**Graduate Student Research Funding**

Guidelines and Instructions (Pages 1-3)

Application (Pages 4-5)

**Deadlines:**

* **Fall:** September 1
* **Spring:** February 1
* **Summer:** July 1

**General Funding Information**

**Purpose of Funding**

This funding supports student research by providing financial assistance to be used toward the costs incurred in research projects. Research funding is intended to help defray the real costs of supplies, materials, and travel needed to conduct the student’s research. This funding is not a cash grant to the student nor is it to be used as payment for work. The research advisor is responsible for ensuring that the requested funds are needed and appropriate for the student’s research project. All research-funding awards are transferred directly into the budget of the academic unit housing the student’s program, and it is the Academic Unit Leader’s (“AUL”) responsibility to ensure that the funds are used for the specific student project or returned to the Graduate College.

**Eligibility**

All graduate student research projects that have: 1) progressed to the point where there is clarity in the research goals and 2) received any relevant research compliance approvals are eligible for funding. At the time of application, the student and research advisor should be sufficiently committed to a project to know the scope of the research and potential costs that may be involved. If the student has not progressed to the point where there is clarity in research goals, the request for support should be delayed until the next deadline.

**Funding Amounts**

Each academic year the Graduate College has a specified budget established to support research funding. The dollar amount of each award depends, in part, on the number of applications received. Based on past history, awards are approximately $250 for non-thesis and $500 for theses projects. Applicants are expected to delineate all actual costs associated with conducting the research project, regardless of whether the total is below or above the typical amount for awards. The student may also include information to make their case for funding above the “typical” amount, although the additional request may or may not be awarded, depending on justification and total applications received. This information could be useful in seeking additional private funding to support graduate student research in the future.

**Conditions of Funding**

* Research funding is a one-time award. Applications for funding will not be accepted from any student previously funded under this program.
* Students receiving funding are expected to present their research findings at the Einhellig Interdisciplinary Research Forum (EIDF) held each spring (virtual options may be available if necessary). If a student is unable to fulfill this condition, they should contact the Graduate College (GradCollegeServices@MissouriState.edu) as soon as possible to arrange alternatives.

**Application Procedures**

* The application should be completed by the student in consultation with their research advisor following the guidelines below. The final research project may vary somewhat from the initial plan; however, the application must have enough specific information about the proposed project to show that the initial steps toward a thesis or non-thesis project are underway (***including all research compliance documentation***) and that the requested funds are integral to conducting the research.
* Signatures of the student’s research advisor and academic unit leader are required prior to submission.
* Proposals must be submitted electronically as one (1) complete document to: GraduateCollege@missouristate.edu by the appropriate deadline:
	+ **Fall:** September 1
	+ **Spring:** February 1
	+ **Summer:** July 1

**Instructions for Completing the Research Funding Application**

**Research Abstract**

In your abstract, discuss the purpose of the research project and give a brief background for the project. Briefly explain the research design, methods, and data analyses that will be used. Finally, indicate the proposed timeline for the project. Provide enough information about the project so that the committee can evaluate the proposed work and how it is related to the requested expenses.

**Research Compliance**

This portion of your application is incredibly important. Please pay special attention to providing this documentation and visit the website for the [Office of Research Administration](https://ora.missouristate.edu/) for institutional research policies, compliance, and training information.

* For projects that involve human subjects or non-human vertebrates, students must receive approval from the [Institutional Review Board](https://ora.missouristate.edu/IRB.htm) for the Protection of Human Subjects (IRB) or [Institutional Animal Care and Use Committee](https://ora.missouristate.edu/IACUC.htm) (IACUC), respectively.
* For projects involving recombinant DNA or potentially biohazardous materials, students must receive approval from the [Institutional Biosafety Committee](https://ora.missouristate.edu/Biosafety.htm) (IBC).
* For projects using radioactive materials, students must receive approval from the [Radiation Safety Committee](https://ora.missouristate.edu/radiation-safety.htm) (RSC).
* To promote research integrity, ethical conduct in research, and to comply with federal requirements, Missouri State encourages all student, staff, and faculty researchers to be trained in the [Responsible Conduct of Research](https://ora.missouristate.edu/ResponsibleConductinResearchRCR.htm) (RCR).

