

UG Student Research Support Grants

The SJCNY UG research program, Brooklyn campus, will award several¹ competitive research support grants each academic year, up to a **maximum of \$500 each**. The research support grant may be used to support student research projects that could otherwise not be executed, or student conference travel expenses for the presentation of original scholarship. The grants are awarded on a rolling basis each academic year.

The intent of these grants is twofold: (1) to encourage high-caliber undergraduate research that has the potential to be published in academic journals and/or be presented at external academic conferences, by enabling undergraduate students to complete original work in their disciplines that they would *otherwise not be able to complete without financial support for necessary research materials*; and (2) to encourage exceptional students to submit original scholarly work to academic conferences by off-setting costs that may prohibit attendance. These grants also serve to advertise and promote the high-impact practice of undergraduate research at SJCNY.

Who can apply for these grants? Any Brooklyn-based student who is engaged in, or plans to engage in, original scholarship under the supervision of an SJCNY faculty member, or any Brooklyn-based student who has had a paper, poster or other scholarly work accepted to a recognized academic conference in his/her field may apply for funds.

What projects will be funded? Proposals for original scholarship, in any discipline, will be accepted for review. Applications will be evaluated according to a set of criteria (see attached document “Information for Applicants”) that encompass overall quality of the proposal, scholarly merit & potential contribution to its field, potential to be published / presented, feasibility and financial need. Applications will be reviewed and rated by at least two, but sometimes three, members² of the UG research advisory panel. Applications with the highest ratings will be funded. **These grants are competitive.** Applicants should carefully review the application requirements with their faculty mentors and should take care to submit well-written and persuasive applications. Applications that do not adhere to the application requirements will not be considered for funding.

What can grant money be used for? The funds are designed to off-set costs for software & other technical materials to which the SJCNY community does not have access, such as certain books & technical manuals, fees for access to archives/exhibits, participant payments & tests/measures, and poster fees. (This list is not exhaustive and acceptable items will vary according to discipline). The funds can also be used for transportation, accommodation and food (meal expenses will be funded up to a reasonable maximum per day; alcoholic drinks will **not** be covered regardless of the age of the student).

What will NOT be funded? These funds cannot be used for student salary/stipend, education–related expenses.

How do I apply? Refer to the attached document: **Information for Applicants**

¹ The number of grants awarded depends on the number of applications received and the amount of money awarded for each.

² If a member of the advisory panel is an applicant’s faculty mentor, he/she will recuse him/herself from the reviewer pool.

UG Student Research Support Grants: Information for Applicants

Applications will be evaluated on a rolling basis.

Application requirements

A. Applicants should submit a **single document**, in **PDF** format, that includes the following sections (*if applicable*):

1. Cover letter that includes:

- a. **Contact information** (e.g., address, phone number, e-mail address)
- b. Proposal title
- c. For human/animal subjects research in any discipline, a statement about the status of IRB (e.g., application will be submitted; application is already approved).
- d. Conference name, date, location and the student's role (e.g., lead author; contributor; presenter)

2. Proposal that includes:

- a. **An abstract (up to 250 words) describing the proposed research.**
- b. **Proposed budget with budget justifications.**
- c. Project timeline. Applicant should present a persuasive argument that the project can be completed in the time line provided.
- d. Statement of expectations for distribution of results (e.g., a conference to which the project might be submitted for presentation)

B. **A letter of support from applicant's faculty mentor.** This can be in the form of an email from the mentor to the Director of Undergraduate Research, Dr. Michael Magee (mwmagee@sjcny.edu).

Applications should be submitted to the Director of Undergraduate Research, Dr. Michael Magee (mwmagee@sjcny.edu), with the subject line as follows: LAST NAME, FIRST NAME research grant application.

Evaluation Criteria | Applications will receive *three* scores:

Overall Quality (an average score of several indices each scored between 1 (lowest)-5 (highest)): Reviewers will rate the project according to its scholarly merit and potential contribution to its field; the sophistication of the ideas (e.g., does the proposal present an original idea or use new or creative methods or viewpoints to address old problems; is the methodology rigorous; is the proposal complete and well-written) and finally, the potential for the work to be published or presented

Financial Need (yes, in full / yes, in part / no): Reviewers will consider whether or not the funds requested are necessary for the work to be completed. The faculty mentor's letter of support and persuasiveness of the budget narrative will be considered in making this determination. A reviewer may also contact faculty mentors to ask questions that will help him/her make this determination.

Feasibility (yes / no): Reviewers will consider whether or not the applicant can actually perform the work in the time frame described. Scope of the project, faculty letter of support and student record of achievement will be considered in making this determination.

Applications that are deemed infeasible will be removed from award consideration. Among those deemed feasible, the two applications rated as highest quality will be considered for funding. The review committee will then examine the financial need scores and decide as to whether the applicants will be funded in full, or in part (or in presumably very rare cases, not at all).