# KUTZTOWN UNIVERSITY

## GRADUATE STUDENT GRANT APPLICATION GUIDELINES
## 2019-2020

This fund was created to encourage and support graduate students as they undertake research and creative projects, present papers at professional meetings, and need research materials or other resources.  Because this grant is designed to provide financial support to students for scholarly activities or research related to their programs of study, it is anticipated that the awarding of this grant will enable a student to better understand the scientific process, develop better communication and analytical skills, and gain experience presenting research results at academic conferences.

To be eligible, the student must minimally meet the following three criteria by being:

- matriculated in a Kutztown University graduate program.
- in good academic standing with at least six (6) graduate credits completed in the student's academic program.
- enrolled in at least three (3) graduate credits at Kutztown during the term of the award.

The maximum grant award is $1,500.  Reviewers may elect to fully fund, partially fund, or not fund a request.  Funding is available to reimburse costs associated with conducting or disseminating the results associated with research or scholarly activities occurring during the 2018-2019 academic year.

Not all research costs are eligible.  Eligible expenses include: supplies, lab analysis fees, conference registration, graduate student travel reimbursement for field work, site visits, conference attendance, printing, and poster preparation.  Durable goods purchased under this grant program become the property of Kutztown University. Ineligible expenses include, but are not limited to, journaling supplies, stipends or wages, faculty-related expenses, class-related purchases, and gratuities.

A proposal and application form must be submitted **prior** to the start of the project, presentation of the paper at a professional conference, or request for research materials.  Incomplete proposals will not be considered.  Only one grant award per student per academic year will be awarded.  (The academic year extends from mid-August/September to mid-August/September.)  In the case of an ongoing project, the student may reapply.

All proposals will be evaluated on the basis of the merit, quality of the project design, and feasibility of successful completion of the study or creative project.  The proposal submission* should include the attached application form, a one page narrative, and a letter of support from a faculty member.  The narrative should provide (1.) information on the relevance and significance of the topic to the student's program of study; (2.) a thorough description of the project including design, feasibility, and likelihood of success; and, (3.) a proposed budget.  In the case of a conference presentation, the proposal narrative should identify the name and location of the conference, information on the presentation/poster session, and the acceptance letter.

If more than one student is presenting at one conference session or participating in a research project, a joint proposal must be submitted.  The submission should include the attached

application form completed for each student presenter or student researcher, a one-page narrative, and letters of support from a faculty member for each student presenter.  Please note that **total** travel expenses for student presenters/student researchers at one conference session/researcher project cannot exceed $3,000.

All projects involving human subjects and participants must be approved by Kutztown University's Institutional Review Board.  Information can be found at https://www.kutztown.edu/about-ku/administration/committees/institutional-review-board-for-the-protection-of-human-subjects.html.

This grant is not available to graduate students who are also Kutztown University employees.  Employees are encouraged to apply for available professional development funding.

Grant recipients are expected to (1.) submit a brief report and short biography at the completion of the research/creative project or paper presentation*; (2.) if applicable, present results at a regional, national, or international conference; and, (3.) submit budget expenditures at the completion of the research/creative project or paper presentation.*


*Submit to the Vice Provost and Dean of Graduate Studies, Kutztown University, 319 Stratton Administration Center.