**Applicants for research funding are required to submit with the application:**

1. **Notification of approval by the appropriate research compliance committee (if applicable)**
2. **Proof of the appropriate training completion**

***Please Note:*** Any application received that does not have the appropriate research compliance documentation attached will ***not*** be considered for funding.

**Research Project Budget**

In the Research Project Budget section, list/describe the items and supplies needed and provide a cost and justification for each. In the column marked “justification,” provide a reference to the Research Abstract or a short explanation of how the item relates to the proposed research.

**Common uses of funds**

• Consumable supplies (laboratory supplies, chemicals, postage for questionnaire mailing, etc.)

• Travel required for various types of fieldwork

• Part of the cost of an instrument that the student (and other students) would use in data collection

• Additions to university or departmental libraries

• Participant incentives – you must follow the Gift Reporting documentation for MSU:

 <https://www.missouristate.edu/policy/Op8_11_AwardsGiftsandPrizes.htm>

**Research funding should *not* be used for:**

* Books, duplicating materials, or other items purchased with the intent that they become the personal property of the student
* Pay for the student doing the research, or to hire another student, to do the work of data collection or other aspects of the research project normally expected in the discipline as part of the research done by the investigator
* Printing and binding of the thesis
* Publication costs
* Travel funding to support presentation of research results at conferences as such requests are handled through a separate application process. An [Application for Graduate Student Travel Funding](https://graduate.missouristate.edu/CurrentStudents/Funding.htm) is located on the Graduate College website under Funding Opportunities.

**Additional Funding Sources**

If additional funding toward the expenses associated with the research project is anticipated, such as from an external grant source or an academic department, please provide this information in the space provided.

**Application for Research Funding**

(Submit completed form and all other documents electronically as **one** document to [GraduateCollege@missouristate.edu](https://livemissouristate.sharepoint.com/sites/GraduateCollege/Shared%20Documents/GST/Thesis%20Funding/Forms/Application/GraduateCollege%40missouristate.edu))

|  |  |
| --- | --- |
| Student’s Name |  |
| M Number |  |
| Student’s Email Address |  |
| Faculty Research Advisor |  |
| Degree Program |  |
| Title of Research |  |
| Anticipated Graduation Date |  |

**Type of Funding Requested** (enter an “X” by only one)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Thesis |  | Non-Thesis |

**Abstract**

*The abstract should specify the topic of the research, provide a brief foundation upon which the research is proposed, explain the research design and methods to be utilized (including data analyses), and a timeline for implementation.*

**(ENTER TEXT HERE)**

**Research Compliance**

Document whether this project involves one or more of the following (place an “X” or “√” to indicate Yes or No; if YES is marked on any of the items below, you ***must*** attach notification of approval by the appropriate committee and copies of required training certificates)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Human Participants (Institutional Review Board) |  | Yes |  | No |
| Animals (Institutional Animal Care and Use) |  | Yes |  | No |
| Radioactive Materials (Radiation Safety) |  | Yes |  | No |
| Recombinant DNA techniques and other biohazards (Biosafety Committee) |  | Yes |  | No |

**Budget**

Provide a list of items/supplies needed for the research project along with their estimated cost and justification/purpose for research (add other rows as needed). Delineate all estimated costs associated with conducting the research project, regardless of whether the total is below or above the typical amount for awards. This information could be useful in seeking additional private funding to support graduate student research in the future.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Justification/Relationship to Research Project | Estimated Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Estimated Expenses |  |
| Total Funding Requested from the Graduate College |  |
| Other Funding Provided (include amount and source) |  |

**Required Approvals**

|  |  |  |
| --- | --- | --- |
|  | Printed Name | Signature |
| Research Advisor |  |  |
| Academic Unit Leader |  |  |

**Budget Account Number** (Fund, Organization, Program- FOP) to receive transfer funds from Graduate College

|  |  |
| --- | --- |
| Department |  |
| FOP Budget Number |  |

**NOTE:** All fund transfers will go into **Account 732 (Supplies).** The departmental assistant and/or budget officer can transfer the funds as needed to other lines of their budget.