

University at Albany Benevolent Association Research Grants Fall, 2009 and Spring, 2010

GENERAL INFORMATION

The University at Albany Benevolent Association announces the 2008-09 research grant award competition to support graduate research activity. **The fall award applies to research conducted during spring, 2010. The spring award applies to research conducted during the summer and fall semesters, 2010.** The award is available to matriculated graduate degree students. Research projects conducted during the earlier stages of doctoral study may also be considered with appropriate justification.

Award amounts, which **do not exceed \$500**, are used to pursue research related to dissertation projects or master's theses. The award supports the direct cost of research including the following:

- travel to conduct research at libraries, archives, laboratories and other research facilities and resources
- costs of information access
- remuneration of human subjects
- purchase of supplies or equipment rental. *Students should be aware that there may be restrictions on what type of research supplies can be purchased and should check with their project supervisor.*
- other research related expenses, excluding costs of producing a manuscript or travel to scholarly meetings to present research.

All applicants must submit a one-page final report to the Office of the Vice President for Research, UNH 307 at the conclusion of their award semester. This report should describe the manner in which the funds were utilized and the outcome of the research conducted during the award period.

Questions concerning the application or application process should be directed to the Office of the Vice President for Research at 956-8170.

APPLICATION REQUIREMENTS

All application packets should be submitted in the order noted, and should include the following:

- **Application cover sheet**
- **An itemized budget with justification.** Describe how the grant will facilitate the research project and why any requested supplies and materials cannot be supplied by other sources within the University. If the budget exceeds the \$500 maximum for a Benevolent Association Award, please indicate other sources of support.
- **Abstract.** Double spaced maximum of 200 words.
- **Timeline of activities/work schedule**

- **Project description narrative.** The description narrative should not exceed seven double spaced typed pages with 12 point font and minimum of one inch margins on all sides (excluding bibliographical references, tables, figures, and timeline). The narrative must be written so that readers outside the discipline can comprehend the proposed research project. It should clearly indicate the relationship of the research project to completion of the degree. In addition, the project narrative should include the following:
 - Major thesis of the project & investigators understanding of the subject
 - Preliminary work already accomplished (if applicable)
 - Objectives of the work
 - Fully articulated research methodology
 - Significance to the field
 - Supporting evidence regarding the likelihood of future outside funding (if applicable)
 - Bibliography
- **Advisor’s statement concerning the availability of his or her external funding sources for this project.** If the student’s advisor is currently supported by external sources of funds (i.e., state, federal or private grants or contracts), the advisor must indicate to what extent the student is being supported by these funds and explain why these funds are not available for the research support being requested in the proposal.
- **Curriculum vita.** A one page listing of the applicant’s degrees, honors, publications (if any), papers presented at professional meetings, etc.
- **Rating form completed by the applicant’s research advisor.** Include a statement of the status of the student project (whether it has received official approval appropriate to the department’s thesis or dissertation approval requirements).
- **Progress report on prior Benevolent Awards (if any).** A copy of the final report for any prior Benevolent awards must be submitted.
- **Research compliance approval.** Approval forms for proposed research that collects information on or about living human beings or animals, and proposed research involving recombinant DNA, potentially pathogenic substances/toxins, and/or human tissue/body fluid, must be completed by the applicant and submitted to the Research Compliance Office, MSC 312, **prior** to submitting the Benevolent application to the Department Chair. The Institutional Review Board (IRB) reviews and approves requests involving human subjects; the UAlbany Institutional Animal Care and Use Committee (IACUC) reviews and approves requests involving animal welfare; and, the Institutional Biosafety Committee (IBC) reviews and approves research involving recombinant DNA, potentially pathogenic substances/toxins, and/or human tissue/body fluids.

If you have questions regarding the research compliance procedures or wish to obtain an approval form, please contact the Research Compliance Office at 437-4569 or visit the web site at <http://www.albany.edu/research/compliance/>. Note that final approval must be obtained prior to the start of the research project and before funds are released.

