

## University at Albany Benevolent Association Research Grants Fall, 2013 and Spring, 2014

### **GENERAL INFORMATION**

The University at Albany Benevolent Association announces the 2013-14 research grant award competition to support graduate research activity. **The fall award applies to research conducted during spring, 2014. The spring award applies to research conducted during the summer and fall semesters, 2014.** 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. Applicants will only receive funding twice, except in extraordinary circumstances.

Award amounts, which **do not exceed \$500**, are used to pursue research related to dissertation projects or research related to the completion of a terminal degree program. 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. Applicants who do not submit this report will not be eligible for subsequent funding. Applicants who wish to be considered for a second round of funding must clearly justify how additional funds will be used.

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 where/how you will find enough other sources of support to complete the project. If an advisor is assisting with the costs of the project, be sure to specifically discuss how the \$500 will be used from the Benevolent Association Award.
- **Abstract** - Double spaced maximum of 200 words.

- **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:
  - Objectives or goals of the research
  - Rationale for the research, significance to the field
  - Fully articulated research methodology
  - Preliminary work already accomplished (if applicable)
  - Supporting evidence regarding the likelihood of future outside funding (if applicable)
- **Timeline of activities/work schedule**
- **Relevant tables for Project description (if applicable)**
- **Bibliography**
- **Curriculum vita** - A one-page listing of the applicant's degrees, honors, publications (if any), papers presented at professional meetings, etc.
- **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. If the student is drawing on such funds, then a clear justification needs to be made as to why the additional \$500 from the Benevolent Association Award is needed.
- **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) - (see attached form).
- **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 Office of Regulatory Research Compliance, Lecture Center, SB28, **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 about the research compliance procedures, please contact the Office of Regulatory Research Compliance at 442-9050 or visit the web site at <http://www.albany.edu/orrc/> 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 research related to the completion of a terminal degree program;
- For applications to support dissertation research, preference given to those whose topic, committee, and proposal have been approved;
- Clarity of the proposal to reviewers from other disciplines;
- Clarity, rationality and appropriateness of the budget;
- Preference given to projects with outside funding or with the potential for acquiring outside funding;
- For those disciplines in which external funding is typically more scarce, preference will be given to projects that demonstrate the best use of the Benevolent funding for the project to have the greatest impact on the field.

## **DEADLINES**

<b>Description</b>	<b>Fall Round</b>	<b>Spring Round</b>
Applicants submit the original application plus eight (8) copies to the Department Chair.	October 7, 2013	Jan. 27, 2014
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 11, 2013	Feb. 17, 2014
Vice President for Research notifies applicants	January 8, 2014	April 25, 2014



**RESEARCH COMPLIANCE**

Does your project involve (check one)

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

Approval attached? (check one)

Yes  No   
Yes  No   
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.***

**CERTIFICATION**

If the proposed activity involves the use of human or animal subjects or biohazard materials, I understand that it will be necessary to obtain an approval from IRB, IACUC or IBC, whichever applies, prior to initiating the project and before the release of the Benevolent Award.

Applicant's Signature

**FUNDING INFORMATION**

	Source	Amount
Other funding <b><i>received or approved</i></b> 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 <b><i>plan</i></b> to apply		\$

## BUDGET

Applicant's Name

Project Title

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

<b>Total amount requested from Benevolent Association</b>	<b>\$</b>
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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 no more than seven double spaced typed pages with 12 point font and minimum of one inch margins on all sides (excluding the abstract, bibliographical references, tables, figures, and timeline):

Project Abstract (200 words)

Objectives or goals of the research

Rationale for the research, significance to the field

Fully articulated research methodology

Preliminary work already accomplished (if applicable)

Supporting evidence regarding the likelihood of future outside funding (if applicable)



## 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The project is well planned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As designed, the project or travel proposed can be accomplished in the time stipulated, with the facilities available and with the budget proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicant possesses the requisite project related competency or is otherwise qualified to bring the project to successful conclusion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The project has seed potential; if funded, other organizations may fund follow-up work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The project should be funded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student has an approved					
a. Dissertation Committee	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
b. Official departmental approval to begin the dissertation/thesis work	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

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.