are not limited to):

- Research supplies, such as chemicals, sample bags, software etc.
- Presentation supplies & contracted expenses (e.g.: poster-board, printing charges)
- Travel expenses related for field work
- Upgrades to existing university computers (memory, graphics cards)
- Gift cards to incentive research study participation
- Wages for undergraduate student research assistants
- Transcription services
- Computing devices that will be owned by the university

Ineligible costs

GSC Research funds may NOT be applied to educational expenses, travel to professional meetings/conferences, self-education projects/programs, food for persons, or equipment (as defined by UM procurement guidelines.) Applicants are responsible for complying with these guidelines in the completion of the proposal and budget, and are encouraged to click on the Spending Policy at www.olemiss.edu/depts/procurement to learn these guidelines. Applicants with questions about eligible costs should direct those questions to the GSC point of contact listed in Part VI of this RFA; award recipients may direct their cost questions to the ORSP point of contact listed on their award document.

Examples of INELIGIBLE costs include (but are not limited to):

- Child care to enable the applicant to conduct research
- General purpose cameras or recording devices that can be checked out from the Faculty Technology Development Center, or that have basic functionality that most people already have on their smart phones

Part III. The Application

General Rules

Applications must have at least 1” inch margins on all sides, and should use Times New Roman, font size 12 for all narrative text. Smaller text sized may be used for tables and graphics, so long as they are still legible. Incomplete, late, improperly formatted, or otherwise noncompliant applications will be returned without review.

Content and Form of Application

Application Document

Consisting of the following sections:

Project Summary (1 page maximum)

The summary should consist of three clearly labeled sections: 1) Overview (1-3 sentences summarizing what you are going to do and why) 2) Intellectual Merit (summarizing why this work is important to the field itself, and also to your academic career and how you are ready to undertake it), and 3) Broader Impacts (summarizing how this work will contribute in its own small way to better society or the institution). Remember, reviewers may have generally relevant knowledge, but will rarely be experts in your particular field. Write in a way that is understandable to those in other disciplines, define terms where necessary, explain issues clearly, and proofread carefully.

Research Strategy: (4 pages maximum)

Describe the research project. You may wish to include such information as: the overall goal of the work, the two or three objectives or specific aims for this project, the methodology to be employed, any activities to be undertaken, the significance and relevance to the field and to your academic career, the novelty of the approach, how you intend to disseminate the results, risks and mitigation strategies, and/or any broader impacts anticipated. Briefly list any facilities, equipment or other resources you will have at your disposal (and intend to use) in the completion of the described project.

Deliverables and Timeline (1 page maximum)

Budget and Budget Justification (1 page maximum)

Detailed Budget

List supplies, commodities, travel, and other research related expenses you are requesting and the estimated cost of each. Pay careful attention to ensure all proposed expenses are compliant with this RFA and with the University's spending and reimbursement policies.

Budget Justification

Include a paragraph describing why these costs are necessary for the project.

Current and Pending Support

Detail all sources of current or committed funding (including graduate assistantships) to conduct this project. For proposed projects whose total costs exceed \$1,000, show how the additional costs (over the \$1,000 GSC award) will be met.

Results From Prior GSC Grants (1 page maximum)

For past recipients only. Tell the title, dates, and advisor of the previous GSC grant, the status and amount of funds spent/reimbursed, and whether the project was completed and final reports submitted. Summarize the results of the project, in terms of activities, findings, and dissemination of results (presentations given, articles submitted or published, conference presentations given or accepted, etc.) Your final report(s) from any previous GSC grant may be a source for preparing this section.

References Cited: (no page limit)

Use the citation style that is customary in your discipline (APA, MLA, etc.) and be consistent.

Biographical Sketch: (2 pages maximum)

Include an NSF-style biographical sketch, including Professional Preparation, Appointments (including graduate assistantships), Products (including publications), and Synergistic Activities. See http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/gpg_2.jsp, section II.C.2.f “Biographical Sketches” for further instructions.

Letter of Recommendation

One letter of recommendation written and signed by the applicant’s research advisor.

Terms of Agreement Form

Completed and signed by the applicant and advisor.

Submission Requirements

All applications must be submitted by the posted deadline via the InfoReady Review Portal (hereafter simply “the Portal”) at <http://olemiss.infoready4.com>. First time InfoReady users will need to register for an InfoReady account using your @olemiss.edu or @go.olemiss.edu e-mail account. Once signed in to the Portal, select “Graduate Student Council (GSC) Grants 2016” under the “Student Competitions” category of Open Competitions, then click the Submit Application button to initiate your application. Complete all required proposal components and upload all required documents, then click Submit Application before the deadline. When your proposal has been accepted for review by the GSC, you will receive an e-mail acknowledgement.

Part IV. The Review**Review and Selection Process**

The GSC will perform a preliminary review of the applications for completeness and compliance. Incomplete and noncompliant applications will be declined by the GSC and not forwarded on for scoring. Compliant applications will be accepted by GSC and passed along to the Sponsors, who will in turn assign each application to at least two faculty reviewers drawn from the same broad discipline as (but a different home department from) the applicant: 1) Arts, Humanities, and Journalism; 2) Social Sciences and Education; 3) Business, Law, and Accounting; 4) Physical and Life Sciences; and 5) Math, Computer Science, and Engineering. Once the reviews and scoring are complete, the Sponsors will select which applications to fund, based on the scores of the reviewers and the disciplines

represented. The Sponsors will notify the GSC of the accepted applicants, and the GSC will let the applicants know whether they will receive awards. All applicants will then be able to use the Portal to review the scores and any comments provided by the reviewers, whose identities will not be shared with the applicants.