REVIEW PROCESS

A University-wide review committee will review the applications and departmental rankings and submit final recommendations to the Vice President for Research prior to the end of the semester, based on the following criteria:

- Quality and feasibility of the proposed research project and design;
- Preference given to applications for support of dissertation research or its equivalent;
- Clarity of the proposal to reviewers from other disciplines;
- Clarity, rationality and appropriateness of the budget; and,
- Evidence of matching funds from other sources.

DEADLINES

Description	Fall Round	Spring Round
Applicants submit the original application plus eight (8) copies to the Department Chair.	October 16, 2009	February 26, 2010
Department chairs forward the original application with eight (8) copies, rankings, an explanation of the ranking criteria, and a brief commentary justifying the individual rankings to the Office of the Vice President for Research.	November 9, 2009	March 26, 2010
Vice President for Research notifies applicants	January 4, 2010	May 14, 2010

HUMAN AND ANIMAL SUBJECTS AND BIOHAZARD MATERIALS INFORMATION

Human Subjects involved? Yes () No ()
Animal Subjects involved? Yes () No ()
Biohazard Materials involved? Yes () No ()

If yes, indicate the date the protocol was submitted to the Office for Research Compliance _____ or the date the protocol was approved _____. *If approved, please attach a copy of the approval form.*

FUNDING INFORMATION

	Source	Amount
Other funding <i>received or approved</i> for this project	_____	\$ _____
Other funding for which you have already applied or that is pending Date of notification, if known _____	_____	\$ _____
Other funding for which you <i>plan</i> to apply	_____	\$ _____

BUDGET

Applicant's Name _____

Project Title _____

Category	Amount	Total by Category
Supplies		\$ _____
Software	\$ _____	
Data Acquisition	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Postage		\$ _____
Printing		\$ _____
Travel		\$ _____
Domestic	\$ _____	
Foreign	\$ _____	
Personnel		\$ _____
Subject fee	\$ _____	
Technical Service Fee	\$ _____	
Service/Processing Charges		\$ _____
Computer	\$ _____	
_____	\$ _____	
_____	\$ _____	
Equipment Rental		\$ _____
Other (please explain)		\$ _____
_____	\$ _____	
_____	\$ _____	
Total Budget		\$ _____

Total amount requested from Benevolent Association	\$ _____
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BUDGET JUSTIFICATION STATEMENT
(attach separate sheet(s) if necessary)

In the space provided below, please describe how the grant will facilitate the research project and why any requested supplies and materials cannot be supplied by other sources within the University. If the Benevolent request is less than the total budget, please explain how the difference will be covered.

PROJECT DESCRIPTION

Please address the following items in the space provided (attach separate sheet(s) if necessary).

Objective or Goal of the Research

Project Summary/Abstract

Rationale for the research, significance to the field

Description of Project Activities

RESEARCH ADVISOR RATING FORM

Research Advisor's Name _____ Department _____

Applicant's Name _____ Department _____

Evaluation criteria – please check the appropriate column (SA - strongly agree; A - agree; AR - agree with reservations; D - disagree; SD - strongly disagree)

	SA	A	AR	D	SD
Project contributes significantly to the advancement of knowledge in the discipline, subject matter area or field, and contributes to the improvement or development of experimental design, method, technique, conceptualization in discipline, field or subject matter area.	()	()	()	()	()

The project is well planned.	()	()	()	()	()
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As designed, the project or travel proposed can be accomplished in the time stipulated, with the facilities available and with the budget proposed.	()	()	()	()	()
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The applicant possesses the requisite project related competency or is otherwise qualified to bring the project to successful conclusion.	()	()	()	()	()
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The project has seed potential; if funded, other organizations may fund follow-up work.	()	()	()	()	()
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The project should be funded.	()	()	()	()	()
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The student has an approved

- | | | |
|---|---------|--------|
| a. Dissertation Committee | Yes () | No () |
| b. Official departmental approval to begin the dissertation/thesis work | Yes () | No () |

Explain the relationship of the proposed research to the degree.

What is your initial impression of this proposal?

Describe the project's principal strengths.

Describe the project's principal weaknesses.

Indicate any modifications that should be made to the budget.