Review Criteria (maximum of 30 points)

Intellectual Merit (9 points)

Does the narrative make a compelling case, understandable to a reader from a related but different discipline, that the proposed work will advance knowledge and understanding in a way that compliments, or fills a gap in, work that has come before? What is the novelty or originality of the proposed work? How important does this project appear to be in the academic development or degree progress of the applicant? Does the advisor's letter of recommendation reinforce the importance of this work in both the field and in the academic career of the applicant?

Soundness of Plan (7 points)

Does the narrative make a compelling case that the project will be completed as proposed within the project period, using the resources available? Are potential risks identified, and are contingencies in place to mitigate those risks?

Clarity (7 points)

Is the proposal compelling, easy to understand, and grammatically correct?

Broader Impacts (7 points)

Will funding this project help, in small but concrete ways, to advance important, specified institutional or societal goals, or otherwise have a positive impact that is broader than just the advancement of knowledge and the applicant's academic career?

Part V. The Award

Accessing Grant Funds

Upon award notification, an ORSP accounting point of contact will set up the award and draft an award document, which will be fully executed upon signature by the applicant/awardee and the Vice Chancellor for Research and Sponsored Programs. Generally, award funds will be maintained and managed by ORSP. Recipients may access these funds by presenting receipts for reimbursement to the ORSP point of contact. In practice, the initial expenditures may be from a departmental account under the control of the student's advisor, with grant funds being transferred by ORSP to that account to reimburse the advisor. Items submitted for reimbursement must be acceptable both within the award budget/award document, and within UM Procurement rules and policies. If ever there is a discrepancy between what the award document says funds can be spent on, and what UM policy says, UM policy will supersede the award document. For more information about university-allowable costs, see UM Procurement Services at <http://www.olemiss.edu/depts/procurement/>, or ask your ORSP point of contact. For travel, the recipient must work with the ORSP to ensure proper authorizations are in place at least five days before the travel takes place. The project period will be clearly stated within the award document, but in general, will start no earlier than May 1, 2016, and end no later than June 30, 2017. The Recipient will have until July 30th, 2017 to submit final receipts for reimbursement to ORSP. For additional information, see the agreement document or contact the ORSP contact person.

Reports

All awardees will be required to present a 1-2 page mid-term progress report, highlighting progress made on the project and expenses incurred, to the GSC point of contact by December 15th, 2016, and a final report by July 30, 2017.

Presentations

Recipients also be required to participate in the UM Three Minute Thesis Competition in Fall 2016, organized by the Graduate School. Recipients will also be required to present a poster in the Spring 2016 graduate poster symposium organized by the GSC.

Publications

Any papers, posters, presentations, book chapters, or other publications resulting from GSC-sponsored research should include an appropriate acknowledgement. Copies of all such publications and news of all such events and presentations should be included with the final progress report, to be sent to the GSC point of contact.

Part VI. Contact Information

The GSC Point of Contact for this program will be the GSC Secretary (gscsecretary.olemiss@gmail.com), who will route questions as appropriate within the GSC. All student questions to ORSP or the Graduate School should be directed to the GSC Point of Contact. The ORSP point of contact for issue escalation during the application and review process is Jason Hale (jghale@olemiss.edu), Director of Research Resources. After an award is made, the ORSP point of contact will be the person whose name is listed on the award document.

Part VII: Application Checklist

A completed application packet consists of the following components/documents, each of which should be uploaded into the Portal:

The Application Document

One PDF file, as detailed in Part III, Section 2, and including:

- Summary (1 page)
- Research Strategy (4 pages)
- Deliverables and Timeline (1 page)
- Budget (1 page)
- Results from Prior GSC Grants (1 page, if applicable)
- References Cited (no page limit)
- Biographical Sketch (2 pages)

Signed Letter of Recommendation

Signed Terms of Agreement Form

**The University of Mississippi - GSC Research Award Application
2016 Terms of Agreement**

Last Name:	First Name:	Middle Initial:
Department:	Student ID #:	
Home Address:	Work Address:	
Home Phone:	Work Phone:	
Email:	Supervisor (Advisor):	

Contact Information will be used solely for contacting awardees.

Research Fund Terms

1. The **Awardee** will use the funds only for those things outlined in their budget proposal, based on the Graduate Student Research Program Guidelines and compliant with University rules and regulations. All receipts must be saved in case an inquiry is made in this regard.
2. The **Awardee** will submit a 1-2 page mid-term progress report by **Dec. 15, 2016**, describing the items purchased with the funds, a summary of what work was accomplished and any publishable results, if any. A progress report form will be available on the GSC website for all awardees.
3. The **Awardee** will participate in the UM 3MT competition in the Fall 2016 semester, and prepare a poster for presentation in the poster exhibit to be held in the Spring 2016 semester.
4. The **Awardee's** name, project abstract, and progress report will be published on the GSC webpage.
5. It is the responsibility of the **Awardee** to disclose if he or she received the grant in the past and other relevant information as mentioned above. Failing to do so will result in the rejection of the application and reimbursement.

Applicant's Certification

I understand and accept the terms and conditions set forth by the Graduate Student Research Program.

_____ Applicant Signature

_____ Date

_____ Advisor Signature

_____ Date